



**HIGHFIELDS
SCHOOL**

Boundary Way, Penn,
Wolverhampton WV4 4NT

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NOR 1746

SIXTH FORM 344

**ASSISTANT HEAD OF PE
TLR 2A/B commensurate with experience
Required for September 2024**

We wish to appoint a talented, hardworking and enthusiastic individual to join our popular, well-resourced and successful PE Department.

The successful candidate will be an excellent practitioner who has the passion and creativity to support the Head of Department in further developing a PE curriculum that meets the needs of all students, contributing to a wide ranging extra-curricular programme and supporting with the development of innovative teaching and learning within the department.

This post is suitable for an experienced, talented teacher looking to take on a wider leadership role.

As a department we offer:

- A comprehensive and personalised induction programme
- An experienced and supportive team
- A creative and collaborative working environment
- Opportunities to teach from KS3 to A Level
- Excellent resources and facilities to support practical lessons
- Growing student numbers in subject areas
- Strong budgets to support innovative practice

As a school we offer:

- A vibrant and exciting comprehensive school which is culturally and ethnically diverse
- Excellent examination results
- Outstanding student progress
- Well behaved students who are eager to learn
- Supportive parents who want the best for their children
- Modern and stimulating teaching facilities
- Excellent CPD opportunities

Please submit applications through [TES](#)

We strongly encourage prospective applicants to visit the school before applying. To arrange a visit, or to discuss this vacancy further, please contact Mr A Cheetham, Deputy Headteacher – acheetham@hswv.co.uk

Closing date: Monday 22nd April 2024 at 9am

Interviews: To be advised to successful applicants

Highfields School is committed to safeguarding and promoting the welfare of children and young people.

The post is subject to an Enhanced DBS check and two very good references.



HIGHFIELDS SCHOOL

Job Description

Post Title: Assistant Head of PE

Purpose:

- To support the Head of Department in the effective running of the department, deputising wherever reasonably required.
- To support the Head of Department in improving the quality of student learning.
- To support the Head of Department in raising standards of student attainment and progress, attitudes to learning and engagement with enrichment activities.
- To support the Head of Department in ensuring the effective implementation of an appropriately broad, balanced, relevant curriculum.
- To support the Head of Department in developing the teaching of colleagues within the department.
- To be accountable for a defined curriculum area.
- To effectively manage resources within a defined curriculum area.

Reporting to: Head of PE

Responsible for: PE Department teaching staff in the absence of the Head of Department

Liaising with: Headteacher, Deputy Headteachers, teaching/support staff, external agencies, and parents.

Working Time: 195 days per year, full time.

Salary/Grade: TLR 2

Disclosure level: Enhanced

MAIN (CORE) DUTIES Operational/Strategic Planning

- To take overall responsibility for a defined curriculum area and lead its development.
- To analyse examination results and progress data in the defined curriculum area.
- To help lead learning within the department to ensure that student data is managed within the key stage in a way that enables effective tracking, intervention and planning in order to reach target standards of learner attainment.

- Lead, develop and enhance the teaching practice of colleagues through monitoring and evaluation; identify and promote improvement strategies to secure effective teaching and learning within defined curriculum area.
- Lead, develop and enhance the participation / engagement of a defined student cohort within curriculum and extra-curricular PE.
- Assist the Head of Department in monitoring and the evaluation of standards of attainment and progress, and to promote strategies to develop identified areas of weakness.
- Assist the Head of Department in maintaining and promoting high standards of learning behaviour within the department, where necessary providing support for colleagues.
- Help with the mentoring of new and less experienced colleagues.
- To model good practice and share/produce key resources and, where appropriate, provide lead lessons / training.

Curriculum Provision

- To keep up to date with national developments in pedagogy and the curriculum, and to lead on new curriculum initiatives as required.
- To lead on the curriculum development and implementation of a defined curriculum area.
- To work with the Head of Department to develop teaching and learning in a defined curriculum area.
- To plan CPD for staff within the department to ensure all staff have development opportunities to expand their understanding of teaching within a defined curriculum area.
- To coordinate enrichment activities, embedding these in schemes of work and as part of the school's extra-curricular programme.
- To develop intervention programmes under direction from the Head of Department.

Staffing

Staff Development

Recruitment/Deployment of staff

- To work with the Head of Department to ensure that staff's development needs are identified and that appropriate training programmes are designed to meet those needs.
- To promote teamwork and to motivate staff to ensure a positive department ethos and effective working practices.
- To continue personal development in the relevant areas including subject knowledge and teaching strategies and methods.
- To ensure the effective/efficient deployment of teaching staff in a defined curriculum area.

Quality Assurance

- To implement and adhere to school quality procedures.
- To work with the Head of Department to contribute to the process of the monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria.
- To implement modifications and improvements to teaching and learning and assessment a defined curriculum area where required.
- To review methods of teaching and programmes of study on a regular basis.
- To support the Head of Department in reviewing the assessment process on a regular basis.
- To participate in the review, development and management of activities relating to a defined curriculum area.

Management Information

- To ensure up to date knowledge and understanding of all student data and management information relevant to teaching and learning a defined curriculum area.
- To use data and management information efficiently and effectively to inform teaching and learning and the assessment of students.
- To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers etc. in a defined curriculum area.
- To provide accurate and relevant data/information to assist in the tracking of students' achievement and attainment in a defined curriculum area.
- To track individual student progress using accurate data and information.
- To provide accurate data and information to facilitate intervention strategies to improve student performance and raise achievement in a defined curriculum area.
- To provide regular and accurate progress reviews and reports on students.

Communications

- To communicate effectively with parents/carers of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.

Marketing and Liaison

- To take part in marketing and liaison activities such as Open Mornings, Parents' Evenings, review days and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.

Management of Resources

- To contribute to the process of the ordering and allocation of equipment and materials.

- To assist the Head of Department in identifying resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, Learning School and the students.
- To be accountable for resources, equipment and materials issued to teaching groups.

Pastoral Responsibilities

- To be a Form Tutor to an assigned group of students.
- To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.
- To liaise with the relevant Head of School to ensure the efficient and effective implementation of the school's Pastoral System.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To fulfil the agreed responsibilities of Form Tutors recognising that these may vary with different Year Groups.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To contribute to the preparation of Action Plans, progress files and other reports.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- To contribute to PSHE, Citizenship and Enterprise according to school policy.
- To apply the Behaviour Management systems so that effective learning can take place.

Teaching

- To teach students according to their educational needs, including the setting and marking of work to be carried out by students in school and elsewhere.
- To identify individual learning styles and accommodate a range of learning styles in the preparation of schemes of work and lessons.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that Digital Technology, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.
- To undertake a designated programme of teaching.
- To ensure a high-quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To apply the School Behaviour Management systems to maintain effective discipline so that effective learning can take place.

- To encourage good practice in individual students with regard to punctuality, behaviour, standards of work and homework.
- To implement Intervention Strategies to improve student achievement and attainment.
- To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.
- To share good practice and contribute to a whole school ethos which seeks to continuously improve the quality of teaching and learning.

Other Specific Duties

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To support the school in meeting its legal requirements for worship.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's Health and safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by STPCB not mentioned in the above.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Signed: Date:
Headteacher

Signed: Date:
Teacher



HIGHFIELDS SCHOOL

ASSISTANT HEAD OF DEPARTMENT PERSON SPECIFICATION

AREA	FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualifications	Qualified Teacher Status	•		Application Form
	Degree or equivalent	•		Application Form
	Higher Degree or equivalent		•	Application Form
	Management Qualification		•	Application Form
Experience, Knowledge and Skills	Completion of teaching induction	•		Application Form
	Advanced Level teaching		•	Application form
	GCSE teaching	•		Application form
	SEND Experience		•	Application Form/Reference/Interview
	Good pupil progress	•		Application Form/Interview
	Curriculum Development		•	Application Form/Reference/Interview
	Staff Development/Leading INSET		•	Interview/Reference
	Evidence of personal Professional Development	•		Application Form
	Links with External Agencies		•	Application Form/Reference/Interview
	Knowledge and understanding of subject	•		Application Form/Reference/Interview
	Knowledge and skills in ICT/E-confident	•		Application Form/Reference/Interview
Knowledge and understanding of data and management information			•	Application Form/Reference/Interview

AREA	FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Experience, Knowledge and Skills	Knowledge and understanding of monitoring, review and evaluation		•	Application Form/Reference/Interview
	Knowledge and understanding of intervention strategies		•	Application Form/Reference/Interview
	Ability to lead and motivate others	•		Interview/Reference
	Clarity of written and oral communication	•		Application Form/Reference/Interview
Personal Attributes	Educational Vision	•		Application Form/Interview
	Capacity for hard work	•		Reference
	The ability to be flexible, focussed and friendly in leading others	•		Interview/Reference
	Innovative thinking	•		Application Form/Reference/Interview
	To be a team builder/player	•		Interview/Reference
	Sense of humour			• Interview/Reference