



## OUR LADY OF SION SCHOOL

Junior School

### PE/MATHS TEACHER JOB DESCRIPTION

*All staff are expected to contribute to the maintenance and development of the ethos and culture of the School as outlined in the Mission Statement.*

*The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We are also committed to being an equal opportunities employer.*

Teacher in Our Lady of Sion Junior School with general flexibility within a small school environment. **Must have a willingness to drive a minibus and be a qualified swimming instructor.**

#### **Specific to PE Post, including extra-curricular activities:**

- To assist with a full calendar of fixtures, playing Independent and State schools in the local area (also regionals and Nationals, as appropriate).
- To contribute to clubs, practices and fixtures at lunchtimes and after school

**This job specification may be amended at any time following discussion between the Headmaster, Junior School Senior Teachers and Teacher.**

**Responsible and accountable to:** Headmaster and Junior School Senior Teachers

**This post combines academic, pastoral and administrative duties.**

#### **Duties as a member of the Sion teaching staff:**

- To teach within Junior School classes.
- To provide opportunities for learning which are stimulating and varied and which take into account pupils' needs and abilities.
- To help establish a positive atmosphere in and out of the classroom and to demand high standards at all times.
- To undertake supervisory duties as and when required.
- To help cover staff absence anywhere in the Junior School.

- To notify the Senior Teachers when absent and set appropriate work, as detailed in the staff handbook.
- To undertake responsibility for the organisation of a curriculum area and update policy/scheme of work when required.
- To assist with extra-curricular activities e.g. day trips, sports day, musicals, Christmas productions, after school clubs, Morning Club, Afternoon Club and Prep Club.
- To notify the Senior Teachers of any accidents or any risks which may need to be addressed.
- Support and contribute to the school's responsibility for safeguarding pupils.
- Adhere to the school's health and safety policy to ensure a safe working environment for pupils, staff, parents and visitors.
- To ensure that regularly up-dated examples of pupils' work are on display within the classroom and in the corridors.
- To attend staff meetings, in-service days and relevant courses.
- To ensure that marking is kept up to date, in line with the marking policy.
- To carry out pupil assessments on a regular basis, as set out in the Assessment and Marking policy.
- To keep records of pupils' progress and behaviour, and communicate any concerns to the Senior Teachers.
- To keep pupil profiles up to date.
- To complete detailed reports twice yearly and interim reports when requested. To discuss individual pupils' progress with parents on request and submit reports of any discussions for school records.
- To produce lesson plans, as detailed in the Teaching and Learning policy.
- To implement current schemes of work as laid down by the Junior School policy statements and followed throughout the school.
- To liaise with the Learning Support Coordinator when necessary.
- To attend Open Mornings/Evenings, Parents' Consultation Evenings and after school functions when needed.
- To attend Friends' Association functions whenever possible.
- To keep abreast of educational developments.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with pupils, parents and colleagues.
- Engage actively in the performance review process
- Adhere to policies as set out on the school website and staff handbook.
- To be actively involved in supporting and helping with extra-curricular activities within the school.

**The above job description is not exhaustive. The teacher plays a key role by providing support to the Junior School Senior Teachers in creating a positive enjoyable environment where pupils can grow in confidence, creativity and sensitivity.**

In appointing for the position of a PE/Maths teacher, we are looking for a person with imaginative enthusiasm, good communication skill and a sense of humour, who will make a unique contribution to the development of the School. It is essential that the successful candidate is a person who can embrace whole-heartedly Our Lady of Sion's Mission Statement in all of its aspects. The job description of PE/Maths teacher is open to change depending upon the strengths, skills and experience of the successful applicant and, indeed, because of the changing needs of the School.

