

# Role Description

## PE Specialist Teacher (Junior School)

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**Reports to:** Head of Junior School.

**Supervisor:** Dean of Academic Care (PE) and Junior School Sport Coordinator (Sport).

The PE Teacher also works at the direction of the Junior School Deans.

The PE Teacher provides highly effective teaching for assigned classes and assists each student achieve optimal learning outcomes within a creative and supportive learning environment.

### Professional Responsibilities

#### Students

- Provide a safe, joyful, positive and supportive environment for all students, implementing the School's welfare and discipline policies and procedures.
- Refer students to the Junior School Counsellor or external agencies via the Dean of Academic Care and Head of Junior School.
- Liaise cooperatively with parents to promote the wellbeing of students.
- Keep Senior Staff fully and promptly informed of the needs of students and their families.

#### Teaching and Learning

- Maintain a thorough and current understanding of NSW syllabus documents.
- Embrace the implementation of Meriden's Fidelis Model in the Junior School.
- Know subject area thoroughly; consolidate, extend, enrich all girls' skills and knowledge.
- Implement the School's scope and sequence of learning.
- Work collaboratively, cooperatively and flexibly with specialist teachers and the Deans to develop, implement, register and evaluate PE programs and activities.
- Differentiate teaching programs to cater to the needs of individual students;
- Work collaboratively with the Learning Support Coordinator and Learning Enhancement staff to promote optimal learning outcomes for all students.
- Assess, moderate, document, track and report upon student progress.
- Liaise with Senior School Sport staff to provide suitable coaches for Junior School PE lessons, as required.
- Maintain accreditation and participate actively in Professional Development opportunities provided by the School.
- Provide relief cover as required by the Dean of Staff.

#### Sport

- Work at the direction of the Junior School Sport Coordinator.
- Supervise after school training as required by the Junior School Sport Coordinator (RFF is provided during the teaching day in lieu of the session/s).
- Attend carnivals as required by the Junior School Sport Coordinator.

#### Administration

- Prioritise and organise the multiple tasks associated with the role of PE teacher.
- Maintain a working and growing knowledge and use of technology.
- Attend to all record keeping, marking and documentation and administration.
- Meet deadlines, attend meetings and interviews etc.; be punctual.

- Maintain a clear working knowledge and application of School policies and procedures.
- Complete supervision duties and other general and administrative tasks as required.
- Understand the Australian Professional Standards for Teachers and participate in the School's staff review processes.

### **School Community**

- Always demonstrate loyalty and commitment to Meriden and to our staff.
- Represent the School positively and appropriately with high standards of speech and attire.
- Promote unity and wellbeing within the staff; communicate and address concerns appropriately to Senior Staff.
- Interact positively with all members of the School community.
- Welcome parents and visitors.
- Participate fully in the wide range of special events and cocurricular activities (including camps and excursions) that comprise the life of the School.
- Maintain confidentiality and respond professionally and sensitively to students and their families.
- Promote Meriden's Christian ethos in all dealings with members of the School community.