



DOHA ENGLISH SPEAKING SCHOOL

Learning Together • High Expectations • Celebrating Success

Job Description

P.E./Swimming Teacher

Responsible to: Head of P.E. → Deputy Headteacher → Headteacher

General

You will be part of a team that deliver the P.E. and swimming curriculum to all year groups of the school. To co-operate in planning and to fulfill all administrative tasks associated with the role of P.E. teacher. Your terms and conditions will be as set out in the latest version of the school Terms and Conditions of Employment document.

Specific Responsibilities to Include

- To be responsible for the detailed planning and implementation of the P.E. curriculum programs across the Foundation Stage, KS1 and KS2 age groups.
- To be part of a team that teach swimming to pupils from foundation stage 1 to year 6 and potentially Years 7 and 8
- The co-operative planning of medium and short term work
- Keeping appropriate records of pupil performance
- To monitor individual pupil progress and set targets
- To write appropriate annual reports in line with school policies
- Consultations with parents
- To direct all major concerns to the Head of P.E.
- To cooperate in whatever appraisal system the school employs
- To possess and maintain current and up to date certified swimming teacher qualifications or to partake in level 2 training
- To lead sporting extra-curricular activities as directed by the Head of P.E.
- Assist with the preparation and participation of overseas and local P.E. related trips
- Promote physical activities and healthy lifestyles and develop positive attitudes
- Liaise with appropriate teachers on matters concerning P.E. and swimming
- Attendance at designated meetings and in-service training courses organised by the school

- Attendance at school events
- To do playground/gate duties as requested
- To ensure the safety and wellbeing of pupils in your charge

You will also be expected to assist the Head of P.E. with:

- The organisation, preparation and participation in major sporting events, both within the school timetable (i.e. inter-house competitions and galas) as well as extra-curricular inter-school sporting events (i.e. QPPSSA / BSME events)
- The coordination, organisation and oversight of the work undertaken by school assistants and volunteer parent helpers assigned by the P.E. department

You will also be expected to:

- Observe, at all times, the need for confidentiality when dealing with information regarding the School
- Observe the need for discretion when dealing with other adults within the School
- Promote the good name of the School in the community

