St Edmund Campion Catholic School

**Job Description**

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| POST: | Teacher of PE, to include Educational Visits Coordinator and Extra Curricula/Outdoor Education Coordinator |
| RESPONSIBLE TO: | Vice Principal: Quality of Education |
| SALARY: | MPR/UPR + TLR 2B |
| KEY RELATIONSHIPS: | Vice Principal Quality of Education, Head of PE, Department Colleagues, Senior Leadership Team, Heads of Year, |
| LOCATION: | St Edmund Campion Catholic School, Erdington |
| WORKING PATTERN: | Full Time |
| DISCLOSURE LEVEL: | Enhanced - St Edmund Campion Catholic School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks. |
| LEVEL OF SUPERVISION: | ~~1. Regularly supervised with work checked by supervisor~~  2. ~~Left to work within established guidelines subject to scrutiny by supervisor~~  3. Plan own work to ensure the meeting of defined objectives |

Members of staff at St Edmund Campion Catholic School will role model the Catholic values of the school at all times and support the school in delivering on its vision and ethos in a professional, positive and constructive manner. They are required to follow all policies and procedures as directed as well as have a clear understanding of the school code of conduct. Having high standards and expectations for all pupils to succeed is the minimum expectation.

JOB PURPOSE:

The post holder will be responsible for:

* Teaching the PE curriculum including Sport and Leisure as allocated
* Overseeing the school’s extra curricula programme
* Being the designated Educational Visits Coordinator
* Overseeing the Outdoor Education programme

**Teaching**

Required by the School Teachers’ Pay and Conditions Document to carry out the professional duties of a **teacher:**

* Consistently meet all of the DfE Teacher standards and role model highly effective teaching and learning
* Be accountable for the performance of pupils within allocated classes
* Follow all school policies around teaching and learning and adhere to the school code of conduct
* Report on the progress of these students in accordance with faculty and whole school policy
* Participate fully in the school performance management processes
* Take responsibility for own professional development to ensure full understanding of quality delivery and provision

**Professional Responsibilities**

* Model Catholic moral purpose and an enthusiasm for making a positive difference for children through the Gospel values, and to engender in others the belief that schools are integral to in changing lives for the better and for improving life chances
* Create and contribute to a positive culture of high achievement and standards across the school and in all aspects of school life.
* Actively follow and promote school policy particularly those around teaching and learning, curriculum and assessment and behaviour.
* Contribute to strategic planning and development at department level supporting the Head of Department accordingly
* Support in department level monitoring of the quality of teaching and learning and in the implementation of effective CPD.
* Take a strategic role as a middle leader to role model outstanding teaching and learning and role modelling this for staff.
* Implement strategies that consistently secure the very best behaviour for learning from pupils
* Take pride in and reward the achievements of students**.**
* Ensure that all leadership and department policies and strategies are positively supported and implemented as directed
* Support in the development of departmental improvement as directed
* Undertake all reasonable duties as directed by the Headteacher (and by proxy the leadership team) (including after school events), and participate in the ‘On-Call’ system and Remove Room duty as well as being an effective presence on the corridor during lesson changeover
* Ensure that pupils consistently meet the Six Campion Standards for Success addressing any low standards immediately.
* Present and prepare documentation and impact reports as required for line management, SLT, Governing Body, Inspections as directed.

**Specific Roles and Responsibilities**

As Educational Visits Coordinator

* To ensure that all trip leader training is up-to-date
* Ensure that trips are well planned and organised according to St John Paul II MAC policy, supporting and evaluating as necessary and liaising with MAC central team when required
* To ensure that all risk assessments are in place and adhere to the latest statutory legislation
* To liaise with dedicated MAC consultants on trips and ensure that notification of adventurous activities are reported to them
* To oversee the work of the trip leader and ensure that all health and safety arrangements and trip procedures have been followed
* To ensure all paperwork is logged electronically and is in place for all trips and visits
* To review and evaluate the trip processes and experience
* To have oversight of the curriculum links and benefits of all trips so that all trips add value to a pupil’s curricular experience
* To communicate with all stake-holders involved in the trip process.
* To report to the leadership team and governors on matters related to educational visits as directed

As Extra Curricula and Outdoor education coordinator

* To enhance the cultural capital of pupils and support in ensuring the Gospel values and Catholic mission of the Church are implemented.
* To lead on and grow the school’s outdoor education provision including Duke of Edinburgh
* Deliver various adventurous activities and outdoor education in-line with related policies and procedures, health & safety and licensing requirements;
* Tailor outdoor education programmes for identified pupils who are designated as disadvantaged or are potential NEETs (Not in Education, Employment or Training)
* Work closely with the Head of PE in delivering outdoor education activities potentially as part of the curriculum
* Support with super learning days, booking trips and activities
* Link with pupils in our feeder primary schools and provide opportunities for them to link with SEC pupils on outdoor education
* To assist in the acquisition, organisation, storage and responsibility for the maintenance of all Academy outdoor education equipment.
* Deliver potential programmes of outdoor activities to staff as part of the Academy’s staff well-being programme
* To keep accurate and up-to-date records of extra curricula events that take place in school logging participation of all pupils and tracking and evaluating the engagement of pupils with additional needs as well as those who are disadvantaged.
* To ensure that robust systems are in place across the school to monitor engagement in extra-curricular activities.

This job description will be reviewed annually and may be subjected to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder’s professional responsibilities and duties.

Elements of this job description and changes to it, may be negotiated at the request of either the Headteacher or the incumbent of the post.

The post holder may be required to work some hours after school and evenings in order to engage with parents and attend external agency meetings as required. He/she will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

The post holder is expected to take responsibility for own attendance and know the school procedures around health and safety, taking all reasonable measures and precautions to safeguard themselves.

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned by the Principal. He/she is required to meet the standards set out in the school code of conduct.

**The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment**

**The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.**

**The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.**

**All staff will be qualified to work with children and to have undertaken relevant DBS checks.**