

Job Description:

POSITION	PE and Games Teacher
REPORTS TO	The Director of Sport
CONTRACT TYPE	Full Time, Fixed Term - Maternity Cover (Jan 2026 – March 2027)

Overview of the position, including the main roles and responsibilities:

1. Teaching & Curriculum Delivery

- Organise, plan and teach Games sessions to boys and/or girls across the Prep School age range.
- Lead the delivery of PE and Games to pupils in the Pre-Prep (EYFS and KS1).
- Teach other areas of the curriculum in EYFS, KS1, KS2 and KS3 as required of the full-time post.
- Teach other areas of the PE and Games curriculum depending on experience (e.g., swimming, PSHE).
- Ensure planned activities are differentiated to reflect the needs of all pupils.
- Motivate and stimulate children's learning abilities, encouraging learning through experience.
- Develop children's curiosity, knowledge, personal/social skills, and language abilities.
- Devise and produce visual aids and teaching resources, making imaginative use of materials.
- Keep up to date with curriculum changes and developments in best practice.
- Use ICT systems where appropriate to support lesson planning, assessment, and pupil progress.
- Incorporate digital tools or video analysis, where suitable, to enhance learning.

2. Planning, Assessment & Reporting

- Observe, assess, and record each child's progress; set targets and share these with pupils and parents.
- Report to parents on progress and general attainment.
- Monitor, assess, record and report in line with statutory and school expectations.
- Contribute to whole-school development through monitoring and review of practice.

3. Pastoral Care & Safeguarding

- Provide pastoral care to a small tutor group, offering support and a secure learning environment.
- Value each child as a unique individual and put their needs first.
- Support the school's behaviour policy, maintaining good order and discipline.
- Ensure safeguarding and child protection responsibilities are fully understood and followed.
- Work closely with colleagues to support pupil welfare, SEND needs, and SMSC development.

4. Co-Curricular & Extracurricular Contribution

- Lead two extracurricular clubs.
- Promote sport through trips, visits, workshops, in-house competitions, and initiatives.
- Support the school Duty Rota as required.
- Embrace the ethos of Beachborough by contributing to the wider school experience beyond the classroom.

5. Fixtures, Teams & Sporting Events

- Coach, select and manage teams for weekly fixtures.
- Attend after-school or weekend fixtures as required.
- Liaise with other schools to organise match arrangements.
- Assist in delivering all minor sports (cross country, athletics, swimming, gymnastics, equestrian, etc.).
- Support the organisation of sports days, inter-house competitions, and large sporting events.
- Maintain accurate team sheets, results, and records.

6. Collaboration & Leadership

- Liaise closely with the Director of Sport on day-to-day sporting matters.
- Assist in the leadership, delivery, and support of the sports programme.
- Take part in regular departmental meetings.
- Share effective practice and collaborate with colleagues across departments.
- Contribute specialist coaching in specific sports (e.g. cricket, netball, hockey, rugby, swimming), where applicable.

7. Health, Safety & Compliance

- Ensure all sporting activities are safe and follow Health & Safety policies.
- Conduct or contribute to risk assessments for lessons, fixtures and events.
- Check equipment regularly and report concerns promptly.
- Ensure compliance with safeguarding, equal opportunities, SEND, and health and safety legislation.
- Follow and apply all relevant school policies, including the Staff Code of Conduct.

8. Administration & Organisation

- Organise learning materials and maintain resources.
- Contribute to the organisation and maintenance of sports equipment and storage areas.
- Support administrative tasks related to fixtures, events, and the PE department.
- Complete tasks reasonably requested by the Head.

9. Communication & Parent Partnership

- Communicate with parents regarding fixtures, pupil progress and pastoral matters.
- Represent the department at parent meetings and school events.
- Support positive links within the school community and with external partners.

10. Professional Development

- Attend in-service training as required.
- Participate in continued professional development to improve practice.
- Demonstrate reflective practice and openness to change.

11. Personal Characteristics

- A team player with strong interpersonal skills.

- Enthusiastic, motivated and a natural self-starter.
- Empathetic, patient and able to put children's needs first.
- Organised, reliable, approachable and committed.
- A good communicator who listens well and consults effectively.
- Able to inspire confidence in pupils, staff and parents.
- Sympathetic to the values and mission of Beachborough.

Area	Essential	Desirable
QUALIFICATIONS	• Recognised and relevant teaching qualifications covering either EYFS, Key Stage One, Two and Three. • Qualified Teacher Status.	Evidence of further professional development
EXPERIENCE	• Teaching PE and Games to EYFS, Key Stage One, Two and / or Key Stage Three children • Developing and using a range of teaching strategies • Familiar with the National Curriculum • Evidence of personal development and ambition • Knowledge of the SMSC curriculum / pupil welfare issues • Up to date with the latest educational thinking and pedagogical developments	Experience of working in the independent sector
KNOWLEDGE AND UNDERSTANDING	• Knowledge of PE/ Games Curriculum • Ability to lead children effectively • Contribute to whole school development • Pastoral care and safeguarding of children • Monitoring, assessment, recording and reporting of pupils' progress • Statutory requirements and legislation concerning SMSC, SEND and Safeguarding Children • Nurturing positive links necessary within school and with all its stakeholders	Statutory requirements of legislation concerning Equal Opportunities and Health & Safety Partnership activities

Area	Essential
PERSONAL CHARACTERISTICS	• The knowledge and skills necessary to undertake the major duties of the post. • A reflective practitioner and good at implementing change • A good communicator, able to listen and consult • Enthusiastic and a natural 'self-starter' • Able to empathise with children and to put their needs first • Have the ability to form positive relationships with pupils, staff and parents • Personable, professional, and able to inspire the confidence of the school community, including governors • Excellent team player, empathetic of the needs of the team • Organised, resourceful, an excellent timekeeper, approachable, committed, and enthusiastic • Have a sense of humour and the ability to make learning fun • Sympathetic to the values and mission of our school • Patient and resourceful, reliable, and trustworthy

SAFEGUARDING

At Beachborough, safeguarding and promoting the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred, this means that they should consider, at all times, what is in the **best interests** of the child.

The post holders **must** adhere to and ensure compliance with the school's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the DSL.

Beachborough is committed to safeguarding, child protection and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo all necessary pre-employment checks. Full details are given on the application form and the successful applicant will be subject to an enhanced DBS check.

Equal opportunities

Beachborough School is an equal opportunities employer and welcomes applications from appropriately qualified persons regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability, or age. Candidates will be assessed against relevant criteria only (i.e., skills, qualifications, abilities, experience) in selection and recruitment.

In accordance with the Disability Discrimination Act, Beachborough School seeks to treat those with disabilities as favourably as those without disabilities. It will make reasonable arrangements, wherever practicable, to avoid putting those with disabilities at a disadvantage.

Reviewed: November 2025