

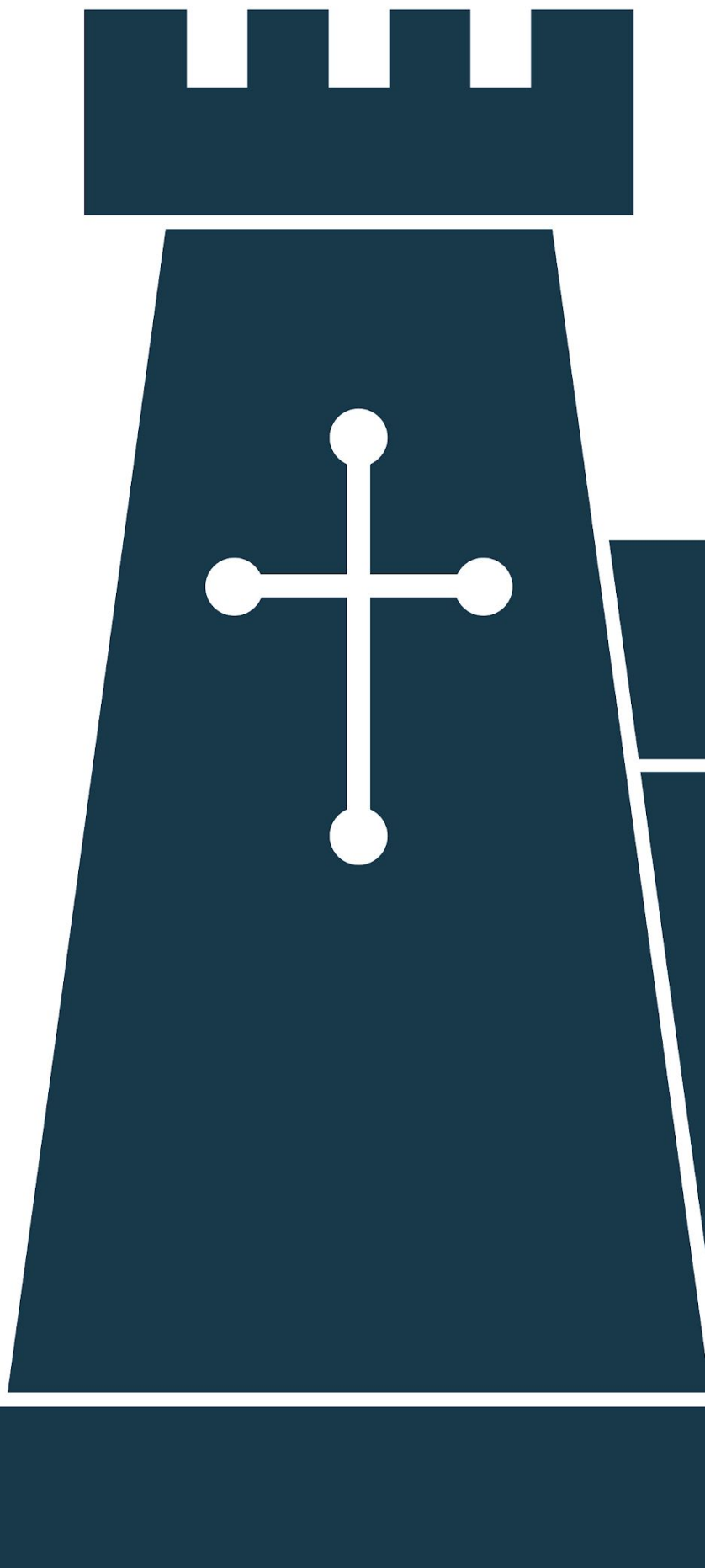


THE BAY
CE SCHOOL

Believe • Inspire • Excel

**Head of Department PE
(Secondary)**

September 2022





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September 2022

Dear Candidate,

Thank you for expressing an interest in the post of Head of Department PE at The Bay CE School (Secondary).

In September 2018 The Bay CE School opened as an all-through school providing education for students aged 4 to 16 years old. The school has two sites and this role is available at the Secondary site.

An exciting opportunity has arisen at our secondary site for an engaging and enthusiastic Head of Department PE.

The successful candidate will be responsible for leading the PE department and ensuring high standards of teaching and learning. If you are an experienced PE practitioner ready for a role with leadership responsibilities, we want to hear from you!

The successful candidate will be passionate about their subject area; demonstrate experience of achieving positive outcomes for students; have excellent subject knowledge and be able to teach effectively across the age and ability ranges.

How to Apply

Interested candidates can download an application pack from our website: bayceschool.org or via email at recruitment@bayceschool.org.

Closing date for applications: Friday 7th October 2022 @ 12 noon

Interviews: Week commencing 10th October 2022

Completed application forms should be e-mailed to recruitment@bayceschool.org or posted

FAO: Mrs L Highmore, HR Business Partner, The Bay CE School, The Fairway, Sandown, Isle of Wight, PO36 9JH.

All applications will be acknowledged upon receipt. *Please note we are unable to accept CVs and only fully completed application forms will be accepted.* We reserve the right to close this advert early should we receive sufficient applications.

References will be requested prior to interview and an enhanced DBS check will be required for successful applicants.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974.

Should you have any queries, please do not hesitate to contact me.

Yours Sincerely

Mr Duncan Mills
Executive Headteacher

Mrs Emma Bowden
Headteacher

Job Description

Identifying Facts

Job Title: HOD PE

Directorate: Education

Section: Teaching

Responsible to: SLT: Headteacher:
Executive Headteacher

Key responsibilities

- To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.
- To be accountable for student progress and development within the subject area.
- To develop and enhance the teaching practice of others.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the Department, in accordance with the aims of the School and the curricular policies determined by the Governing Body and Headteacher.
- To be accountable for leading, managing and developing the subject/curriculum area.
- To effectively manage and deploy teaching/support staff, financial and physical resources within the Department to support the designated curriculum portfolio.

Operational Strategic Planning

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the Department.
- The day-to-day management, control and operation of course provision with the Department, including effective deployment of staff and physical resources.
- To assist in monitoring and following up student progress
- To implement Policies and Procedures
- To work with colleagues to formulate aims, objectives and strategic plans for the Department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the Academy.
- To lead and manage the business planning function of the Department, and to ensure that the planning activities of the Department reflect the needs of students within the subject area, the Department SEF and the aims and objectives of the School.
- To ensure that health and safety policies and practices, including risk assessments, throughout the Department are in-line with national requirements and are updated where necessary, therefore liaising with the School Business Manager.

Curriculum Provision:

- To liaise with the SLT to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which compliments the Improvement Plan/ Evaluation.
- To be accountable for the development and delivery of PE throughout the school.
- To ensure that students have the opportunity to participate in a full range of extra curricular activities including competitive sports and mastery classes



Curriculum Development

- To lead curriculum development for PE.
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local and academy level.
- To liaise with the SLT/exam officer to maintain accreditation with the relevant examination and validating bodies.

Staffing

- To work with the SLT to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
 - To be responsible for the efficient and effective deployment of the area's technicians/support staff as appropriate.
 - To undertake performance management reviews and to act as reviewer for a group of staff within the area.
 - To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the Department liaising with the Cover Manager/relevant staff to secure appropriate cover within the Department.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with academy procedures.
 - To promote teamwork and to motivate staff to ensure effective working relations.
 - To participate in the school's training programmes as appropriate.
 - To be responsible for the day-to-day management of staff within the Department and act as a positive role model.

Quality Assurance: (in liaison with line manager)

- To ensure the effective operation of quality control systems.
- To establish the process of the setting of targets within the Department and to work towards their achievement.
- To establish common standards of practice within the Department and develop the effectiveness of teaching and learning styles in all subject areas within the Department.
- To contribute to the procedures for lesson observation.
- To implement quality procedures and to ensure adherence to those within the Department.
- To monitor and evaluate the curriculum area/Department in line with agreed procedures including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To ensure that the Department's quality procedures meet the requirements of Self Evaluation and the Strategic Plan.

Management Information

- To ensure the maintenance of accurate and up-to-date information concerning the Department as required.
- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports within the quality assurance cycle for the Department.
- To produce reports on examination performance, including the use of value-added data.
- In conjunction with SLT, data manager, exams officer and others to manage the Department's collection of data.
- To provide the Governing Body with relevant information relating to the Department's performance and development



Communications

- To ensure that all members of the Department are familiar with the aims and objectives.
- To ensure effective communication/consultation as appropriate with the parents of students.
- To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.
- To positively represent the view's and interests of the Department.

Marketing & Liaison

- To contribute to the liaison and marketing activities, e.g. the collection of material for press releases.
- To lead the development of effective subject links with other schools and the community, attendance where necessary at liaison events in and the effective promotion of subjects at Open Days/Evenings and other events.
- To actively promote the development of effective subject links with external agencies.

Management of Resources

- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the Department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- To work with the SLT in order to ensure that the Department's teaching commitments are effectively and efficiently time-tabled and roomed.

Pastoral System

- In conjunction with the line manager, to monitor and support the overall progress and development of students within the Department.
- 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 where necessary.
- To contribute to PSHE, citizenship and enterprise
- To ensure behaviour management systems are implemented in the area so that effective learning can take place.
- To be familiar with the Safeguarding/Child Protection Policy and to report concerns to the designated DSL.
- To undertake duties before school and at break, on a rota basis.
- To take reasonable care of Department resources and to account for any equipment used.
- To attend Department meetings and assist in planning and evaluation
- To set cover work when on leave of absence.
- To liaise with the line manager over career and professional development.
- To report anything that could endanger or threaten the health and safety of students or staff to the line manager.

Teaching

- To undertake a programme of teaching in accordance with the appropriate professional standards.
- To teach, students according to their educational needs, including the setting and marking of all class work and coursework carried out by students in the school and elsewhere.
- 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 ICT, literacy, numeracy and 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 that meet internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods that will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, curriculum areas and procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.
- To liaise with SENCO and the form tutor over students with special educational needs and to modify teaching accordingly.

Form tutor duties

- To offer care and support to students in all aspects of their school life and prepare them for adult life;
- To develop an understanding and knowledge of each student as an individual;
- To enable students to play an active role in all aspects of the schools tutorial and PSHE programme; and
- To undertake all administrative tasks to ensure the smooth day-to-day running of the school

Other

- To undertake , and when required, deliver or be part of the appraisal system and relevant training and professional development
- To undertake, within reason, other various responsibilities as directed by the Headteacher/Executive Headteacher.
- This is not an exhaustive description

Person Specification

Criteria	Essential	Desirable	A / T / I
Qualifications	<ul style="list-style-type: none"> • QTS • Degree level (or equivalent qualification) 		A
Knowledge / Experience	<ul style="list-style-type: none"> • Evidence of being, or having the potential to be, an outstanding teacher of the subject. • Up to date knowledge in the curriculum area • An understanding of what an outstanding education looks like in the classroom • Understanding of the strategies needed to establish consistently high expectation • Good knowledge and understanding of current educational priorities • Ability to establish/maintain strong learning environment • Plan, prepare and deliver appropriate programmes of work, assess, record or track pupil learning and use to inform future planning • Ability to vary teaching approaches as needed, for example one to one; small group; whole class • Differentiate according to learners' needs • Excellent classroom teacher, or potential to be one, with the ability to reflect on lessons and continually improve their own practice • Effective and systematic behaviour management, with clear boundaries, sanctions, praise and rewards 		A / T / I
Behaviours / Leadership	<ul style="list-style-type: none"> • Effective team worker • High expectations for accountability and consistency • Vision aligned with The Bay's high aspirations, high expectations of self and others • Genuine passion and a belief in the potential of every pupil • Motivation to continually improve standards and achieve excellence • Effective listening skills that lead to a strong understanding of others 		A / T / I
Behaviours / Teaching and Learning	<ul style="list-style-type: none"> • Excellent classroom teacher, or potential to be one, with the ability to reflect on lessons and continually improve their own practice • Effective and systematic behaviour management, with clear boundaries, sanctions, praise and rewards • Thinks strategically about classroom practice and tailoring lessons to pupils needs 		

Criteria	Essential	Desirable	A / T / I
Behaviours / Teaching and Learning	<ul style="list-style-type: none"> • Understands and interprets complex pupil data to drive lesson planning and pupil attainment • Good communication, planning and organisational skills • Demonstrates resilience, motivation and commitment to driving up standards of achievement • Acts as a role model to staff and pupils • Commitment to regular and on-going professional development and training to establish outstanding classroom practice. 		A
Behaviours / Personal Characteristics	<ul style="list-style-type: none"> • Understanding of the importance of continuing professional development • Ability to communicate effectively with parents/carers/colleagues • Understanding of inclusion (special needs, English as an additional language, equal opportunities, diversity) • Ability to work as part of a team, both teaching and support staff • Commitment to the safeguarding and welfare of all pupils • Acts as a role model to staff and pupils 		A / T / I



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Head of Department PE (Secondary)

Main Pay Scale plus TLR allowance
To start January 2023

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The successful candidate will be responsible for leading the PE department and ensuring high standards of teaching and learning. If you are an experienced PE practitioner ready for a role with leadership responsibilities, we want to hear from you!

The successful candidate will be passionate about their subject area; demonstrate experience of achieving positive outcomes for students; have excellent subject knowledge and be able to teach effectively across the age and ability ranges.

Visits to the school are welcome.

For more information or to download an application pack please visit our website bayceschool.org or contact: recruitment@bayceschool.org



cornerstone
federation

Closing date: Friday 7th October 2022 at 12 noon

Interviews: Week commencing 10th October 2022

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The Cornerstone Federation is committed to safeguarding & promoting the welfare of children & expects all staff & volunteers to share this commitment. Successful applicants will be required to obtain an Enhanced DBS clearance.



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