

Westcliff High School  
for Boys

**JOB DESCRIPTION**  
**TEACHER OF**  
**PHYSICAL EDUCATION**

## INTRODUCTION

Currently, the Physical Education Department consists of four full-time members of staff, two Sport Coaches and a dedicated member of support staff.

In the Lower School (Years 7-9), pupils are taught within their Form groups and receive five 50-minute periods of PE per fortnight. We cover a wide range of sporting activities including rugby, football, cross country, badminton, health-related exercise, basketball, gymnastics, tennis, athletics and cricket.

In the Middle School (Years 10 and 11), all pupils receive a Games afternoon and a single PE lesson as part of our core offer. A significant number of pupils elect to study Physical Education at GCSE Level. These pupils increase their allocation to eight periods.

An extensive programme of extra-curricular activities exists including before school, lunchtime and after school practices. Competitive fixtures take place after school and on Saturdays. We are proud to offer such a wide range of sport for pupils wishing to represent the School or participate recreationally.

## SPORTING FACILITIES

The School has excellent sporting facilities which are used by the pupils before school, at lunchtimes, after school and at weekends. These include a four-court, multi-purpose Sports Hall with four-lane cricket nets, full-size basketball court with a spectator gallery. The Sports Hall complex also contains dedicated classroom accommodation, a departmental office and two squash courts.

The School also has a modern, well-equipped Fitness Suite which contains four treadmills, four rowing machines, 15 spin bikes along with a machine and free weights area. This facility is used extensively by pupils and staff alike. There is also a separate area where gymnastics, high jump and table tennis, and many other activities take place.

There is an all-weather athletics area with a six-lane jumping pit and three rugby pitches, four football pitches and two cricket squares.

## CURRICULUM AND RESULTS

The Physical Education Department has produced exceptionally strong examination results at GCSE and Advanced Level during recent years with a number of our students going on to study Sport Sciences at some of the top sporting universities in the country, including Loughborough, Bath and Exeter.

In Summer 2023, 50% of candidates at A Level were awarded A\* or A grades. These figures are considerably above the national average.

GCSE numbers in Physical Education are consistently high with almost one third of the cohort regularly opting to study the subject. In Summer 2023, 69% of pupils received 7-9 grades.

The Examination Board used for both GCSE and Advanced Level is EDUQAS.



## EXTRA-CURRICULAR SPORT

Sport is an important part of life at WHSB. There is immense potential within our community which we actively strive to facilitate. We are passionate about sport and value the role it plays in promoting healthy lifestyles, instilling discipline, fostering effective communication, enhancing leadership qualities and developing character. All of which contribute to the overall ethos of WHSB.

We are proud of our sporting values and results in both fixtures and examinations. The successful candidate must seek to build on this success. The School is strong in athletics regularly reaching the National Track & Field Cup Finals and finishing in 2<sup>nd</sup> place in the Intermediate Boys in 2023. Regionally, we have had great recent success in basketball regularly reaching the knockout stages of the Essex Cup and Borough Champions in both year 8 and year 10. Basketball is an area we are keen to grow. We have enjoyed success in rugby and football at both local and regional level. Our Saturday fixture programme is continuing to grow with regular rugby matches on Saturdays.

## JOB DESCRIPTION

### TEACHER OF PHYSICAL EDUCATION

#### Job Purpose:

The teacher is required to carry out the general professional duties of a school teacher under the reasonable direction of the Head of Department and Headmaster and to perform such particular duties that from time to time which may reasonably be assigned him/her by the Headmaster. Teachers on the Upper Pay Scale (UPS) will be expected to make broader contribution to the School as a normal part of their work.

#### Duties and Responsibilities:

The following responsibilities are included in the professional duties which the teacher is required to perform:

#### General Duties:

- to support and promote the School's general purposes, ethos and Learner Profile;
- to be familiar with and respect and follow the School's Policies and Procedures;
- to maintain a good understanding of whole School Evaluation and Development Planning;
- to act as a role model to pupils through always being punctual and well prepared and to maintain appropriate professional relationships and an atmosphere conducive to learning;
- to attend School and Year Assemblies and to carry out a share of supervision duties in accordance with published rotas;
- to contribute actively to the maintenance of the School as an orderly community by upholding the provisions of the School's Rules and the Pupils' Code of Conduct;
- to maintain good order and discipline among the pupils, safeguarding their welfare both on School premises and when engaged in authorized activities elsewhere;
- to participate in staff and other meetings relating to the School's curricular, pastoral or administrative arrangements;
- to assist with covering or taking other classes as and when required (e.g. staff illness) and being available for examination invigilation;
- to communicate and co-operate on educational issues with persons or bodies outside the School as appropriate;
- to contribute to the extra-curricular life of the School as appropriate and attend and support School and House events wherever possible.

## Teaching:

- to ensure that lessons are planned in appropriate detail (considering pupils' prior attainment) and are prepared and delivered in accordance with the Learner Profile, departmental Schemes of Work and regulatory standards, reinforcing the need for high expectations which inspire, motivate and challenge pupils;
- to take account of pupils' educational needs (differentiating where appropriate), to teach in a manner appropriate to a Grammar School (as outlined in the School's *Guide to Outstanding Teaching*), including the setting and marking of work, to be carried out by the pupils in School and elsewhere (homework), according to agreed schedules;
- to assess, record and report on the development, progress and attainment of pupils in accordance with the School's policy, in order to ensure pupils fulfil their potential. This record of assessment should be available to the Head of Department or Directors of Studies on request;
- to regularly mark pupils' work, giving appropriate feedback and keeping records of marks;
- to provide mark lists, grading lists, written reports, internal comments or references relating to individual pupils as the School may require;
- to communicate with Head of Department and Form Tutor regarding the progress of individual pupils, as necessary;
- to attend Parent Evenings to discuss the progress of pupils and use such occasions to offer constructive advice on what pupils need to do to improve their progress;
- to participate, within the guidelines laid down by the Head of Department, in the evaluation and development of appropriate methods of teaching, syllabuses and materials, writing Schemes of Work as reasonably requested and contributing to the development of departmental policy;
- to assist with displays and publishing of pupils' work;
- to utilise ICT as an effective tool to aid teaching and other classroom resources as appropriate;
- to assist with departmental voluntary activities, societies, trips and initiatives.

## Pastoral Care:

Teachers will act as Form Tutors under the direction of a Progress Leader and Head of School/Director of Sixth Form and they will:

- be 'in loco parentis', responsible for the welfare of pupils in the Form and the first point of contact for those seeking help or guidance or wishing to express concern;
- take an interest in the personal circumstances and development of each pupil in the designated Form Group, in his/her happiness and security, and to be available for advice or consultation with parents as well as provide comments on Reports, and to handle correspondence;
- promote the academic progress and well-being of individual pupils and any Form Group, class or group, ensuring consistent feedback is given, which guides pupils. Discussing Reports and supporting self-evaluation activities with the designated Form Group;
- providing tutees with guidance and advice on educational, careers and social matters, monitoring their welfare and making relevant records and reports (including reference and personal profiles) in accordance with the School's policies. If necessary, directing pupils to sources of more expert advice on specific questions;
- ensure that the Form Group's Pupil Planners are kept up to date and to ensure they are used effectively by pupils including as a means of parent(s)/School communication;
- promote the Learner Profile and high standards of behaviour, attendance, punctuality and attitudes to work.
- ensure that pupils' dress and appearance conform to the requirements set out in the Code of Conduct;



- encourage pupils to develop their interests and talents through participation in extra-curricular activities and the broader life of the School;
- discharge effectively a range of Form administrative duties.

## **Personnel and Continuing Professional Development:**

- to attend and participate in Staff INSET and training courses and events, as requested;
- to contribute, as requested, to the selection, appointment and professional development of staff, including the induction of new teachers;
- teachers on the Upper Pay Scale will be expected to make a greater contribution to the School's Appraisal and CPD arrangements as part of their normal working arrangements.

## **CONDITIONS OF EMPLOYMENT**

- The above responsibilities are subject to the general duties and responsibilities contained in the written Statement of Conditions of Employment (the Contract of Employment).
- The postholder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Governing Body.
- To uphold the School's policy in respect of child protection and safeguarding matters.
- The postholder shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions Document.
- The postholder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at regular intervals and it may be subject to modification at any time after consultation with the postholder.
- All staff members are required to participate in the School's Appraisal Scheme.








# Westcliff High School for Boys

Headmaster: Mr MA Skelly M.A.

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