



Job Description

Our whole group is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

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| Post title: | Physical Education (PE) Teacher |
| Hours: | Maternity Cover, Monday to Friday, 8:30 am – 5:30pm including Three Saturdays and Prep evening duties a term as well as parents’ evenings |
| Salary: | Based on experience |
| Responsible to: | Head Teacher |
| Start Date: | September 2024 |

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| Main Responsibilities: | <ul style="list-style-type: none"> To be able to teach Academic PE to GCSE and preferably BTEC Level 3 To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and support a designated curriculum area as appropriate 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 To set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline. Work closely with the lead teacher for Prep and Senior sport to ensure a continuity between year groups. To plan, implement and deliver a program of Girls and/or Boys games in the Prep and Senior department. To organise regular fixtures with other schools, both home and away, as well as arranging the appropriate transport, catering and officiating. To drive up the standards of Prep and Senior sport through excellent coaching encouraging sport for all as well providing stretch and challenge for the most able. Encourage, enter and attend regional and national tournaments in a variety of sports. To ensure that all activities in the classroom or in sport teaching areas comply with good practice in relation to Health and Safety. To ensure that the current requirements of examination boards are met. To contribute to the extra-curricular timetable and duties of the Prep Department as directed by SLT. To take Activities in the Senior School |
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| <p>General Teacher Specific Tasks</p> | <ul style="list-style-type: none"> • To ensure familiarity with the contents of the Staff Handbook and take responsibility for implementing policy into practice. • To teach as required by the timetable, effectively planning, preparing and delivering lessons in accordance with the Code of Conduct. • To maintain a good working knowledge of developments within specific subject areas taught. • To provide a high quality learning experience for every student based on targets which meet with internal and external quality standards. • To plan for the effective use of any Teacher Assistants in lessons where allocated. • To make use of all relevant data to ensure that the individual needs of students are met. To prepare reports and complete assessments and contribute to passports and IEPs as required. • To set and mark pupils' homework regularly in line with the homework timetable where applicable and the school and departmental policy; maintain records of these assessments. • To manage behaviour of students in lessons in line with the school policy and ethos to encourage good practice among our students with regard to punctuality, behaviour and standards of work. • To undertake a share in the corporate responsibility for the wellbeing of students and student behaviour management, supporting all school policies relating to this and especially with regard to safeguarding and promoting the welfare of students, along with their protection. • To attend meetings as requested e.g. parents' evenings, staff meetings and any other appropriate meetings as may be reasonably required at the discretion of the Headmaster. • To participate in the School's Internal Staff Development Programme. • To work effectively within a team context and contribute to effective working relationships within the school. • To set and mark internal examination papers as required and to record this information as required by the Subject Leader. • To work effectively within a team context and contribute to effective working relationships within the school. • To teach other subjects from time to time as necessary, such as PHSME, Life Skills etc. • To be a form/class tutor. |
| <p>The Person:</p> | <ul style="list-style-type: none"> • To be a specialist in the subject with the ability to teach GCSE (level 2 qualifications), A level and/or BTEC (level 3 qualifications) in Sport/PE. • To be able to teach PE from Year 1 to Y13 • Excellent classroom practitioner who can lead by example. • A passion for education and an awareness of wider educational issues. • Excellent organisation skills with the proven ability to see things through to completion. • Excellent communication and critical reflective skills, understanding the importance of listening. • Leadership and management skills to improve and maintain high levels of student learning. |

- Collaborative working practices developed and demonstrable, with the ability to manage change and work under the pressure of changing circumstances.
- An approachable and supportive disposition, so that others are confident that their concerns will be heard and will receive sympathetic treatment.
- Excellent interpersonal skills necessary to sustain effective relationships on behalf of the School, both internally and externally.
- An ability to relate well to children and young adults and to recognise and respond to their varying educational and pastoral needs.
- Actively support the Christian nature of the School, leading by example.
- To embrace the school's vision in day-to-day practice and model the behaviours and values expected of others.
- A proven commitment to their own professional and personal development.
- Keenness to seek feedback and the ability to remain positive when challenged or criticised.
- Discretion and the ability to maintain confidentiality.
- Reliability and flexibility.
- Proactively contribute to the school in areas such as clubs, trips and learning outside of the classroom.

Notes:

Responsibilities may be direct, joint or through developed structures, but always in accordance with whole-school policies. These details may be amended at any time by agreement, but in any case will be reviewed during the appraisal process. In terms of skills and professional qualities, the candidate will visibly maintain the highest professional standards, have excellent interpersonal, communication, presentational, and IT skills, and have an ability to work flexibly within the School structure.

Person Specification

Lucton Preparatory School and Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

| Factor | Essential | Desirable | Method of Assessment |
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| Qualifications, Knowledge & Experience: | <ul style="list-style-type: none"> • A good first degree in a relevant discipline. | <ul style="list-style-type: none"> • Further subject-related qualifications. • PGCE or other suitable teaching qualification. | <ul style="list-style-type: none"> • Production of the Applicant's certificates |
| Experience: | <ul style="list-style-type: none"> • Experience of dealing with young people aged 6+, preferably within an educational context. | <ul style="list-style-type: none"> • Recent experience of teaching your subject(s) at the relevant level(s). • Involvement in the marking of GCSE and/or A level examination scripts for a recognised Awarding Body. | <ul style="list-style-type: none"> • CV • Interview • Professional references |

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| | | <ul style="list-style-type: none"> • Experience in industry | |
| Skills: | <ul style="list-style-type: none"> • An ability to communicate effectively both orally and in writing. • An ability to devise and implement a range of teaching strategies to promote learning and enjoyment of a subject. • An ability to carry out administrative tasks accurately and efficiently to meet tight deadlines. | <ul style="list-style-type: none"> • Good IT skills and an ability to use ICT to good effect in the classroom if necessary. | <ul style="list-style-type: none"> • CV • Interview • Professional references |
| Knowledge: | <ul style="list-style-type: none"> • Knowledge of the requirements of the National Curriculum and specifications of examination courses. • Knowledge of GCSE and/or A level specifications and curriculum initiatives. • An awareness of likely developments affecting the delivery of subjects at Key Stage 4 and post-16 levels. • An awareness of and commitment to the ethos of the school. | <ul style="list-style-type: none"> • Awareness of equal opportunities issues and how they can be tackled through teaching and learning strategies and other SEN provision. | <ul style="list-style-type: none"> • Contents of the Application Form • Interview • Professional references |
| Personal competencies and qualities: | <ul style="list-style-type: none"> • A genuine enthusiasm for your subject(s) and a desire to communicate this to students. • A commitment to overcoming barriers to learning. • An ability to inspire confidence. • A positive attitude to the use of authority and maintaining student discipline. • An ability to strike a good professional rapport with students, staff and parents. • Being a positive role model. An interest in contributing to the extracurricular life of the school. | | <ul style="list-style-type: none"> • Contents of the Application Form • Interview • Professional references |