



## **Reporting**

Girls Games teacher will report to the Head of Girls Games

## **Job Purpose**

This post is as a teacher of Geography (to Years 5,6,7,8 & 9) and coach in the PE and Games Department throughout the school. Working alongside the Assistant Head (Academic) and the Head of Girls Games respectively, the role will involve teaching Geography and PE in addition to fulfilling the responsibilities of a prep school teacher in terms of general duties and participation in School life. The School is very well equipped, and you will need to work closely with the other teachers and being a “team player” is an essential personal attribute necessary for this role.

The post is ideally a full-time position, for one term, with the successful candidate fulfilling both roles. If necessary, however, we are happy that two separate positions may be required for this cover.

## **Key Tasks will include the following:**

- Teach effectively and ensure the discipline and safety of assigned timetabled classes and groups meet the varied and special educational needs of pupils.
- Plan, prepare, evaluate and modify as necessary personal teaching methods, work programmes and teaching materials in accordance with the school curricular policies and school planning policies.
- Maintain records of pupils' progress in accordance with department policies and planning.
- Promote the general progress and welfare of pupils in classes or groups or individually as part of the school's pastoral arrangements.
- Provide or contribute to oral or written assessments and report on individual pupils and groups, consult and inform parents, co-operate in accordance with school policies and planning.
- Ensure the safety and good order of pupils by carrying out an appropriate share of supervision whenever pupils are authorised to be on school premises or elsewhere when the school is in session.
- Participate in the extra-mural activities provision and supervise prep on a rota basis until children leave the premises.
- Undertake an appropriate share of all collective responsibilities including substitution for an absent colleague.
- Undertake any reasonable task/request that the Headmaster or his deputies so ask.

## Person Specification

- A person suitable for working with children.
- A qualified Geography/PE teacher – this post would suit an experienced teacher.
- Ideally, coaching qualifications (or experience) in some or all of the following: Hockey, Swimming, Tennis, Athletics, Netball, Rounders, Swimming
- An ability to communicate effectively with children, parents and staff.
- Strong values and professionalism in terms of personal conduct.
- Good ICT skills and familiarity with using a range of applications.
- Enthusiasm and willingness to contribute to the life of a busy prep school.
- A sense of humour and the ability to work as part of a team.

St. Michael's is committed to safeguarding and promoting the welfare of children and young people. The successful candidate must be able to satisfy an enhanced clearance by the Disclosure and Barring Services (DBS)

## **Procedure for application**

Applications should be made using the application form available together with a handwritten covering letter and posted to the Headmaster, St. Michael's Preparatory School, La Rue de la Houquette, St. Saviour JE2 7UG by Friday 14th February (earlier correspondence gratefully received) after which references may be taken for those candidates considered.

Interviews will be held by appointment with the Headmaster and will be made as soon as possible thereafter. The appointment will be conditional upon satisfactory references being received and pre-employment checks being completed. It is hoped that the successful candidate will begin work on Monday 20<sup>th</sup> April and it would be expected that there would be a handover visit/s to the school in the term before.