



Bridge House Independent School

Job description and person specification

Job title:	PE Teacher (Key Stage 3 and 4)
Reports to:	Head Teacher
Hours of work:	1265 hours per annum as directed by the Head teacher
Salary:	Depending on experience and qualifications

Roles and responsibilities

- In consultation with the Faculty Lead, to plan, design and produce teaching materials and resources which are appropriate to age and ability and are in accordance with the School Development Plan.
- In accordance with scheme of work, plan, deliver and review lessons which are appropriate to the age and ability of the students so as to facilitate progression in students' learning
- Assess, record and report on the development, progress and attainment of the students assigned to him or her within the School guidelines
- Manage the classroom and teaching equipment so as to create a positive learning environment which makes effective use of available resources
- Attend meetings, carry out administrative tasks and duties as specified in the Staff Handbook
- Provide and facilitate the general progress and well-being of any individual student within any group of students assigned to him or her, providing guidance and advice to students on educational and social matters
- Implement School policy with regard to registration, student absence, dress code and enforce School rules relating to behaviour and health and safety
- Participate in full staff and departmental meetings and to contribute to School decision making and consultation procedures
- Be involved in the School Performance Management process, to engage in professional development activities so as to enhance personal performance, fulfil personal potential and be able to participate effectively in the implementation of the School goals and Development Plan
- Establish individual active links with industry and business in order to extend both student learning and own professional development

Additional Specific Responsibility

- To be a Tutor to an assigned Tutor Group if required, and to carry out related duties in accordance with the general job description of Tutor

General Duties

- To carry out a share of supervisory duties in accordance with published rotas
- To participate in appropriate meetings with colleagues and parents, relative to the above duties

Resources

- Operate relevant equipment/ICT packages (e.g. MS Office, internet, Arbor, CPOMS, E-mail)
- Keep up-to-date knowledge of the range of external agencies and opportunities that can be used to provide extra support for students



Bridge House Independent School Job description and person specification

- Support Learning Support Assistants with day to day issues
- Ensure effective communication with all colleagues (teaching and support staff)

This job description is not a contract of employment, or any part of it. It has been prepared only for the purpose of Bridge House Independent School and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document will be reviewed annually as part of the performance management process or as appropriate.

Person specification: Learning Support Assistant

Essential

Desirable



Bridge House Independent School

Job description and person specification

Qualifications and training	<p>The successful candidate will:</p> <ul style="list-style-type: none"> • Have a relevant qualification. • Be willing to undertake additional training. • Experience of working with children with ASD 	<ul style="list-style-type: none"> • Have undertaken safeguarding training. • Have a recognised qualification in SEND practice (ELKLAN, AET level 2)
Experience	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • Experience of working with pupils with SEND. • Experience of handling confidential and sensitive information. • Experience of communicating to all levels of management. • Experience of working in an educational environment. 	<ul style="list-style-type: none"> • Experience with pupils with Social, Emotional and Mental Health difficulties • Experience with pupils with autism. • Experience with working on a one-to-one basis with pupils.
Knowledge and skills	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • Knowledge of areas of legislation relevant to SEND. • The ability to interpret legislation and statutory guidance relating to SEND practice. • Excellent written and verbal communication skills at all levels. • The ability to think ahead and draw up schedules of review, and to follow these up as necessary. • Excellent organisational skills. • The ability to remain calm under pressure. • Excellent time management skills. • The ability to work with pupils in a professional manner. • The ability to be proactive in seeking solutions. • The ability to maintain confidentiality. • Effective problem-solving skills. 	<ul style="list-style-type: none"> • Knowledge of legislation and statutory guidance specific to Independent Primary Schools
Personal qualities	<p>The successful candidate will be:</p> <ul style="list-style-type: none"> • Able to work independently but also as part of a team. • Professional. • Conscientious. • Dedicated to their practice. • Reliable. 	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • The capacity to work flexibly.