



**INDIAN SCHOOL AL WADI AL KABIR**  
**DEPARTMENT OF PHYSICAL EDUCATION**

**1. ROLE AND RESPONSIBILITIES OF PHYSICAL EDUCATION TEACHER IN CLASS**

1. The role of a PE teacher is to Prepare teaching materials such as lesson plans, activities, and presentations ahead of time and submit to the coordinator
2. Be responsible for planning, teaching and guiding children in a class
3. Teach a range of different sports, as per the lesson planned.
4. Keep the equipment ready for the activity earlier to the class and collect them back before the class gets over.
5. While taking a class ensures the safety of students during physical activities.
6. Providing proper instruction on techniques and rules of sports, promoting physical fitness and healthy lifestyle habits
7. Maintaining discipline and order in the class, and assessing students' progress and performance.
8. It is also important for the teacher to create a positive and inclusive learning environment, adapt activities.
9. Innovative Development of School sports and games.
10. Dispersal of students to the classes should be done carefully.

**2. OTHER RESPONSIBILITIES:**

1. Follow dress code (PE attire) during school hours and Coaching.
2. Assist in maintaining school discipline with the help of colleagues in P.E. Department.
3. Assist House Masters / Mistress for in house sports activities.
4. To check all aspects of students (uniform/ attire/reporting on time/ participation in school activities).

5. Planning & execution of departmental activities of the year (year plan / monthly plan/ lesson plan/ coaching plan) as per the classes
6. Preparation of Annual budget, procurement of required material based on the need and participation of the school.
7. Planning and execution of Intra class, inter house & Inter school competitions.
8. Responsible for keeping all records of grade sheets & Health status of students.
9. Submit Weekly report on the development of physical education programmes in class.
10. Prepare the sports budget.
11. Maintain current and correct inventories of all supplies and equipment term wise
12. Keep a check on the stock. Prepare the specification (as required) and submit requisition for purchase of equipment to Coordinators (by the 10<sup>th</sup> of the month)..
13. Be responsible for the distribution and storage of all supplies & equipment provided to them. Oversee the effective use of equipment, available resources
14. Assist in maintaining discipline during: Assembly, Recess, Dispersal, Scout and Guide Activities, Safety and Risk Management.
15. Attend the department meeting to discuss the points and follow up of activities ( every first saturday).
16. Prepare and submit the data for the games (class wise and their performance wise).
17. Be prepared to perform any school related duties assigned by the school authority.

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