

**JOB DESCRIPTION**

**JOB TITLE: PE and Games Teacher**

**REPORTING TO: Prep PE and Games Coordinator and Head of Prep**

**ROLE OVERVIEW**

We are looking for an energetic, experienced and successful teacher to teach PE and Games across the 3-11 age range. Most of the PE teaching will take place in Pre-Prep for children in Nursery-Year 2 and the Games teaching will involve children in Key Stage 2.

**KEY FUNCTIONS**

**The specific responsibilities of a PE and Games teacher are to:**

* teach, manage and inspire all pupils during lessons
* ensure the pastoral care of the pupils during lessons
* be aware of, and implement, the school’s schemes of work
* attend and participate in planning meetings as required by the PE and Games Coordinator
* run lunch time and after school clubs in agreement with the Head
* work with and lead Teaching Assistants

**The general responsibilities of all teachers at Truro Prep are to:**

* plan and prepare for the short, medium and long term
* teach according to the educational needs of the pupils
* provide a stimulating environment for learning to take place
* assess, record and report on the development, progress, behaviour and attainment of pupils and maintain effective records
* participate in all necessary arrangements and procedures for assessment
* maintain good order and discipline among pupils with particular reference to health and safety
* undertake supervision duties as required
* provide pastoral care and guidance to pupils as appropriate
* participate in staff meetings and discussions as required by the Head
* undertake INSET as part of the school’s development plan and in agreement with the Head through participation in the school’s staff review process
* adhere to the school’s policies regarding reporting to parents
* adhere to all school policies including child protection and anti-bullying policies
* act at all times as a professional member of staff

**PERSON SPECIFICATION**

*Essential Criteria*

* recent and appropriate experience of working with children in the 3-11 age range
* an appropriate teaching qualification
* a good standard of written English
* a basic level of computer literacy both for personal administration and teaching
* a clear enhanced DBS disclosure
* a willingness to get involved with the life of the school in terms of sport and activities
* an understanding of the school’s Methodist tradition and ethos

*Desirable Criteria*

* experience and confidence in using interactive whiteboards
* an empathy and understanding of independent schools

**ADDITIONAL**

* Truro Prep School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and behave accordingly.
* This job description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

**Date Prepared: September 2020**

**Prepared by: Head of Prep**