



Assistant Subject Leader for PE (Lead of Girls' PE)

Salary / grade range	MPS/UPS - £30,000 - £41,333 plus TLR 2a £3,214
Location	Co-op Academy Leeds
Reports to	Assistant Headteacher / Deputy Headteacher - Teaching and Learning

Purpose of role:

- To contribute to the values and beliefs of the Academy
- To direct and oversee a coherent and progressive physical education programme for all pupils from Year 7 to 11, with a particular focus on girls' PE.
- To support the subject leader in ensuring the highest standards of teaching and learning are achieved
- To communicate a passion for learning, with a flexible and imaginative approach to teaching and the management of people and processes
- To support the subject leader in raising student attainment in PE at all levels, as evidenced by internal progress assessments and external examinations
- To ensure individual student data is used to set appropriate attainment and progress targets for each cohort and target groups
- To establish and promote a safe learning environment where students enjoy and achieve
- To be proactive in developing and supporting primary links

Key accountabilities (and specific duties / responsibilities):

All teachers are required to carry out the duties of a school teacher as set out in the current *School Teachers Pay and Conditions Document*. Teachers should also have due regard to the Teacher Standards. Teachers' performance will be assessed against the Teacher Standards as part of the appraisal process as relevant to their role in the Academy. The duties outlined in this job description are in addition to those covered by the latest *Teachers' Pay and Conditions Document* and should be read in conjunction with the job description for a classroom teacher.

Operational / Strategic Planning

- To promote work with colleagues to monitor and evaluate student data and assessment records to inform target setting, monitoring of progress and the motivation of students
- To define and implement intervention or development strategies to ensure all students work consistently and effectively to their personal best
- To support colleagues in the identification and implementation of effective strategies to raise attainment
- To support the Subject Leader in developing a shared understanding with parents of the curriculum, approach to teaching and the standards of work and behaviour expected,



establishing a partnership which involves them in their child's learning as well as providing information about attainment, progress and targets

- To support the Subject Leader in developing an overview of the impact of teaching and learning on the attainment and personal development of individual students and groups of students

Curriculum

- To be accountable for delivery of the subject area
- To take a leading role in the planning, organisation and promotion of the annual sports day, with the support of other staff.

Curriculum Development

- To support the Subject Leader in subject curriculum development.
- To lead and be a positive role model in offering and promoting extracurricular activities and out of hours learning which enhance learning opportunities, with specific focus on the varied cohorts of students within the Academy
- To keep up-to-date with national developments in the subject area, teaching practice and methodology.

Teaching and Learning

- To support the Subject Leader in ensuring effective teaching and student progress in the subject area through structured monitoring, evaluation and review processes
- To promote extracurricular activities and out of hours learning which enhance learning opportunities
- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher

Staffing

- To promote teamwork and to motivate staff to ensure effective working relations
- To participate in the Academy's NTT programme
- To contribute to Performance Management and to act as a reviewer for a group of staff, if required.

Quality Assurance

- To ensure the effective operation of quality control systems
- To contribute to the Academy's procedures for the monitoring of the quality of teaching and learning and the uptake and success of extra-curricular and out of hours learning opportunities
- To assist in the process of target-setting within PE
- To implement Academy quality procedures to ensure adherence of teaching staff

Management Information

- To assist in the use of analysis and evaluation of performance data
- To help produce reports within the quality assurance cycle
- To manage and use data to inform strategies and improvement in teaching and learning and outcomes



- To assist in the production of reports on examination performance

Communications

- To ensure effective communication as appropriate with all stakeholders and persons or bodies outside the Academy, particularly with our sponsors

Marketing and Liaison

- To contribute to the Academy's outreach and marketing activities
- To effectively promote the subject at events

Management of Resources

- To manage the available resources effectively in the subject area
- To contribute to the process of the ordering of equipment and materials
- To identify resource needs and to contribute to the efficient/effective use of physical resources

Pastoral System

- To monitor and support the overall progress and development of students within the designated cohort
- To help to monitor student attendance together with students' progress and performance in relation to targets set for each individual, ensuring that follow-up procedures are adhered to and that appropriate action is taken when necessary
- To act as a Tutor and carry out the duties associated with the role as outlined in the generic job description

Other Specific Duties

- To actively promote the Academy's corporate policies
- To continue personal development as agreed
- To actively engage in colleague review and development
- To undertake any other duty as specified by STPCD not mentioned in the above

Safeguarding

"Co-op Academies Trust, as an aware employer, is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf".

Additional Duties

To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example

Health & Safety Responsibilities

All employees have the responsibility:

- To comply with safety rules and procedure laid down in their area of activity
- To take reasonable care of their own health and safety and hence avoid injury to themselves and to others by act or omission whilst at work



- To use protective clothing or equipment as may be provided
- To report promptly all sickness, accidents, unsafe conditions or practices and dangerous occurrences of which they are aware
- To cooperate with the Headteacher in the fulfilment of the objectives of the Academy's Health and Safety policies
- To comply with all school policies and procedures, including the safeguarding and child protection policies and prevent duty.

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Co-op Academies Trust is committed to safeguarding and protecting the welfare of children. This role is subject to an enhanced DBS disclosure and other employment checks required for the role. Please contact us if you require further details of any of these requirements.



Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
Qualifications <ul style="list-style-type: none"> • Qualified Teacher Status (QTS) • Evidence of appropriate professional development commensurate with the role applied for • Degree level qualifications in specialist subject • Additional professional and/or academic qualifications 	Desirable	A
Experience <ul style="list-style-type: none"> • Proven track record of successful teaching across KS3 and KS4 in PE • Experience of working with parents and community members • Evidence of good progress for students taught • A thorough knowledge of the theory and practice of effective pedagogy • Thorough knowledge of curriculum planning and delivery in PE • Recent experience of leadership of subject / department • Experience of working with students who have English as an additional language • Experience of working with students who have eligibility for pupil premium funding • Ability to teach additional subjects at KS3 and KS4 • Experience of delivery of CPD to subject-specific colleagues or more widely 	Desirable Desirable Desirable Desirable Desirable	A,I,O
Skills, Ability, Knowledge <ul style="list-style-type: none"> • Evidence of ability to lead and manage change effectively • Evidence of ability to lead, manage and work as part of a team • An ability to instil confidence in others 		A,I



<ul style="list-style-type: none"> • Effective listening skills • Excellent organisational skills and an ability to cope well with professional pressure • Evidence of ability to challenge in a supportive manner • Evidence of ability to coach for improvement • Evidence of ability to effectively use data to raise standards / analyse impact • A commitment to the safeguarding of children and young people. • Evidence of performance management for colleagues 		
<p>Personal Qualities</p> <ul style="list-style-type: none"> • A strong and credible presence – personal profile • A commitment to the values shared by cooperatives worldwide • A commitment to restorative practice • Significant reserves of emotional intelligence and resilience • Excellent written and spoken English and high standard of numeracy • An ability to adapt information for communication to a range of audiences • Strengths in communicating with colleagues, individually or in groups • A commitment to the principles of professional confidentiality • Approachability, empathy and courtesy • Flexibility and adaptability to change and changing demands • An understanding of personal and team accountability 	Desirable	A,I,O

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.