



# All Hallows Catholic High School

---

## Job Description

### Teacher of Girls P.E.

#### **CURRICULUM AND TEACHING AND LEARNING**

- a) To ensure that lessons are planned, so that there is progression and continuity in learning and that the work meets the needs of the pupils.
- b) To establish and maintain good standards of pupil behaviour in the classroom by implementing consistently and fairly the School Behaviour Policy.
- c) To register each class using the school's electronic registration system, Synergy.
- d) To advise pupils on their progress and encouraging them to develop their potential to the full and to ensure that they are meeting learning demands.
- e) To support the development of appropriate curriculum, resources, schemes of work, assessment and Teaching and Learning strategies in the department.
- f) To keep up to date with national developments in the subject area and teaching practice and methodology.
- g) To contribute to the development of departmental Schemes of Work designed to achieve the agreed curriculum aims and objectives.
- h) To contribute to the department's development plan and its implementation.

#### **STAFFING**

- a) To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- b) To continue professional development in the relevant areas including subject knowledge and teaching methods.
- c) To engage actively in the Appraisal process.
- d) To ensure the effective efficient deployment of classroom support.
- e) To work as a member of the department and to contribute positively to effective working relations within the school.

## ASSESSMENT AND DATA

- a) To work collaboratively with the Head of Department on the setting of appropriate targets for each class.
- b) To ensure that the agreed schemes of assessment are implemented and that work is marked regularly and that the information gathered is used to inform future planning. Pupil work should be available for scrutiny as required throughout the year.
- c) To liaise effectively with pupils' parents/carers through informative oral and written reports on pupils' progress and achievements according to the school's assessment and reporting schedule.
- d) To meet the school's deadlines for internal assessments and the input of data in Data Collection weeks.
- e) To evaluate examination results and analyse data so that appropriate objectives are set for pupils to ensure effective Teaching and Learning.
- f) To meet with the Head of Department to discuss findings from most recent data collection.

## RESOURCES

- a) To contribute to the process of the ordering and allocation of equipment and materials.
- b) To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources.
- c) To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the department and the students.

## ETHOS AND PASTORAL

- a) To contribute positively to the Catholic life of the school through delivery of Collective Worship.
- b) To act as a role model to the students of our Catholic school.
- c) To support the Pastoral life of the school through being a Form Tutor to an assigned group of students.
- d) To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.
- e) To liaise with and support the Learning Manager in implementing appropriate intervention strategies.
- f) To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- g) To monitor standards of uniform and homework in the Form Tutor Group.
- h) To report any Safeguarding concerns to the Designated Senior Leads.

*"This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment."*

