



## JOB DESCRIPTION

<b>Job Title:</b>	PE Teacher (Head of Hockey)	<b>Department:</b>	PE
<b>Hours of Work:</b>	Full time		
<b>Responsible To:</b>	Director of Sport	<b>Responsible For:</b>	Hockey

### Summary of Role:

We are seeking a dynamic teacher of Physical Education with a specialism in hockey to join this excellent department. The successful candidate will have a strong coaching/playing background in hockey and communicate an enthusiasm for PE.

The candidate would ideally be able to offer cricket as a second sport. She/he will also need to teach across a range of sports at a more recreational level.

The successful candidate will lead and develop the hockey programme throughout the school.

### Specific Responsibilities:

#### Physical Education

1. To teach classes as allocated by the Director of Sport.
2. To plan and prepare schemes of work and lessons thoroughly, according to department and school policies.
3. To manage pupils' behaviour and promote a working atmosphere in lessons by following department and school policy.
4. To undertake the responsibilities of a form tutor, promoting the academic and personal development of the tutees in your care.
5. To contribute to the co-curricular programme.
6. To undertake supervisory duties.
7. To co-ordinate a full and varied hockey fixture programme, which includes competitive opportunities for all age groups and organising entry into National and County Hockey Tournaments.
8. To lead and organise the weekly fixtures and training days including communication of logistics and staffing, catering and transport.
9. To develop a sustainable Outreach Programme for Hockey.
10. To manage the hockey staff and external coaches, ensuring the effective communication of training and fixture information to pupils and the school community.
11. To manage relationships with external clubs and sponsors.
12. To contribute to the GCSE PE programme on either theory or practical components as required by the Director of Sport.
13. To communicate with pupils, staff and parents with regards to Hockey related queries and the weekly publication of results including contributions to the school website and other social media feeds.
14. To support the department's work by contributing to initiatives and taking on such administrative responsibilities which are reasonably allocated by the Director of Sport.

15. To be available for Sports Tours scheduled throughout the year, taking a lead on the organisation of at least one tour per academic year.
16. To manage the netball budget, undertake regular equipment audits and ensure all equipment is safe and fit for purpose.

### PERSON SPECIFICATION

Essential	Desirable
<b>Operational Excellence</b>	
<ul style="list-style-type: none"> <li>• A well-qualified Teacher of PE</li> <li>• A well-qualified hockey coach</li> <li>• Strong coaching/playing background in hockey.</li> <li>• Fluent and accurate written and spoken English.</li> <li>• Excellent ICT Skills.</li> <li>• Ability to confidently umpire hockey fixtures at all levels.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to offer A Level teaching</li> <li>• Ability to offer GCSE teaching</li> <li>• Ability to offer Sports Leaders teaching</li> <li>• A good coaching/playing background in cricket (or other summer sport)</li> </ul>
<b>Personal Behaviours</b>	
<ul style="list-style-type: none"> <li>• Communicate effectively (both orally and in writing).</li> <li>• Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit.</li> <li>• Ability to work independently and as part of a busy team.</li> <li>• Acting as a role model and setting high expectations.</li> <li>• Sensitivity to the needs of others.</li> <li>• Enthusiasm, commitment and energy.</li> <li>• Good organisational and interpersonal skills.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Ethos and Whole School Values</b>	
<ul style="list-style-type: none"> <li>• Committed to operating as part of the School community.</li> <li>• Committed to the Sacred Heart Values.</li> <li>• Commitment to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care.</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to contribute to whole school initiatives, and support school improvement programmes.</li> </ul>
<b>Safeguarding and Pastoral</b>	
<ul style="list-style-type: none"> <li>• Committed to safeguarding and promoting the welfare of children and young people.</li> <li>• A satisfactory Enhanced Disclosure from the DBS.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

- Start Date: April 2024 or September 2024
- Salary: Competitive
- Lunch: A free lunch is available in the dining room each working day when the kitchens are open.
- Parking: There is free parking on site.
- Gym and Pool: There are staff sessions for use of these facilities.
- School fees: Subject to Governors' discretion, remission for dependants of the job holder attending the school may be available. If not already at the school, any child would have to meet the normal entrance requirements.