Job Description

Title of post	*Teacher of PE*
Salary	*MPS/UPS*
Hours of work	*Full Time*
Line manager and responsible for reviews	*Curriculum Leader of PE*

Purpose of the Post

To provide and be accountable for high quality teaching and learning, contributing to the development of outstanding progress across the School in line with the stated aims and objectives of the Trust.

All teachers are expected to demonstrate high standards of personal and professional conduct and as a minimum, act within the statutory frameworks which set out professional duties and standards inside and outside the Trust.

The School is fully committed to safeguarding children and promoting their welfare and expects all staff to share in this commitment. All posts are subject to an Enhanced DBS with Barred List check.

This Job Description is furnished to assist staff joining School to understand and appreciate the work content of their post and the role they are to play in the organisation.

Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. This job description is not a definitive list of responsibilities but identifies the key components of the role. The post holder will, therefore, be required to undertake other reasonable duties commensurate with the purpose and salary level of this post.

Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform, and these will be taken into account when the post is reviewed.

NSAT is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to the School's Services.

NSAT is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Main Duties/Responsibilities

Teaching

- In accordance with scheme of work, plan, deliver and review high quality lessons which are appropriate to the age and ability of the students so as to facilitate progression in all students' learning.
- Provide regular homework and out of class activities to consolidate and extend learning.
- Provide regular constructive feedback and marking, promoting high standards of presentation in line with NSAT guidelines.

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- Assess, record and report on the development, progress and attainment of the students within the School guidelines and assessment cycles.
- Manage student behaviour and movement inside and outside the classroom ensuring that high standards are maintained in line with School policy and the safety and welfare of all students.
- Create a stimulating and positive learning environment which makes effective use of a range of different learning resources.
- Ensure students are entered for appropriate exams and prepare students for exams.
- Communicate effectively with parents/carers with regard to student progress, achievement and well-being in line with School process and calendar.
- Provide and facilitate the general progress and well-being of any student providing appropriate guidance and advice.
- Implement the School policy with regard to registration, student absence, dress code ensuring follow up action where necessary.

Management

- Work with learning support staff and maximise their effectiveness in the classroom.
- Participate in full staff and departmental meetings and contribute to School decision making and consultation procedures.
- Develop effective professional relationships with others.

Resources

- Operate relevant equipment/ICT packages (e.g. MS Office, internet, intranet, school information management systems (Arbor), E-mail).
- Keep abreast of curriculum developments in relevant area.
- Keep up-to-date knowledge of the range of external agencies and opportunities that can be used to provide extra support for students.

Administration

- Research, design and produce teaching materials and resources which are appropriate to age and ability and are in accordance with the School Development Plan.
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- Use relevant data to plan, set targets and monitor progress of students.

Wider Responsibilities

- To be a Tutor to an assigned Tutor Group if required, and to carry out related duties in accordance with the general job description of Tutor.
- UPS 3 teachers provide a role model for teaching and learning, making a distinctive contribution to the raising of student standards and contributing effectively to the work of a wider network of colleagues. Take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve students' learning.
- Engage in the School Performance Management process, and professional development activities so as to enhance personal performance, fulfil personal potential and be able to participate effectively in the implementation of the School goals and Development Plan.
- Contribute to extra-curricular provision within the School carry out a share of supervisory duties in accordance with published rotas.
- Be aware of and comply with policies and procedures relating to child protection /safeguarding, equality and diversity, health and safety, ICT, security, confidentiality and data protection, reporting all concerns to an appropriate senior person.

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- Comply and assist with the development of policies and procedures relating to area of responsibility as required.
- Be aware of and support difference and ensure equal opportunities for all stakeholders accepting the principles underlying the School equal opportunities policies and practice.
- Maintain the confidential nature of information relating to the School, its students, parents and carers acting in accordance with General Data Protection Regulation (GDPR) at all times.
- Contribute to and support the overall life, work/aims and ethos of the School.
- Participate and engage in training and appraisal as required.

Advanced Threshold Fluency Duty Required:
In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the Advanced Threshold Level.
The post holder should demonstrate they can:
• Express themselves fluently and spontaneously at length effortlessly.
• Explain difficult concepts simply without hindering the natural smooth flow of language.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the role in relation to the post holder's professional responsibilities and duties.

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