

IMPINGTON VILLAGE COLLEGE  
 Job Description

Post Title:	Teacher of PE
Post Purpose:	<p>Under the reasonable direction of the Principal, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).</p> <p>To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.</p> <p>To monitor and support the overall progress and development of students as a teacher and tutor.</p> <p>To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.</p> <p>To contribute to raising standards of student attainment.</p> <p>To share and support the College's responsibility to provide and monitor opportunities for personal and academic growth.</p> <p>To be responsible for safeguarding and promoting the welfare of students and to ensure that teaching and learning takes place in a safe environment.</p>
Reporting to:	Director of Sport
Responsible for:	<p>The provision of a full learning experience and support for students</p> <p>Achievement and standards within any classes taught</p>
Location	Impington Village College is part of the Eastern Learning Alliance Trust. The normal place of work will be based at Impington Village College but there may be a need to travel to other sites within the Trust
Working Time:	Full time as specified within the STPCD
Salary/Grade:	IVC Main Scale/UPS
Disclosure Level:	Enhanced DBS

## 2. Teaching

2.1	To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in College and elsewhere.
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2.2	To assess record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
2.3	To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
2.4	To ensure that ICT, Literacy, Numeracy and subject specialism(s) are reflected in the teaching/learning experience of students.
2.5	To undertake a designated programme of teaching.
2.6	To ensure a high quality learning experience for students which meets internal and external quality standards.
2.7	To prepare and update subject materials.
2.8	To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
2.9	To maintain discipline in accordance with the College's Behaviour Policy, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
2.10	To undertake assessment of students as requested by external examination bodies, departmental and College procedures.
2.11	To mark, grade and give written/verbal and diagnostic feedback as required.

### 3. Operational & Strategic Planning

3.1	To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Department/Faculty.
3.2	To contribute to the Department's/Faculty's Development Plan and its implementation.
3.3	To plan and prepare courses and lessons.
3.4	To contribute to the whole College's planning activities.

### 4. Curriculum Provision

4.1	To assist the Lead Teachers and Lead Practitioner to ensure that the curriculum area provides a range of teaching, including extra-curricular activities, which complements the College's strategic objectives.
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### 5. Curriculum Development

5.1	To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the College's Vision and Strategic Priorities.
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### 6. Staffing

6.1	To take part in the College's staff development programme by participating in arrangements for further training and professional development.
6.2	To continue personal development in the relevant areas including subject knowledge and teaching methods.
6.3	To engage actively in the Appraisal process.
6.4	To ensure the effective/efficient deployment of classroom support.
6.5	To work as a member of a designated team and to contribute positively to effective working relations within the College.

### 7. Quality Assurance

7.1	To help to implement College quality procedures and to adhere to those.
7.2	To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed College procedures, including evaluation

	against quality standards and performance criteria. To seek/implement modification and improvement where required.
7.3	To review from time to time methods of teaching and programmes of work.
7.4	To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the College.

#### 8. Management Information

8.1	To maintain appropriate records and provide relevant accurate and up-to date information for the College's Management Information System, registers etc.
8.2	To complete the relevant documentation to assist in the tracking of students
8.3	To track student progress and use information to inform teaching and learning.

#### 9. Communications & Liaison

9.1	To communicate effectively with the parents/carers of students as appropriate.
9.2	Where appropriate, to communicate and co-operate with persons or bodies outside the College.
9.3	To follow agreed policies for communications in the College.
9.4	To take part in liaison activities such as parents' evenings, review days and liaison events with partner schools.
9.5	To contribute to the development of effective subject links with external agencies.

#### 10. Management of Resources

10.1	To contribute to the process of the ordering and allocation of equipment and materials.
10.2	To assist Lead Practitioner and Lead Teachers to identify resource needs and to contribute to the efficient/effective use of physical resources.
10.3	To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the College, department and the students.

#### 11. Pastoral System

11.1	To be a Lead Tutor to an assigned group of students.
11.2	To promote the general progress and well-being of individual students and of the Form Tutor group as a whole.
11.3	To liaise with the Head of House to ensure the implementation of the College's Pastoral System.
11.4	To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of College life.
11.5	To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
11.6	To contribute to the preparation of action plans and progress files and other reports.
11.7	To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
11.8	To communicate as appropriate, with the parents of students and with persons or bodies outside the College concerned with the welfare of individual students, after consultation with the appropriate staff.

11.9	To contribute to PD, citizenship, careers-related learning and enterprise according to College policy
11.10	To apply the Behaviour Policy so that effective learning can take place.

## 12. Trust Ethos

12.1	To play a full part in the life of the Eastern Learning Alliance Trust and College community, to support its distinctive vision and ethos and to encourage staff and students to follow this example.
12.2	To support the Trust in meeting its legal requirements for worship.
12.3	To promote actively the Trust's corporate policies.
12.4	To comply with the Trust's Health and Safety policy and undertake risk assessments as appropriate.

## 13. Safeguarding

13.1	To be aware of safeguarding and promoting the welfare of children and vulnerable adults and to report any concerns in accordance with the Trust's Safeguarding/Child Protection policies.
13.2	To undertake regular safeguarding/child protection/prevent training, adult protection training as required by the Trust.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

## 14. Signatures

The College will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed .....

Dated .....