



<b>Job description</b>	
<b>Job title</b>	Primary and Secondary Physical Education Teacher
<b>Grade</b>	MPR 1-6 / UPR 1-3 plus SEN Allowance of £5,009 per annum
<b>Directorate</b>	Children's Services
<b>Section/team</b>	Meadow Park School
<b>Accountable to</b>	Secondary Lead Teacher
<b>Responsible for</b>	Directing Teaching Assistant(s)
<b>Date reviewed</b>	December 2023

### **Purpose of the job**

To inspire disengaged pupils and help them to make accelerated progress from their starting points by delivering personalised and interesting lessons. You will teach Primary and Secondary PE to classes of mixed ability. You will be a form tutor, and you will guide and support your classes to ensure best outcomes and you will also support the development and delivery of PSHE and the personal development curriculum, reflecting the individual needs of the children and cohort.

### **Duties and responsibilities**

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

All duties will be carried out in line with the duties contained in the School Teachers' Pay and Conditions Document as directed by the Headteacher.

#### General

1. To follow all safeguarding procedures in accordance with the Keeping Children Safe in Education Policy.
2. To support the aims and ethos fostered in the School.
3. To communicate efficiently and effectively to all staff that contributes to the daily smooth running of the School.
4. To produce documentation as required for case management such as Annual Review reports, Individual Education or Behaviour Plans and termly progress reports.
5. To support multi-agency working by integrating / supporting any strategies or plans into the teaching situation.
6. To set, monitor and evaluate learning targets for Children and Young People (CYP) within the subject(s) you teach.

7. To maintain and respect confidentiality issues relating to CYP, the School or other staff.
8. Act as a tutor to a group or group(s) of CYP.
9. To develop positive relationships with staff and CYP.
10. To produce, evaluate and develop curriculum files in accordance with School systems.
11. To action areas of the School Development Plan or School Improvement Plan as directed by the Headteacher.
12. To conduct yourself in a professional manner at all times.
13. To show a high standard of capability in the management of behaviour and discipline of CYP.
14. To maintain an inclusive learning environment which is safe, healthy, positive and learning rich.
15. To promote standards of attainment in the subject areas you teach.
16. To develop key skills and thinking skills as a part of your teaching.
17. To develop appreciation of numeracy, literacy and ICT as part of your teaching.
18. To submit planning, assessments and CYP progress records on a regular basis.
19. To prepare and develop any policies relating to teaching and learning the subjects you teach as directed by the Headteacher.
20. To provide quality in all learning experiences of the CYP with whom you work.
21. To contribute to the corporate nature of School life.
22. To act as an advocate for the young people in your charge and to carry out a pastoral role as required, including the production of Individual Education and Behaviour Plans / Pupil Profiles in respect of these students.
23. To take a holistic approach to meeting the needs of each child and to develop an informed knowledge and understanding of their needs.
24. To welcome and encourage parental/carer involvement and to liaise with them on a regular basis.
25. To be aware of all School policies and procedures and to act in line with them.
26. To engage in professional development opportunities to enable the needs of the Service Provision to be met.

#### Curriculum

27. To deliver the Primary and Secondary PE curriculum.
28. To lead, initiate research and plan School curriculum developments.
29. To provide help and guidance for all colleagues in planning, monitoring and assessing pupil's work for your area of curriculum responsibility.
30. To contribute to the School Development Plan by producing an annual development plan for your area of curriculum responsibility.
31. To set a high standard in your own work, both within and outside of the classroom which can be used as a guide to expectations and a model for good practice.
32. To maintain and update resources and equipment for use throughout the School and to be responsible for the budget allocation for your area(s) of curriculum responsibility.
33. To attend staff meetings and conference meetings to discuss the area of responsibility, in order to facilitate a good understanding and utilisation of the teaching and learning policy

34. To report to the Head teacher and Governors as and when required to keep them fully informed of all activities related to the Curriculum areas for which responsibility has been given.
35. To work with parents/carers and other agencies e.g., Educational Psychology, Social Services, the Health Authority to ensure timely and appropriate responses to individual pupil needs.
36. To follow School policy and procedure in relation to monitoring, planning and assessment.

#### Other Duties

37. Other duties related to the work of the School as appropriate to the post may be assigned in line with the School Teachers' Pay and Conditions Document.

### **Health and safety**

- To ensure suitable and sufficient risk assessments are carried out taking into account employee's capabilities
- To inform leadership of any health and safety issues which could place individuals in danger

### **Data Protection and Information Security**

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.



Person specification			
<b>Post title</b>	Design Technology Teacher	<b>Grade</b>	MPS/UPS + SEN allowance
<b>Directorate</b>	Children's Services	<b>Section/team</b>	Meadow Park School

This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bind over orders received in the last 12 months.

Please read the guidance notes before completing your application form. Please demonstrate, with examples, how you meet the criteria for the post, as set out below.

Criteria		* M.O.A	Essential or Desirable
<b>Qualifications</b>			
	Degree	A, C, I	Essential
	Qualified teacher status	A, C, I	Essential
<b>Skills, knowledge and experience</b>			
	Experience of working in a pupil referral unit/SEMH /AP setting	A, I	Desirable
	Experience of developing a highly exciting and innovative curriculum which is personalised to the needs of the whole child	A, I	Desirable
	Highly successful practitioner	A, I	Essential
	Able to advise and collaborate with others	A, I	Essential
	Evidence of setting and maintaining high expectations in all areas	A, I	Essential
	Experience of developing, inspiring, challenging and motivating pupils	A, I	Essential
	Demonstrable success is raising standards and meeting challenging targets	A, I	Desirable
	Evidence of appropriate Continuing Professional Development	A, I	Essential
	Thorough understanding of all aspects of safeguarding and promoting the welfare of children and young people	A, I	Essential
	Communicate well orally and in writing at all levels	A, I	Essential
<b>Qualities and Abilities</b>			
	High quality pastoral skills	A, I	Essential
	Empathy with children	A, I	Essential

	High expectation of pupils' learning and attainment	A, I	Essential
	A strong commitment to school improvement and raising achievement for all	A, I	Essential
	Ability to be self-reflective on your own practice, particularly around your own self improvement	A, I	Essential
	Ability to build and maintain good relationships	A, I	Essential
	Ability to remain positive and enthusiastic when working under pressure	A, I	Essential
	Ability to organise work, prioritise tasks, make decisions and manage time effectively	A, I	Essential
	Excellent communication skills	A, I	Essential
	Excellent interpersonal skills	A, I	Essential
	Perseverance in the face of challenge	A, I	Essential
<b>Health and safety</b>			
	Ability to ensure suitable and sufficient risk assessments are carried out considering employees capabilities	A, I	Essential
<b>Additional Requirements</b>			
	Regulated Activity Certificate of Disclosure from the Disclosure and Barring Service	A, C	Essential
	Additional criminal record checks if applicant has lived outside the UK	A, C	Essential
<b>Other</b>			
	Ability to understand and demonstrate a commitment to equality and diversity	A/I	Essential
	Must be legally entitled to work in the UK	C	Essential

**\*Method of assessment (\*M.O.A)**

**A** = Application form      **C** = Certificate      **E** = Exercise      **I** = Interview      **P** = Presentation

Date	Approved by authorised manager	Designation
20/12/2023	J. Cleary	Headteacher

**Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:**

- **Motivation to work with children and young people**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people**
- **Emotional resilience in working with challenging behaviours**
- **Attitudes to use of authority and maintaining discipline**



We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.