



## **CAYMAN PREP AND HIGH SCHOOL JOB DESCRIPTION**

### **Physical Education Teacher (Part Time) (0.6 timetable)**

#### **Purpose:**

The Primary School Physical Education teacher is expected to:

- plan and implement a P.E. programme for all students (Kg – Y6) at the Primary School.
- In accordance with the school's policies he/she will ensure that, as far as is reasonably possible, the needs of all students are catered for through an appropriately-broad, relevant and differentiated curriculum.
- He/she will continually monitor and support individual progress, in order to raise overall standards of achievement.

**Reporting to:** Principal, PLT, PE Lead

**Liaising with:** Class and Learning Support teachers, Learning Assistants

**Principal Responsibilities:** The principal responsibilities of the Primary School Physical Education teacher include the following:

#### **Administrative**

- prepare and deliver age-appropriate, suitably differentiated lessons for teaching good health through exercise and organized games
- maintain a safe, tidy environment where equipment and other resources are used responsibly and returned to assigned places
- on a daily basis, at 7:30am and thereafter at regular intervals, ensure the tidiness of the school hall. Where necessary, follow up and insist upon classes / groups of children leaving the facility in a tidy state after use
- insist that students adhere to safety procedures, in order to ensure a safe environment for all concerned
- devise means whereby students' progress can be evaluated and maintain records of their achievement over a designated period
- monitor the all-round development of students; discuss progress and/or problems with class teachers, learning support staff and PLT, as necessary
- submit lesson plans to the Principal in the required format and within the stated time frame
- maintain discipline in accordance with the rules and disciplinary procedures of the school
- attend meetings according to the needs of the school

- attend relevant courses, workshops and other professional development opportunities as and when available
- build and maintain cooperative relationships with parents, communication with them on students' special skills and talents, as well as advising them of any problems or difficulties

### **Extra-Curricular**

- promote student participation in sports/games activities at lunch times and after school
- promote the school's involvement in organized inter-school sporting activities such as soccer, netball, cricket and athletics
- accompany teams which represent the school, insisting up on good sportsmanship and all-round excellent behaviour
- be responsible for planning and running annual Sports Days, with the assistance of the class teachers and PLT

### **Other**

- identify appropriate materials and equipment which are needed to enhance the delivery of the curriculum and make recommendations to the Head of Juniors for their purchase
- keep an inventory of equipment and put systems in place whereby it can be stored in an orderly manner and kept secure
- teach students to care for sports equipment, to return it to the appointed place after use and to avoid careless handling which could result in damage
- carry out any associated duties as may reasonably be assigned by the Principal or the PLT
- support the aims and ethos of the school, setting good examples in terms of dress, punctuality and appearance
- carry out assigned duties in addition to regular teaching; e.g. playtime, lunch duty
- offer two voluntary extra-curricular "club" activities over the course of the school year
- support and participate in parent/teacher fund-raising and social events, sporting, musical and other out-of-school activities

### **All Staff Are Expected To:**

- Maintain confidentiality at all times with regard to student information and related school matters
- Support the Christian aims and ethos of the school, setting good examples in terms of dress, punctuality and demeanour
- Uphold the school's behaviour code, uniform requirements and other regulations
- Attend and participate in staff CPD sessions, school-based meetings student performances and extra-curricular activities
- Assist with various duties as assigned by the Principal, according to the needs of the school

## **Safeguarding**

In accordance with the school's commitment to follow and adhere to the School's Child Protection Policy and Procedures and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the school. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment, which always focuses upon the best interests of the students and the school. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will always be expected to present a consistently positive image of the school and uphold public trust and confidence.

This job description will be reviewed annually and may be subject to modification or amendment after consultation between the Principal and the post holder.

Primary School P.E. Teacher (part time)\_\_\_\_\_ Date\_\_\_\_\_

Primary School Principal\_\_\_\_\_ Date\_\_\_\_\_

*Updated May 2022*