



PASSMORES COOPERATIVE LEARNING COMMUNITY

Job Description

Position: Head of Girls PE with responsibility for the Duke of Edinburgh Award (DofE)

Line Manager: Head of Department

Performance Management Reviewer: Leadership Team

Key responsibilities

Duties:

- To be (together with the HOD) accountable for the learning and achievement of all students.
- To oversee the Duke of Edinburgh bronze and silver award programme.
- To plan and lead the bronze and silver training sessions as part of the curriculum as well as expeditions throughout the academic year.
- To actively promote the DofE award to ensure continued uptake.
- To provide (together with the HOD) high quality leadership and management for PE education within the Academy.
- To develop effective partnership working with other staff to secure high levels of student progress.
- Support the Head of Department in his/her key role and undertake reasonable tasks as requested and by when requested.
- To deputise for the Head of Department as required.
- To be a role model of exemplary practice for colleagues within the department and across the whole school: inclusive of teaching practice and marking of all scheduled assessments and scheduled homework.
- To ensure high standards of learning and teaching and academic attainment and progress for all students within the curriculum area.
- To implement, monitor and review an effective assessment system within the curriculum area.
- To work with colleagues to develop and monitor innovative and engaging schemes of work, lesson plans and related learning resources (including

homework) that support and accelerate progress of all students and groups of students.

- Along with the HOD, to devise and implement quality assurance systems, including regular teaching and learning observations, book audits and climate walks.
- To contribute to the co-ordination and implementation of the Academy's enrichment/extra-curricular provision as appropriate for the key stage.
- To support the development of the use of ICT within the curriculum area.
- To work with all relevant members of staff when a student's progress is limited by negative attitudes, misbehaviour, unsatisfactory attendance and punctuality, long term illness or other factors so that effective appropriate intervention strategies can be put into place.
- To support colleagues with behaviour management and to make the connections with behaviour for learning and classroom pedagogy.
- To ensure subject reports in the curriculum area (both summative and full reports) are completed to a high, accurate standard.

Other Duties

Duties include (but are not limited to):

- Implementing, monitoring and reviewing intervention systems to ensure students' progress according to their flight path.
- Managing the creation and implementation of project-style homework according to the school's homework policy, then monitoring and reviewing as appropriate.
- Overall responsibility for schemes of work (including creating, implementing, monitoring and reviewing) and assessment including Assessment of Learning, delegating and managing as appropriate.
- Managing the preparation and distribution of resources related to schemes of work in a timely manner prior to the commencement of a new SOW of topic.
- Liaising (together with the HOD) with the Examinations Officer to complete examination entries (internal and external exams), changes to entries and results queries as appropriate for the department.
- Supporting colleagues with behaviour and uphold the school's behaviour management structures by providing support in lessons, removing/isolating students, helping colleagues to action appropriate sanctions, monitoring that contact is being made with parents and all relevant details have been recorded appropriately.
- Management of enrichment/extra-curricular activities for the department.
- Liaising with outside agencies as required.
- Monitoring reviewing and changing class sets at regular intervals, updating set lists.
- Moderating summative reports appropriately (SIMS) organising proof-reading arrangements as appropriate for full reports.
- Overall responsibility (together with HoD) for provision, progress, and attainment in the curriculum area.

Well Being and Mental Health

As a member of staff at PCLC, we take responsibility for looking after our own mental health and wellbeing and that of other adults and children by:

- Supporting and adopting evidence-based practice from credible organisations (eg Mind) which have been proven to improve and sustain positive mental health and wellbeing for children and adults
- Developing a better knowledge and awareness of how children's mental health can impact on their wellbeing and development.
- Managing our own health and wellbeing, by adopting good health behaviours (for example in relation to diet, exercise, alcohol consumption and smoking)
- Informing a line manager or mental health first aid team member if concerned about the mental health or wellbeing of ourselves or of others.
- Tackling and challenging any stigma regarding mental health and offer support, kindness and understanding to others in need.
- Ensure that full attention is given to staff health, safety and welfare and minimise risks to employee mental health and wellbeing.
- Act as role models to encourage healthy behaviours e.g. taking regular breaks, not working excessive hours and maintaining a healthy work life balance;
- Ensure employees understand their role within the school and receive the required information and support from managers and team members to do their job.
- Monitor and be aware of the early signs of poor mental health and take action as appropriate.
- Signpost individuals to mental health first aiders in the workplace
- Ensure employees are aware of support and assistance available including counselling and occupational health advice and guidance.
- Be familiar with relevant school policies and procedures on equality and diversity to ensure any inappropriate behavior e.g. bullying and harassment is handled appropriately, and staff are supported;
- Ensure performance management procedures are carried out effectively to ensure targets and objectives are clear, to identify any issues with workload and/or demands on the employee and provide support/additional training where necessary.
- Implement school procedures fairly, sensitively, and confidentially.

In addition to the above areas, the postholder is responsible for the following actions:

Liaising with: Line Manager, other relevant support staff, Subject Staff, Pastoral staff, LA staff, parents/carers and outside agencies as and when required.

Health and Safety

1. To assist with the carrying out of risk assessments
2. To ensure that Health and Safety policies and procedures are followed

Pastoral System

1. To liaise as appropriate with Pastoral Staff on Pastoral Related issues

Other specific duties

1. To play an active part in the life of the school community

The job description is current at the date shown, but in consultation with you, may be changed by the Principal's to reflect or anticipate changes in the job commensurate with the grade and the job title

PERSON SPECIFICATION

Person Specification: Teacher	Essential	Desirable	Evidence source
Knowledge of KS3 and KS4 curriculum	☐✓		Application
Evidence of knowledge and capabilities relating to other educational models from around the world	☐✓		Application Interview
Clarity of purpose and a student-centred vision	☐✓		Application Interview
Good personal and interpersonal skills	☐✓		Interview
Good oral and written communication	☐✓		Application Interview
Good time-management and personal organisation	☐✓		Reference
Ability to build teams and inspire others	☐✓		Interview
An effective teacher who has a good rapport with students of all abilities	☐✓		Reference Teaching task
The drive, passion and ability to implement change	✓		Application Interview
Passionate about the learning and achievement of every student	☐✓		Interview
Confident about using data to improve levels of achievement	☐✓		Application Reference Interview
Good personal word-processing and other ICT skills	☐	✓	Application Reference