



Milbourne Lodge School

ROLE PROFILE

19.09.2018

Job title:	Games Teacher – Full-Time - Permanent
Reporting to:	Head/Head of Boys' Sport
School:	Milbourne Lodge School, Esher, Surrey
Checks	All recruitment & vetting checks required for staff employed in a school
Commencement Date	January 2019

Safeguarding Statement

The job holder will be expected:

To comply with safeguarding policies, procedures and code of conduct

To demonstrate a personal commitment to safeguarding and student/colleague wellbeing

To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy

To engage in safeguarding training when required.

Working With Us

Achieving more than you believed possible – that's what constitutes a quality education. At Cognita it is what we strive for in our schools. We want it for our children, and we want it for the people who work for us.

Since Cognita's launch in 2004, we've built an international network of 68 schools that serve some 30,000 pupils across seven countries in the UK, Europe, Latin America and South-East Asia.

Cognita's international network of schools and regional offices, combined with our ongoing investment in the professional development of our people, means we can offer first-class career opportunities with a global dimension. If you want to take your career further, we want to support you in achieving that goal within Cognita.

Job Summary

Games teacher to teach pupils from the age of 4 - 13 years, with the objective to ensure the effective teaching of all pupils and helping them to develop their full potential. The role also requires the member of staff to fully support the policies and aims of the School and to ensure the positive social, emotional and physical development of every child. The games teacher will be responsible for swimming provision within the school.

Key Responsibilities

- To undertake all duties designated by the Head of Boys' Sport/Head.
- To teach games lessons to children aged 4-13.
- To referee/umpire fixtures within our 3 main boys sports; Football/Rugby/Cricket.
- To oversee a subject responsibility (Swimming), as agreed with the Head of Boys' Sport/Head, to include maintenance management of the pool.
- To manage and referee matches/tournaments at the weekend and/or after school.
- To manage/take 'away' fixtures at opposing schools.
- Supervise pupils at match tea after fixtures.
- Understand the needs of the individual pupils in the class, structuring their learning so that they progress at a rate which challenges them in a secure environment.
- Promote the general progress/wellbeing of pupils assigned to you and to be involved in the pastoral care of all children in the school. Report any concerns to the Head of Boys' Sport/Head/DSL.
- Insist on the highest standards of discipline and behaviour at all times.
- Provide guidance and advice to pupils in all areas of their development.
- To inspire each child to achieve their potential and develop enthusiastic and confident learners.
- Plan appropriate work and organise and assess the children's education in line with the School's games curriculum.
- Work as part of a team and attend planning meetings with appropriate staff members.
- Support the children's development and learning, helping them achieve/exceed the learning goals of the sports' department.
- Assess, record and monitor the progress of each pupil and report relevant information on the development, progress and attainment of pupils to their parents or Head of Boys' Sport (Parents Evenings take place, in the Autumn and Spring terms and written reports are produced at the end of each term).
- Writing/Updating and Implementing the PE/Games/Swimming schemes of work & medium term plans
- Review, from time to time, your methods of teaching and Schemes of Work.
- Participate in arrangements for your professional development and appraisal.
- Plan and organise curriculum related visits/speakers to classes or assemblies where appropriate.
- Undertake a proportion of duties to ensure the smooth running of the school, supervisory duties, breaks, lunchtime and After School Clubs.
- To promote equal opportunities for all pupils.
- Participate in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the Teachers and the ordering and allocation of equipment and materials.

Principal Working Relationships

Internal: All School Teaching and Non-Teaching employees, Pupils

External: Education Establishments; Suppliers

Person Specification

- To act in a professional manner at all times.
- To be an adaptable, supportive, vigilant, positive, willing member of staff and to enjoy working with children.
- Be an outstanding teacher.
- Be confident and able in ICT.
- Communication skills – be able to make points clearly and understand the views of others.
- Self-management – be able to plan time effectively and to organise yourself well.
- Ability to coordinate a subject.
- Work with colleagues to develop a holistic education which blends tradition with innovation.
- Work in close partnership with the games department.
- Work in partnership with parents.
- Attend staff meetings that take place before the new term starts, in the mornings and after school as the term progresses. The school also believes staff training is important and staff are required to attend all 'INSET' days.
- To adhere to the School's dress code.
- Milbourne Lodge School offers a caring and stimulating environment to all pupils. The high expectations of staff and parents regarding educational standards and social behaviour needs to be reflected.
- Members of staff are expected to arrive punctually. The working day of the teaching staff begins before the children come into the classroom and ends after they have left. The normal hours of work are 8.00am to 5.05pm (full time). Where necessary members of staff are required to be on site beyond these times in order to fulfil demands/expectations of the job role.
- Smoking is not allowed on the premises.
- Teachers will abide by the terms and conditions for their employment as outlined in their contract with the School.
- Participate in arrangements for your professional development.
- Participate in any arrangements that may be made for teacher appraisal.

Competencies for the Role:

Role Specific

- Educated to degree level
- Knowledge of the rules & regulations regarding prime school sports –football; rugby; cricket; athletics; hockey and swimming

Values Based Behaviours – the behaviours associated with our company values

- Excellence
- Respect
- Integrity
- Collaboration

Remuneration

- Competitive salary
- Contributory pension scheme
- School fee discount
- Professional development