



THE BISHOP FRASER TRUST

A CHURCH OF ENGLAND MULTI ACADEMY TRUST

JOB DESCRIPTION

Job Title:	Associate Assistant Headteacher – Sport, Health and Community	Department/Group:	PE
Level/Salary Range:	Leadership L8 – L12	Reporting to:	SLT Line Manager
Contract term:	Permanent Contract All Year Round	Hours per week:	Full Time 1.0 FTE

Vision Statement

“To allow all children to experience ‘life in all its fullness’, no matter what their starting point” by:

- Offering a high quality, inclusive and distinctive education
- A caring and nurturing environment based on our Christian values
- Recognising the unique nature of each child.

Main Objectives of Role:

- Be the curriculum leader for PE and Health and Social Care, leading a committed team to securing great outcomes.
- play a central role in driving forward, promoting and supporting the creation, fostering and management of partnerships that maximise pupil and community engagement. This may initially be centred around sporting provision, but as you develop in your leadership and understanding of the community, we want you to widen this out to other areas.
- Take a lead on ensuring that where we have public events, such as parents evenings or school shows, we are maximising opportunities to engage and signpost our community with other opportunities available to them (both from school but also the wider community).
- Work alongside the AAHT for Personal Development, to ensure that the health education provision within PSHE is excellent and teachers are well trained to deliver this aspect.
- Working with the Deputy Headteacher: Pastoral, develop our work on wider community cohesion, ensuring that we are tracking impact of our initiatives so we can use our resources widely.
- provide a positive role model – always teaching good lessons and sharing practice amongst staff in our school.
- Be an active member of the schools senior leadership team

Job Description:

THE SCHOOL TEACHER’S PAY AND CONDITIONS DOCUMENT SETS OUT THE STATUTORY RESPONSIBILITIES OF ALL STAFF. THIS JOB DESCRIPTION COMPLEMENTS THAT DOCUMENT AND PROVIDES THE SPECIFIC CONTEXT FOR THIS POST

Main Objectives of Role:

Curriculum

To develop the curriculum to meet pupils needs; and to reflect the emerging local data at the needs of the school and community. To keep up to date with national curricular initiatives within your curriculum areas. To liaise with relevant subject coordinators within the primary phase.

Enrichment activities

To ensure active engagement in sport and health beyond the taught day and to increase links and participation in local clubs.

Teaching and learning

- To be accountable for the quality of teaching and learning within your faculty. To use professional development, support, line management and performance management of staff in order to deliver consistently good or better teaching and learning in the department.

Data and Information

- To ensure that both performance data as well as wider community data is communicated to and used effectively by all staff in planning learning and guiding students.

Collaboration

- To work with partner organisations to increase the opportunities for pupils and raise the quality of provision within the school.

Transition arrangements

- To take an active part in recruitment activities such as open days/evenings, and develop ways to ensure that your team are contributing to successful transition arrangements that benefit our wider community, by reducing family anxieties around moving into a new school.

Community engagement

- To develop ways to enhance community engagement through working with the wider staff.

Leadership of staff

- To be responsible for the efficient and effective deployment and operation of the school's staff within your remit. This includes securing robust and effective induction support/mentoring for ECTs/trainees and new staff within communication, overseeing and ensuring the quality of line management and appraisal within the Faculty, making appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the subject area liaising with the cover supervisor/relevant staff to secure appropriate cover within the subject area, participating in any interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.

Progression and Sixth Form Programme

- To support appropriate progression from courses and to actively promote progression into education, employment of training.

Review and Evaluation

- To prepare and present reports as required for the Headteacher and Governors on aspects of the school's performance/work.

Safeguarding

- The post holder is responsible for promoting and safeguarding the welfare of all children and young people he /she comes into contact with

This job description may be amended at any time following discussions between the Headteacher and the post holder and will be reviewed annually as part of the school self-review programme.

Safer Recruitment Statement

The Bishop Fraser Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff employed by the Bishop Fraser Trust are expected to:

- uphold and promote the Trust's vision
- uphold and promote the Christian ethos of all schools in the Trust
- support and contribute to the achievement of all students academically and pastorally
- support and contribute to the Trust's responsibility for safeguarding all students
- undertake professional training to enhance personal development and job performance;
- Comply with all Trust and individual school policies and procedures including safeguarding, child protection, health, safety and security, confidentiality and data protection
- maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, governors, trustees and members; treating everyone with dignity and respect
- share best practice, expertise and skills with others
- Seek to be positive and build up the common good through their own individual contribution to the life of their school
- Offer ideas and suggestions for making things better
- Engage actively in the appraisal and performance review process
- Seek to develop a better work/life balance

- Appreciate that whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description
- Work within the Trust and individual school's Health & Safety Policies to ensure a safe working environment for all staff and pupils.
- Follow any reasonable request from the Headteacher or SLT to undertake work of a similar level that is not specified in this job description.
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- Promote equality and celebrate diversity, seeking to reduce disadvantage, and to encourage aspirations and participation from people who might not otherwise join in.

This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher or SLT to reflect or anticipate changes in the job which are commensurate with the salary and job title. It reflects allocated duties and responsibilities but does not direct the amount of time to be spent on carrying them out. The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment.

Last Updated:	October 2024
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Signed: _____

Date: _____

Name: _____

The Bishop Fraser Trust, Stitch-Mi-Lane, Breightmet, Bolton, BL2 4HU

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Web: www.thebishopfrasertrust.co.uk

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professional

their educational achievements

	Head of PE – CRITERIA	Essential / Desirable
values and practices of The Bishop Fraser Trust	Ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration and demonstrate concern for their development as learners	E
	Commitment to the Trust's Christian ethos and educational purpose, demonstrating and promoting the positive values, attitudes and behaviour they expect from the students with whom they work	E
	Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice	E
	Able to liaise sensitively and effectively with parents and carers recognising their role in student learning	E
	Able to improve their own practice through evaluations and discussion with colleagues.	E
	Flexible with an ability to be able to embrace and generate change	E
Personal Qualities	Self-motivated and personally resilient	E
	High levels of personal integrity, discretion, honesty, reliability and self-awareness	E
	Conscientious and diligent work ethic	E
	High standard of personal presentation with an excellent attendance and time-keeping record	E
	Exacting standards, with high levels of attention to detail and accuracy	E
	Patience, kindness and understanding	E
Professional Dispositions	Pro-active in using initiative	E
	The ability to meet and greet visitors, staff and students warmly, confidently and professionally, focussed on meeting customer needs and satisfaction	E
	Maintains a positive outlook at work	E
	Willingness to take a hands-on approach as necessary	E
	Flexibility, on occasions and within reason, in approach to working hours	E
Qualifications	Qualified Teacher Status	E
	Degree in a relevant subject	E
	Evidence of continuing professional development	E
	An awareness and ability to work within the rules of relevant policies, legislation and good practice relating to schools, particularly Data Protection, Child Protection and Safeguarding	E
Experience, Skills and Knowledge	Experience of developing and delivering engaging and motivating lessons	E
	Experience of using data to inform planning, target setting and securing improvement	E
	Experience of implementing successful teaching and learning strategies	E
	Excellent up to date knowledge and passion for the curriculum area.	E
	An understanding of safeguarding issues and promoting the welfare of children.	E
	Up to date knowledge of the National curriculum including performance measures.	E
	Knowledge of effective assessment strategies.	E
	Clear understanding of successful strategies for raising achievement.	E
	Full understanding of the Teacher Standards.	E
	Good knowledge of pedagogy, how students learn and teaching styles.	E
	Understanding and commitment to inclusive education.	E
	An understanding of the mission and values of the Trust.	E

	Head of PE – CRITERIA	Essential / Desirable
	Ability to form and maintain appropriate professional boundaries with children.	E
	Ability to reflect on and improve practice to increase student achievement.	E
	Ability to communicate effectively with students and parents.	E
	Flexible and imaginative with the ability to solve problems creatively.	E
	Good IT skills with the confidence to exploit new technology.	E
	Ability to deploy effective and systematic approaches to behaviour management.	E
	Ability to create the right climate for learning which inspires students to achieve.	E
	Plan for your career development to which this post contributes	D
	Participating in extra-curricular activities is always welcome	D
	Interest in research and development ideas, especially in teaching and learning	D
	An optimistic, positive and encouraging colleague as a member of the staff team	E
	Work effectively as part of a team and understand classroom, department and school roles and responsibilities	E
	Make effective use of ICT to support learning	E
	Committed to the safeguarding and well-being of all pupils	E
	Valuing Diversity – listen to, support and respect contributions from all pupils and colleagues without prejudice.	E
Safeguarding of Children and Young People	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E

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