



Reporting to: Ms Young – Director of Sports / Mrs Mallett - Headmistress  
School: Cumnor House School for Girls  
Internal Contacts: All School non/Teaching employees, Pupils  
External Contacts: Education Establishments, Suppliers, Parents

### **Key Purpose of the Job**

***To ensure the effective teaching of all pupils, helping them to develop both inside and outside the classroom. Support the policies and aims of the School and ensure the good social, emotional and physical development of every child.***

### **Role of PE Teacher plus an additional subject at Cumnor House School for Girls**

#### **Sport**

- To establish aims and objectives within the department
- To help plan a unified scheme of work
- To develop links with Learning Support and encourage identification of pupils who need help and support
- To help prepare an annual development plan to indicate clear targets for development of teaching and learning in the subject area
- Ensure fixtures and results are in diary and inputted on the School sports system
- To ensure that children capable of scholarships are identified by the end of Year 5 and supported in their application preparation
- Support Head of Swimming in the delivery of swimming
- Lead after schools squads and clubs
- To liaise with staff and transport team to facilitate matches
- To assist with the organization of internal sporting events for girls, ie Sports Day, House Cross Country, House Netball, House Rounders
- To attend some Saturday fixtures and sporting events.

#### **Other Subject**

- Planning and preparing courses and lessons.
- Teaching the pupils assigned to you; setting and marking work (including examinations) to be carried out by the pupils in School or elsewhere.
- Assessing, recording and reporting on the development, progress and attainment of pupils.
- Promoting the general progress/wellbeing of any individual group of pupils assigned to you.
- Providing guidance and advice to pupils on educational and social matters.
- Making records and reports on the personal and social needs of the pupils.

#### **General**

- To have the responsibility for a Form
- To attend all staff INSET Training days and special events eg parents' evening and open mornings
- Taking responsibility for Health and Safety in your teaching environments
- Communicating and consulting with the parents of pupils.
- Communicating and co-operating with persons or bodies outside the School.
- Participating in meetings arranged for any of the purposes described above.
- Accompanying pupils on trips away from the School.
- Maintaining and monitoring display work in appropriate areas of the School.
- Providing/contributing oral and/or written assessments, reports and references relating to individual/groups of pupils.

- Participating in any arrangements that may be made for Teacher appraisal.
- Reviewing from time to time your methods of teaching and programme of work.
- Participating in arrangements for your professional development.
- Advising and co-operating with the Headmistress and other Teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment of pastoral arrangements.
- Being aware of developments in ICT and how they may be integrated into your subject.
- Maintaining good order and discipline among the pupils and safeguarding their Health and Safety both when they are on the School premises and when they are engaged in authorised School activities elsewhere.
- 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.
- Working with other members of staff as necessary at the end of the academic year to ensure a smooth transition for pupils and teaching staff into the next year, including liaising with Teachers and staff from other Schools within the Group.

#### **Specific Requirements**

- Proven track record of delivering outstanding P.E lessons.
- A strong drive and passion for physical education and its role in developing healthy active young people.
- The successful candidate must have extensive experience in teaching and/or coaching netball. An ability to run clubs, lead teams and umpire matches is essential.
- A keen interest in extra-curricular provision and the willingness to be part of developing a rigorous extra-curricular programme with specific responsibilities for neball.
- The necessary qualifications and the ability/experience to teach swimming.

“The job holder’s responsibility for promoting and safeguarding the welfare of children and young person’s for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School’s Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.”