



## **CHESHAM PREPARATORY SCHOOL JOB DESCRIPTION**

### **PE AND GAMES TEACHER**

**Responsible to:** The Headmaster, the Deputy Head, the Director of Sport, the Head of Girls' Games

#### **Teaching**

- Prepare and deliver lessons that are appropriate to the PE and Games curriculum. This should involve effective planning, with appropriate liaison with all members of the Games Department, with heads of other departments and with the Deputy Head as necessary.
- Teach Games and PE throughout the school across the year groups.
- Teach stimulating lessons, tailoring objectives to the educational needs of the pupils assigned to the class and in an holistic manner which will enable each child to achieve (relative) excellence in their PE and Games.
- Keep up-to-date and have awareness of current, significant initiatives in education and in the teaching of PE and Games.

#### **Range of duties**

- Assess, record and report on the individual development, progress and attainment of pupils according to the school's agreed policy.
- Write professional reports, including end of year reports for pupils taught in PE/Games lessons.
- Attend staff meetings, open days and training days. Participate in meetings relating to matters academic, pastoral or administrative, as reasonably agreed with the Headmaster.
- Establish effective working relationships with professional colleagues and associate staff, both teaching and non-teaching.
- Establish and maintain good relationships with parents/carers.
- Cover other lessons as required.
- Carry out school duties and participate in the school's extra-curricular activity programme as reasonably requested by the Head or Deputy Head.
- Carry out duties as directed by the Head of Girls' Games, Director of Sport or Deputy Head.

#### **Supporting the School**

- Attend assemblies, register the attendance of pupils when required and supervise pupils, whether these duties are to be performed before, during or after school time.
- Maintain confidentiality about home-school/pupil-teacher/schoolwork matters.
- Complete any other task as reasonably directed by the Head, in the best interest of the pupils and the school.
- Communicate regularly and freely with other teachers; exchange views on teaching methods and individual children. Embrace new practices as and when appropriate.

## **Discipline, Health and Safety**

- Maintain good order and discipline among the pupils and safeguard 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.
- Emphasise and ensure the highest standards of safety and safe methods of working in such areas where potential hazards exist.
- Demand high standards of work and behaviour and where these are not observed use encouragement and where necessary sanctions to obtain the required improvement.
- Communicate to pupils that they must take a reasonable attitude to the books and equipment with which they have been provided and that they will be charged for any damage inflicted on school property.
- Notify the Designated Safeguarding Lead of any concerns regarding children's safeguarding or welfare.
- Be responsible for taking reasonable care of your own safety, that of pupils, visitors, temporary staff, volunteers and contractors. Co-operate with the Head, the Bursar and members of the Senior Management Team in order to enable the Governors to comply with health and safety duties, reporting any risks or defects to the Bursar.

## **Professional Development**

- Participate in the school's Appraisal and Professional Development scheme as implemented by the Head and School Governors.
- Attend all INSET days as requested by the Head.
- Review from time to time personal methods of teaching and programmes of work.
- Participate in arrangements for further training and professional development.

## **Professional Standard**

- Behave professionally at all times. Support the school. Foster and help to develop the school ethos, values and standards.
- Maintain acceptably high personal standards of appearance, behaviour and punctuality, both in and out of the classroom. Set a good example for all children to follow.
- Adhere to appropriate and relevant school policies. Be aware of the school mission statement and ensure that your actions are not in conflict with this.
- Observe the school's code of professional conduct.

**This role is a regulated activity as defined by the disclosure and barring service.**