



Great Marlow School

JOB DESCRIPTION

MAIN SCALE TEACHER : Physical Education

Overall Purpose of the Post

All teachers are accountable to the Headteacher through their Line Manager. The post holder will be expected to perform the following duties and meet the teaching responsibilities as set out in the School Teachers' Pay & Conditions Document (STPCD). The post holder is responsible for promoting his/her own CPD to ensure that his/her skills, knowledge and understanding remain up-to-date.

Additionally, STPCD requires all teachers to be involved in advising and co-operating with the Headteacher and other teachers on:

- the preparation, development and review of courses of study, teaching materials, teaching programmes, methods of teaching, methods of assessment and pastoral arrangements all of which complement the school's strategic aims
- the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school

Job Purpose:

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum to students and to support the curriculum area as appropriate.
- To monitor and support the overall progress and development of students as a teacher and or form tutor.
- To facilitate and encourage a learning experience, which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment and achievement.
- To share and support the school's responsibility to provide and monitor opportunities for the personal and academic development of children and young people.

Responsibilities:

- To promote the general progress and well-being of individual students and of any class or group of students assigned to him/her.
- To provide guidance and advice to students on educational and social matters; on further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports.
- To make records and report on the personal and social needs of students.
- To communicate and consult with the parents of students, as directed by the Head.
- To attend assemblies, register the attendance of students and supervise them, whether these duties are to be performed before, during or after school sessions.
- To communicate and co-operate with persons or bodies outside the school.
- To participate in meetings arranged for any of the purposes described above.
- To contribute, wherever appropriate, to the wider life of the school.
- To liaise with SENCO to differentiate work to match the needs of individual students.
- To take part in marketing and liaison events such as Open Evening, Parents' Evenings and events with partner schools.

Teaching and Learning

Teachers are expected to:

1. Plan and prepare schemes of work, courses and lessons, which provide students with the opportunity to achieve their individual potential.
2. Teach, according to their educational needs, the students assigned to him/her. This involves setting and marking work for the students to complete in school and elsewhere.
3. Assess, record and report on the development, progress and attainment of students.
4. Organise and participate in extra-curricular activities, where appropriate.
5. Ensure the effective deployment of classroom support.
6. Monitor and support the overall progress and development of students.
7. Contribute to raising standards of student attainment/achievement.
8. Apply the Behaviour for Learning Policy so that effective learning for all can take place.
9. Maintain an environment which is conducive to learning.

Assessing and Reporting

Teachers are expected to:

1. Provide or contribute to oral and written assessment, reports and references relating to individual students and groups of students.
2. Maintain accurate and up to date student records.
3. Track student progress and use the data to inform teaching.
4. Alert relevant staff to problems identified in a student and recommend solutions.

Standards and Quality Assurance

Teachers are expected to:

1. Support the aims and ethos of the school as identified in the SEF, School Development Plan and School Prospectus.
2. Be aware of national developments relevant to subject and current best practice.
3. Undertake lesson observations as part of the department observation schedule and professional development arrangements.
4. Promote and model good relationships with pupils, colleagues and parents.
5. Set a good example in terms of dress, punctuality and attendance.
6. Uphold the school's behaviour code and uniform regulations.
7. Participate in staff training and take a lead in own professional development.
8. Develop links with governors, local authority, and subject advisers.
9. Actively seek the views of parents and learners as part of the self-evaluation process.

Other Requirements

- Participate in arrangements made for his/her performance management.
- Review, from time to time, his/her methods of teaching and programmes of work.
- Participate in arrangements for his/her further training and professional development as a teacher.
- Contribute to the department's SEF and development plan and its implementation.
- Assist the head of department in identifying resource needs, and to work with the team to ensure that resources are used effectively and shared for the benefit of all students.
- Participate in school cross-curricular days such as citizenship or enterprise awareness days.
- Participate and contribute to the organisation of school visits and trips that complement learning.
- Supervise students outside lesson time in morning and afternoon sessions, for example during lesson changeovers.
- Use students' work for classroom display.
- Attend meetings regularly, including parents' evenings, which are part of directed time.
- Maintain good order and discipline among students and attend to their health and safety, both when they are authorised to be on the school premises, and when they are engaged in authorised school activities elsewhere, as well as having regard to safeguarding.

The job description allocates duties and responsibilities. It does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed.
The job description is not necessarily a comprehensive definition of the post. It will be reviewed annually and it may be subject to modification or amendment after consultation with the post holder.