

## JOB DESCRIPTION

<b>Position:</b>	Teacher of Boys' Games/PE
<b>Hours of work:</b>	Full Time
<b>Reporting to:</b>	Director of Sport
<b>Salary:</b>	Salary negotiable and dependent on qualifications and experience

### Roles & Responsibilities

#### Teacher of Boys' Games

- Prepare and teach PE and Games lessons in line with the agreed curriculum and schemes of work (Reception to Year 8)
- Work closely with the Director of Sport to ensure departmental policies are met, schemes of work taught appropriately, records maintained and resources kept and updated
- Ensure pupil reports are produced for PE/Games according to the school's reporting schedule
- Attend Sports Department meetings to discuss organisation of future events
- Support other boys' games teachers in the planning and delivery of games/PE lessons
- Work as part of a team.
- Help ensure that Gifted and Talented pupils are extended and prepared for Sports scholarships e.g. put forward for county rugby, cricket, athletic trials
- Liaise with the catering staff in relation to match teas
- Liaise with Director of Sport and Admin Assistant re mini bus requirements
- Liaise with estates' staff to ensure the suitable preparation for fixtures and events.
- Assist with team photographs (termly)
- Observe Health and Safety regulations and have an input into annual risk assessments – advise the Health and Safety Committee
- Ensure PE equipment is maintained and tidy
- Organise and supervise changing routines

#### Pastoral

- Assisting with boarding up to 4 nights a week (negotiable with the Head of Boarding). This will involve assisting the Housemaster with evening activities and any other duties required. To be jointly responsible for the general health and well-being of those in the house.
- Communicate effectively and regularly with parents and other staff
- Liaise with the Head of Boarding and other pastoral staff where necessary

#### Additional duties

- Break time, lunchtime and after school supervisory duties during the normal school week
- Attend and support school assemblies and events
- Attend whole school meetings at the beginning of term, weekly staff meetings, parents' evenings and open mornings
- Dependant on subject specialism/expertise, assist with the teaching and administration of ICT
- Covering other teacher's absence as required.