



Post: Head of Faculty – Sports & Nutrition
Responsible to: Deputy Headteacher
Responsible for: Leadership & Management of Sports & Nutrition, which includes PE, Sports studies & Catering Departments.
Delivery of specialist subject/s to assigned classes (**PE & sports studies**)

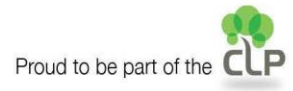
Job Description

Strategic Direction and Development

1. To plan the strategic direction for the Sports & Nutrition Faculty across all three key stages
2. Ensure parental communication is effective.
3. To be accountable for the highest standards of teaching, learning and student achievement in the faculty..
4. To lead, develop and enhance the teaching practice of all leaders & teachers of the Sports & Nutrition faculty, evaluating the quality of teaching, securing and sustaining the effective delivery of the subject.
5. Analysis of school and national data to effectively identify areas of strength and areas for development that will inform interventions, targets and teaching methods across the department.
6. Contribute to the school's robust programme for Quality Assurance at a faculty and whole school level.
7. Complete, Monitor and evaluate progress towards targets from the Faculty Improvement Plan within the context of the School Improvement Plan.
8. Attend Head of Faculty and RST meetings & ensure that key information is given to the team from these meetings.
9. Responsible for the coordination of the PE, Sports studies & Nutrition curriculum provision, including developing schemes of work.
10. Organise curriculum enhancement events that raise the profile of the entire sports & nutrition faculty.
11. Ensure there is a variety of extra-curricular activities provided by the individual departments that support personal development.
12. Ensure the promotion of these activities via school publications; the school website etc.
13. To have a continual commitment towards the 'education staff wellbeing charter'.



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Registered Office: Burnham Road, Chelmsford, Essex, CM1 6LY.



Teaching and Learning

1. Ensure curriculum coverage (by schemes of work and syllabuses), continuity and progression for all pupils including those of high ability and SEN.
2. Ensure effective development of pupils' numeracy and digital skills through the curriculum.
3. Ensure that department teachers carry out assessment, recording and reporting consistently and in line with school policies.
4. Bring innovative teaching and learning practices to the school. Keep abreast of subject developments and bring these to the School. Engage with school-wide learning initiatives and lead these in the Department.
5. Following each reporting cycle, review assessment data for the faculty and coordinate any necessary action across the department ensuring assessment for learning practices are fully embedded in the work of the department. Identify appropriate intervention for students.
6. Establish the highest expectations of achievement and behaviour of pupils by teachers. Ensure that Behaviour for Learning is enforced through effective use of internal on call, teacher and departmental detentions and regular communication with parents and pastoral leaders.
7. Set and monitor effective targets for all students in the faculty.
8. Liaise effectively with the examinations officer when necessary, ensuring all entries are made in line with deadlines.
9. Develop effective links with the local community and businesses, partner primary schools, local secondary schools and colleges where appropriate.

Leading and Managing Staff

1. Establish constructive working relationships among departmental staff, devolving responsibilities and delegating tasks as appropriate.
2. Participate fully in the schools' Performance Management System.
3. Lead professional development of departmental staff through example and support.
4. Lead a team of teachers and technicians (where relevant) through:
 - Induction, support, advice and guidance
 - Effective communication and well-structured meetings.
5. Ensure that departmental staff meets reporting and other deadlines

6. Mentor and support colleagues including ECTs, ITT's and GTP's encouraging their professional development
7. Ensure all faculty staff engage with LSAs and other relevant colleagues to support student progress.
8. Effective and Efficient Deployment of Staff and Resources
9. The use of accommodation to create an effective and stimulating teaching environment.
10. Maintain existing resources and explore opportunities to develop or incorporate new resources.
11. Maintain up to date and accurate financial records.
12. Establishing staff and resource needs and preparation of teaching groups to ensure the best use of staff expertise.
13. Ensure that there is a safe teaching and working environment in which risks are properly assessed.

Teaching Duties

1. To have a secure and up to date knowledge and understanding of concepts and skills necessary to teach specialist subject/s
2. To plan teaching to achieve progression in pupils' learning in line with agreed expectations/targets.
3. To establish and maintain a purposeful working atmosphere which supports learning.
4. To set homework and mark in line with school policies.
5. To assess, record and report on pupils' progress.
6. Attend and contribute to departmental and staff meetings and to assist with the implementation of area improvement plans
7. To communicate and consult with parents of students as necessary, (including telephone calls, meetings, parental meetings etc).
8. To exploit opportunities to improve basic literacy, numeracy and ICT skills.
9. To participate in staff development opportunities and accept responsibility for own professional development.
10. To prepare students for examinations and participate in examination arrangements.
11. To cover classes whose teacher is not available as and when required.
12. To carry out the role of form tutor as required.
13. To implement school policies.

The School as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the school on its behalf". (Ref: Safeguarding Children and Safer Recruitment in Education 2007)."