



**WELLOW HOUSE SCHOOL**  
**WELLOW, NEWARK, NOTTINGHAMSHIRE NG22 0EA**  
**T: 01623 861 054**  
**E: [office@wellowhouseschool.co.uk](mailto:office@wellowhouseschool.co.uk)**

## Job Description

**Wellow House School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.**

|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Post title:</b>                    | PE/Games Teacher                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Hours of work:</b>                 | Full Time, 8:30 am till 5: 15 pm, Permanent, Term Time                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Remuneration:</b>                  | £30k - £36k                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Responsible to:</b>                | Head Teacher                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Main Responsibilities</b>          | <ul style="list-style-type: none"> <li>• To deliver general PE across the Prep/Senior School to GCSE level.</li> <li>• To implement and deliver an appropriately broad, balanced, relevant, differentiated curriculum for students, and support a designated curriculum area as appropriate.</li> <li>• To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential</li> <li>• To contribute to raising standards of student attainment</li> <li>• To set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline.</li> <li>• To ensure that the current requirements of examination boards are met.</li> <li>• To contribute to the extra-curricular timetable and duties of the Senior Department as directed by the SLT.</li> <li>• To take at least one after school clubs per week.</li> </ul>                                                                                                                             |
| <b>General Teacher Specific Tasks</b> | <ul style="list-style-type: none"> <li>• A full-time teacher is expected to teach a maximum of a 90% timetable, do duties and offer at least one after school clubs per week.</li> <li>• To ensure familiarity with the contents of the Staff Handbook and take responsibility for implementing policy into practice.</li> <li>• To teach as required by the timetable, effectively planning, preparing and delivering lessons in accordance with the Code of Conduct.</li> <li>• To maintain a good working knowledge of developments within specific subject areas taught.</li> <li>• To provide a high-quality learning experience for every student based on targets which meet with internal and external quality standards.</li> <li>• To plan for the effective use of any Teacher Assistants in lessons where allocated.</li> <li>• To make use of all relevant data to ensure that the individual needs of students are met. To prepare reports and complete assessments and contribute to pupil passports and IEPs as required.</li> </ul> |



**WELLOW HOUSE SCHOOL**  
**WELLOW, NEWARK, NOTTINGHAMSHIRE NG22 0EA**  
**T: 01623 861 054**  
**E: [office@wellowhouseschool.co.uk](mailto:office@wellowhouseschool.co.uk)**

- To set and mark pupils' homework regularly in line with the homework timetable where applicable and the school and departmental policy; maintain records of these assessments.
- To manage behaviour of students in lessons in line with the school policy and Wellow House School Ethos to encourage good practice among our students with regard to punctuality, behaviour and standards of work.
- To undertake a share in the corporate responsibility for the wellbeing of students and student behaviour management, supporting all school policies relating to this and especially with regard to safeguarding and promoting the welfare of students, along with their protection.
- To attend meetings as requested e.g. parents' evenings, staff meetings and any other appropriate meetings as may be reasonably required at the discretion of the Headmaster.
- To participate in the School's Internal Staff Development Programme.
- To work effectively within a team context and contribute to effective working relationships within the school.
- To set and mark internal examination papers as required and to record this information as required by the Subject Leader.
- To teach other subjects from time to time as necessary, such as PHSME, Life Skills etc.
- To be a form tutor.

### Person Specification

**Wellow House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**

| Criteria               | Essential                                                 | Desirable                                                       | Method of assessment                       |
|------------------------|-----------------------------------------------------------|-----------------------------------------------------------------|--------------------------------------------|
| <b>Qualifications:</b> | NQT or QTS.<br><br>Bachelor's degree in relevant subject. | Recent participation in a range of relevant In-service training | Production of the Applicant's certificates |



**WELLOW HOUSE SCHOOL**  
**WELLOW, NEWARK, NOTTINGHAMSHIRE NG22 0EA**  
**T: 01623 861 054**  
**E: [office@wellowhouseschool.co.uk](mailto:office@wellowhouseschool.co.uk)**

|                    |                                                                                                                                                                                                                                                                                                                                                                               |                                                                                  |                                                                                         |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| <b>Experience:</b> | <p>Teaching up to GCSE Level in a school environment.</p> <p>Highly effective teaching of PE across the Key Stages as shown through strong student progress.</p> <p>Evidence of high pupil achievement from teaching.</p>                                                                                                                                                     | <p>Working as a form tutor</p> <p>Involvement in extra-curricular activities</p> | <p>CV</p> <p>Interview</p> <p>Professional references</p>                               |
| <b>Skills:</b>     | <p>Excellent interpersonal skills.</p> <p>Excellent written and verbal communicator.</p> <p>Competent user of ICT both in and beyond the classroom.</p> <p>Build successful and appropriate relationships with pupils, staff, parents, and the wider community.</p> <p>Confidence, commitment, and integrity.</p> <p>Maintain confidentiality</p> <p>Strong Excel skills.</p> |                                                                                  | <p>CV</p> <p>Interview</p> <p>Professional references</p>                               |
| <b>Knowledge:</b>  | <p>Educational development of pupils and how to encourage them to reach their potential.</p> <p>Knowledge of programmes of study and assessment in PE.</p> <p>Effective teaching and learning strategies.</p> <p>Understanding of Health and Safety requirements relating to PE.</p>                                                                                          | <p>Recent professional development related to their subject area.</p>            | <p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p> |



**WELLOW HOUSE SCHOOL**  
**WELLOW, NEWARK, NOTTINGHAMSHIRE NG22 0EA**  
**T: 01623 861 054**  
**E: [office@wellowhouseschool.co.uk](mailto:office@wellowhouseschool.co.uk)**

|                                             |                                                                                                             |  |                                                                                  |
|---------------------------------------------|-------------------------------------------------------------------------------------------------------------|--|----------------------------------------------------------------------------------|
|                                             | Understanding of the importance and implementation of safeguarding procedures.                              |  |                                                                                  |
| <b>Personal competencies and qualities:</b> | Professional and efficient.<br>Honesty and reliability.<br>Hard working.<br>Motivational and inspirational. |  | Contents of the Application Form<br><br>Interview<br><br>Professional references |