



## Job Description Curriculum Leader of PE

### Main Purpose

The curriculum leader will work with the Headteacher and Local Academy Committee by:

- To support and contribute to the Catholic life of St Bernard's community
- To ensure the effective education of students in assigned classes in line with departmental and whole school objectives, policies and schemes of work

### Duties & Responsibilities

Under the direction of the headteacher, the curriculum leader will:

- To plan, prepare and deliver engaging lessons and other activities to ensure the effective learning and progress of assigned students
- To participate in departmental self-review activities including departmental development planning
- To employ varied methods of teaching and learning, appropriate to the abilities and aspirations of students and which enable them to take maximum responsibility for their learning
- To maintain effective and accurate records of attendance and progress of students in accordance with whole school and departmental assessment, recording, reporting and marking policies and to use available data to inform planning and preparation
- To consult with and inform staff and parents regarding the progress, attainment, attitude and behaviour of students
- To contribute to the pastoral care and management of student behaviour in accordance with whole school and departmental policies
- To ensure that equipment and resources are kept in good order and that rooms allocated for use are cared for and offer an attractive and educationally stimulating environment
- To participate in the school's Performance Management programme
- To participate in the school's Continuing Professional Development programme
- To participate in the school's monitoring, evaluation and target setting programmes
- To attend all relevant staff, departmental and consultation meetings
- To maintain an awareness of equal opportunity, health and safety and data protection issues and to adhere to any relevant policies in these matters



Tel: 01709

914070 | Email: [admin@stfranciscmat.com](mailto:admin@stfranciscmat.com) | [www.stfcmat.com](http://www.stfcmat.com)

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### Specific Roles & Responsibilities

- Further develop a shared vision for the department, which contributes to the vision for the whole school as expressed in the School Improvement Plan
- Be the “Leader of Learning” within the department. Keep the department focussed on the development and improvement of teaching and learning. Encourage experimentation, reflection and sharing of good practice
- Set and deliver high standards within the department in terms of student progress, student behaviour, teaching, assessment and monitoring
- Act as a conduit between the Senior Leadership Team and members of the department and ensure the department makes an active contribution to the development of the school
- Foster student enjoyment of your subject area and create a strong work ethic amongst students in the department. Celebrate student success and reward hard work
- Develop a culture of self-evaluation that provides robust evidence for informing change
- Keep up to date with national developments in the subject area and teaching practice and methodology
- Monitor the quality of teaching, learning, assessment, homework and behaviour in the department and report the findings regularly to your line manager. Use this information to inform change and improve provision
- Regularly update Schemes of Work and note the departmental contribution to literacy, numeracy, citizenship, work related learning, economic well-being and spiritual, moral, social and cultural education
- Set challenging targets for students, staff and the department with reference to the data used and provided by the school and in line with the school system

This job description may be amended at any time following consultation with the Headteacher, and will be reviewed annually.

### Person Specification Curriculum Leader PE

Experience	Essential / Desirable
To have taught PE across the age and ability range, KS3 and KS4	Essential
To have taken responsibility for an area within PE	Desirable
To have taken responsibility for planning, implementing and evaluating schemes of work	Essential



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Proven experience in the delivery of high quality teaching and learning especially at Key Stage 4	Essential
Experience of working as part of teams to secure innovation and change	Essential
<b>Qualifications &amp; Training</b>	
PE or related degree	Essential
QTS	Essential
Evidence of recent further professional development	Essential
<b>Special Skills &amp; Knowledge</b>	
Ability to lead and support staff in the development of effective learning strategies and resources required for borderline students	Essential
Ability to analyse student data, provide appropriate intervention to secure student Progress	Essential
Knowledge of current educational thinking regarding raising achievement in PE through teaching and learning styles	Essential
To develop resources which facilitates personalised learning and develop an enthusiasm for learning RE	Essential
The skill to coach others to enhance the quality of teaching in PE	Essential
An awareness of the agenda for safeguarding and promoting the welfare of children	Essential
Knowledge and understanding of Positive Behaviour Management	Essential
<b>Skills/Aptitudes</b>	
The ability to use a range of classroom management and teaching strategies	Essential
ICT literate	Essential
Effective Interpersonal skills	Essential
Teamwork and leadership skills	Essential
The ability to network with other establishments to research best practice and implement findings where appropriate	Essential
<b>Specific Requirements</b>	
A practicing Catholic	Essential



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A commitment to raising student attainment and progress at all levels in PE and supporting the Catholic ethos and aims of the school	Essential
<b>Personal Qualities</b>	
An understanding of and commitment to equal opportunities issues both within the workplace and the community in general	Essential
Conscientious, honest and reliable	Essential
Highly motivated	Essential
Sense of humour	Essential
<b>Personal Circumstances</b>	
A disclosure and barring service check at enhanced level	Essential



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