**Job Description**

**Job Title**: Curriculum Leader of Physical Education

**Responsible To**: Designated member of the Leadership Team

**Hours:** Full Time

**TLR Level:** TLR1b

**Latest Review Date**: January 2023

This job description allocates duties and responsibilities, but does not direct the particular amount of time to be spent on carrying each out.

This post is part of the School’s Middle leadership. The post holder has a teaching and learning responsibility in the Curriculum Area of PE.

Within that Curriculum Area the teacher will:

* Impact on educational progress beyond their assigned students.
* Lead, develop and enhance the teaching practice of others.
* Be accountable for leading, managing and developing whole School policy and practice in the identified Curriculum Area of PE.
* Have line management responsibility for a significant number of people.

The post holder will actively support the School’s ‘Raising Achievement for All’ culture and participate in whole School self-evaluation and development.

The broad purpose of this post will include:

* Raising standards of student achievement within the School.
* Undertaking the professional duties of a teacher of PE.
* Undertaking duties/roles and responsibilities assigned to him/her by the Headteacher.

**Generic responsibilities:**

* Contribute to the teaching of PE and in other areas as agreed.
* Safeguard and promote the welfare of students.
* Contribute to the maintenance of good behaviour in the School, including membership of a duty team.
* Contribute to the development of School policy, including the Curriculum Area Improvement Plan.
* Implement School policies and procedures.
* Ensure the learning experience of students is an enjoyable one.
* Ensure effective learning and teaching to maximise opportunities.
* Ensure effective resource preparation, marking, assessment and record keeping.
* Provide reports to Parents and Carers as required.
* Act as a positive, professional role model.
* Participate in appropriate meetings.
* Make a positive contribution to the School’s pastoral system as a tutor or in other relevant roles.
* Ensure students have the opportunity to contribute to the self-evaluation process.
* Carry out other relevant and appropriate tasks as directed by the Headteacher.
* Lead and drive the effective use of ICT and digital technologies for improving learning and for management purposes.
* Play a part in the School’s health and safety procedures.

**Specific responsibilities:**

* Lead development on issues resulting from the identification of trends in student performance from the monitoring and evaluating of assessment data.
* Define, evaluate and report on intervention strategies to address issues for development that have been identified.
* Identify quantifiable and challenging student progress objectives with teachers within their Appraisal objectives.
* Support teachers in planning appropriate strategies to achieve student progress target levels and objectives.
* Be accountable for meeting student progress target levels within the Curriculum Area.
* Lead the Curriculum Area in encouraging students’ motivation and enthusiasm in the subject.
* Develop positive responses to challenge and high expectations.
* Monitor the objectives and targets for all students.
* Lead on the promotion of the importance of raising student achievement.
* Monitor and evaluate the planning of other teachers in the Curriculum Area, providing constructive and developmental feedback on a regular basis.
* Lead on the dissemination of examples of effective planning practice within the Curriculum Area.
* Ensure that teachers are aware of the needs of inclusion of all students and groups and make provision for this in their planning.
* Ensure that feedback from lesson observation, work scrutiny and analysis of assessment data is appropriately reflected in teachers’ planning.
* Ensure teachers are clear about the teaching of objectives in lessons, understand the sequence of learning and teaching in the Curriculum Area, and communicate this to students.
* Observe colleagues teaching (through Appraisal arrangements and/or Curriculum Area monitoring) and provide evaluative feedback on the effectiveness of their teaching strategies to bring about further improvement.
* Line manage both Teachers and Support staff within the Curriculum Area.
* Provide input to the school’s appraisal and performance related pay process.
* Co-ordinate/monitor the deployment of teachers, support staff and other adults to ensure their effective contribution to students’ learning.
* Lead and co-ordinate strategies to achieve relevant School improvement priorities that have been identified at Curriculum Area or whole School level.
* Evaluate and report on the effectiveness of practice in the Curriculum Area annually to a range of audiences, suggesting areas and issues for further improvement.
* Lead professional development in the Curriculum Area through example and support and co-ordinate the provision of high- quality professional development for staff.
* Use financial and resource management innovatively and effectively.
* Support Curriculum Area staff in behaviour management and assist them in the planning of effective behaviour management strategies
* Represent the Curriculum Area at meetings and chair meetings as appropriate.
* Ensure schemes of work are in place and updated in response to student needs.
* Ensure that reporting systems are of high quality within the Curriculum Area.
* Lead the Curriculum Area Improvement Plan and involve all staff in its formulation.
* Play an active role in the appointment of staff to the Curriculum Area.
* Liaise with other staff e.g. Pastoral Leaders as necessary.
* Promote team work and the sharing of good practice.
* Ensure the provision of cover work for absent colleagues.
* Ensure the Curriculum Area environment is conducive to learning.
* Produce a Curriculum Area handbook and ensure that it is updated annually.

**General Duties**

With due regard to the above, to carry out such other appropriate duties as may be required. To play a part in the Health and Safety procedures of the school, including reporting concerns to the Deputy Headteacher/Curriculum Area Leader. See the School’s Health and Safety Policy.

**Notes**

This job description is subject to review and amendment from time to time within the terms of the conditions of employment then in force, and only after discussion with the post holder. It is hoped that all Staff will play a full and active part in the general life and activity of the School.

This post is subject to the ‘Conditions of Service of Teachers in England and Wales (1994)’ with any subsequent national amendments.

**Person Specification for the role of Acting Curriculum Leader - PE**

Please note that the information below, along with the relevant Job Description, acts as the selection criteria and should be used as guidance when completing your application for the post.

**Key:**

Essential - without evidence of which the candidate would be declined

Desirable - useful for the role but not essential, may be used when making decision between two

Otherwise equally appointable candidates.

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualifications** | **Essential** | **Desirable** |  |
| * Qualified Teacher Status |  |  | Application  Reference  Interview |
| * Degree Level Qualification |  |  | Application  Reference  Interview |
| * Successful completion of NPQML or NPQSL |  |  | Application  Reference  Interview |
| Coaching qualifications in a range of activities. |  |  |  |
| **Experience** |  |  |  |
| * Teaching of GCSE PE. |  |  | Application  Reference  Interview |
| * A proven track record of raising and maintaining high educational standards in PE. |  |  | Application  Reference  Interview |
| * Ability to teach a range of activities as outlined in the PE National Curriculum. |  |  | Application  Reference  Interview |
| * Using data from SISRA or similar package, question level analysis report to inform target setting and future planning |  |  | Application  Reference  Interview |
| * Working with children with English as an additional language. |  |  | Application  Reference  Interview |
| * Ability to lead on the development of outstanding schemes of learning and resources for staff to implement into lessons. |  |  | Application  Reference  Interview |
| * Ability to deliver quality first lessons that ensure rapid progress over time. |  |  | Application  Reference  Interview |
| * Ability to manage a team of teachers through the school’s appraisal system and effective monitoring of standards across the curriculum. |  |  | Application  Reference  Interview |
| **Personal Qualities/Skills and Characteristics** |  |  |  |
| * Capability to challenge, influence and motivate students to achieve high standards |  |  | Application  Reference  Interview |
| * Ability, or potential to consistently deliver high quality knowledge rich lessons as defined by recent OFSTED criteria. |  |  | Application  Reference  Interview |
| * Ability to promote PE to students of all abilities. |  |  | Application  Reference  Interview |
| * Excellent communication and organisation skills. |  |  | Application  Reference  Interview |
| * Ability to work as a member of a team. |  |  | Application  Reference  Interview |
| * Capability to demonstrate outstanding classroom management. |  |  | Application  Reference  Interview |
| * Able to effectively communicate with a variety of stakeholders (e.g. colleagues, parents, external agencies). |  |  | Application  Reference  Interview |
| * Ability to use ICT to support both the curriculum work and organisation. |  |  | Application  Reference  Interview |
| * Able to strategically monitor and evaluate teaching and learning across the department. |  |  | Application  Reference  Interview |
| * Able to identify necessary resources which ensure high quality teaching and learning. |  |  | Application  Reference  Interview |
| * Able to assess the needs of individuals to inform planning |  |  | Application  Reference  Interview |
| * Able to deliver high quality lessons, evaluate the impact of these and develop future planning accordingly. |  |  | Application  Reference  Interview |
| **Knowledge/special aptitudes** |  |  |  |
| * Knowledge and understanding of the PE National Curriculum, GCSE syllabus and Cambridge National examinations. |  |  | Application  Reference  Interview |
| * Up-to-date knowledge of safety issues in PE. |  |  | Interview |
| * A range of behaviour for learning techniques. |  |  | Application  Interview |
| * **Equality and Diversity** |  |  |  |
| * Demonstrate commitment to inclusive teaching and learning. |  |  | Application  Reference  Interview |
| * Awareness of the effects of discrimination on students, parents, colleagues and policy. |  |  | Application  Reference  Interview |