

**SPORTS TEACHER**

**Generic information taken from the Conditions of Service. Further details may be discussed at interview.**

**Professional Duties**

Prioritising the safeguarding of all students and participating in training on safeguarding matters.

Contributing to the elimination of unlawful discrimination, harassment and victimisation; advancing equality of opportunity and fostering good relations between people who share a protected characteristic and those who do not.

**Teaching**

1. (a) planning and preparing courses and lessons;
- (b) teaching, according to their educational needs, the students assigned to you including the setting and marking of work to be carried out by the student in school and elsewhere;
- (c) assessing, recording and reporting on the development, progress and attainment of students

in each case having regard to the curriculum for the school.

**Other Activities**

2. (a) promoting the general progress and well-being of individual students and of any class or group of students assigned to you;
- (b) providing guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports;
- (c) making records of and reports on the personal and social needs of students;
- (d) communicating and consulting with the parents/carers of students;
- (e) communicating and co-operating with persons or bodies outside the school;
- (f) participating in meetings arranged for any of the purposes described above.

**Assessments and Reports**

3. Providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students.

### **Professional Review and Staff Development**

4. (a) participating in arrangements made for the review of your performance and that of other staff.
- (b) reviewing from time to time your methods of teaching and programmes of work;
- (c) participating in arrangements for your further training and professional development.

### **Educational Methods**

5. Advising and co-operating with the Headteacher and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

### **Discipline, Health and Safety**

6. Maintaining good order and discipline among the students and safeguarding 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.

### **Staff Meetings**

7. Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

### **Cover**

8. Supervising and so far as practicable teaching any students whose teacher is not available to teach them:

Provided that no teacher shall be required to provide such cover:

- (a) after the teacher who is absent or otherwise not available has been so for three or more consecutive working days; or
- (b) where the fact that the teacher would be absent or otherwise not available for a period exceeding three consecutive working days was known to the school for two or more working days before the absence commenced; unless:
  - i. she/he is a teacher employed wholly or mainly for the purpose of providing such cover ('a supply teacher');
  - or
  - ii. the college has exhausted all reasonable means of providing a supply teacher to provide cover without success;
  - or
  - iii. she/he is a full-time teacher at the school but has been assigned by the Headteacher in the timetable to teach or carry out other specified duties (except cover) for less than 75 per cent of those hours in the week during which students are taught at the school.

### **Public Examinations**

9. Participating in arrangements for preparing students for public examinations and in assessing students for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for students' presentation for and supervision during such examinations.

### **Management**

10.
  - (a) contributing to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new and probationary teachers.
  - (b) co-ordinating or managing the work of other staff;
  - (c) taking such part as may be required of you in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

### **Administration**

11.
  - (a) participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials;
  - (b) registering the attendance of students and supervising students, whether these duties are to be performed before, during or after school sessions.
12. Any other duties as directed by the Headteacher.

POST: Teacher

Category	Essential	Desirable	Ascertained by
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Degree or equivalent in relevant subject</li> <li>Teaching qualification (PGCE/QTS) or commitment to obtain QTS</li> </ul>		Application form/certificates
<b>Experience</b>	<ul style="list-style-type: none"> <li>Successful teaching career/potential to have successful teaching career</li> <li>Good classroom management</li> <li>IT literate</li> </ul>	Experience of teaching 14-19 year olds	Application form/ interview/references
<b>Special Knowledge and Training</b>	<ul style="list-style-type: none"> <li>Good knowledge of subject</li> <li>To display a commitment to the protection and safeguarding of children and vulnerable adults</li> </ul>		Application form/ interview/references
<b>Additional Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Excellent communication skills – written and verbal</li> <li>Excellent organisational skills</li> </ul>	Ability to be a good pastoral tutor	Application form/ interview/references

	<ul style="list-style-type: none"> <li>• Ability to be a good pastoral tutor (if full time)</li> <li>• Ability to lead, motivate and inspire students</li> <li>• Ability and willingness to work as part of a team</li> <li>• To display a commitment to meeting the individual needs of each student; to respect diversity, advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not</li> </ul>		
<b>Other</b>	<ul style="list-style-type: none"> <li>• Willingness to attend training courses and network meetings</li> <li>• Good attendance record</li> </ul>		Interview/references

**Note: 'Interview' may include an observed lesson, a presentation and/or separate discussions with other potential team members/colleague.**