# St Mark's West Essex Catholic School

| **Post Title:** | **HEAD OF DEPARTMENT**<br>**PE** | |
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| **Main duties:**<br>The Professional duties of all teachers, (other than the Headteacher) are set out in the STPC document and describe the duties required of all main scale posts. In addition, the National Standards Framework describes the general outline and expectations for all teaching roles within secondary schools. The description of the requirements of the post of **Head of PE** at St Mark's West Essex Catholic School, in accordance with the criteria for the award of a Teaching and Learning Responsibility Payment, along with the particular duties expected of the post holder have been set out below*: | | |
| **Purpose:**<br><br>*(a – d relates to the TLR Criteria)* | a)<br><br>b)<br><br>c)<br><br>d) | To be accountable for the highest standards of pupil achievement within the PE area, monitoring and evaluation of pupil achievement and setting targets for improvement.<br><br>To lead, develop and enhance the teaching practice of all teachers within the specified areas and practice of all evaluating the quality of teaching and support and securing and sustaining effective provision for students.<br><br>To be accountable for the strategic direction, leadership and management of the PE area, the development and implementation of departmental policies, plans, targets and practices within the context of the school 's aims and policies.<br><br>To effectively line manage Teachers of PE. |
| **Responsible to:** | | Line Manager – Assistant Headteacher |
| **Responsible for:** | | All teachers of PE. |
| **Scope:** | | The strategic leadership of the provision of PE at Key Stage/s 3, 4 and post-16 |
| **Salary/Grade:** | | TLR 2b (£5,871) |

**Whole School dimension:**

- To have clear and high expectations of student progress and behaviour within the specified areas and the wider school.
- To lead, develop and enhance the teaching practice of others and to have an impact on the practice of other departments in both a professional and developmental role.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students follow this example.
- To play a full and active role in the school's policy making group.
- To lead in promoting the inclusion of children with SEN in the life of the school

**General:**

- To take responsibility for, and to be accountable for, the day to day operation of provision made by the school for the pupils within PE.
- To focus the work of the department on the Teaching and Learning of Art and to be accountable for its development as an area and the delivery of its methodology.
- To use professional skills and judgement to ensure the effective and efficient management of PE.
- To lead, manage and develop the provision of support for pupils across all three Key Stages of teaching and learning within the PE.
- To encourage all members of staff to recognise and fulfil their statutory responsibilities to pupils with SEN.

**Particular:**

1) **Operational: -**

- To lead the development of appropriate syllabuses, resources, Schemes of Work, marking policies, assessment, and teaching and learning strategies in PE.
- To monitor and track student progress
- To manage and control the day-to-day operation of course provision within the PE areas, including the effective deployment of staff and physical resources
- To ensure the implementation of school policies and procedures with particular regard to the Catholic nature of the school and as outlined in the annual Staff Handbook, including Health and Safety policies and practices
- To link with the Key Stage Co-ordinators to ensure that the work in the area fully reflects the school's distinctive mission and ethos
- To manage the budget devolved to the area ensuring its efficient use and that limits are not exceeded.
- To ensure, as far as possible, that the department's equipment and resources are maintained in good order and that the rooms allocated for the department's use are cared for and offer an attractive and educationally stimulating environment for students

**2) Curriculum Development and Provision:**

- To collaborate with Subject Leaders and Pastoral staff to ensure that the learning of all pupils is given equal priority and that lesson planning and deployment of available resources are used efficiently in support of this purpose.
- To contribute to the identification, development and implementation of effective teaching and learning strategies for improving and sustaining high standards of pupil achievement and behaviour for pupils within PE.
- To enable and monitor access to the National Strategy, with particular reference to the core areas of Literacy, Numeracy and ICT.
- To support staff in the devising and delivery of an appropriate, comprehensive, differentiated and high quality curriculum programme which complements the School Development Plan wherever possible.
- To identify and teach study skills that will develop pupils' ability to work independently.
- To develop the area's methodology and practice in the delivery of its curriculum
- To promote and facilitate opportunities beyond the taught curriculum that enrich the experience of the subject for a range of pupils

**3) Staffing: -**

- To lead, develop and enhance the teaching practice of all PE teachers and practice of all Learning Support Assistants used with the area, evaluating the quality of teaching and support and securing and sustaining effective provision for all students.
- To ensure that staff development needs are identified and met within the resources of the school
- To contribute to the school programme of induction for new staff to ensure that the school policy and practice is understood by all
- To be responsible for the efficient and effective deployment of any ancillary/ support staff working in/with the department
- To undertake Performance Management Reviews of PE staff
- To motivate and promote teamwork within the PE area to ensure effective working relationships
- To ensure that all members of the areas are familiar with its aims and objectives, within the context of the School Development Plan
- To prioritise and manage own time effectively particularly in relation to balancing the demands made by administrative duties, teaching and acting as a resource for colleagues.

**4) Quality Assurance: -**

- To contribute to the implementation of the whole school process of setting targets within PE and to work towards their achievement
- To contribute to the school procedures for self-review including a regular cycle of lesson support observation where appropriate
- To seek and implement modification and improvement where appropriate

- To use, analyse and evaluate performance data provided and to utilise prior attainment information on pupils moving through the school
- To produce reports, within the quality assurance cycle, when required, on performance and the use of value-added data, for the Governing Body, which relate to the development and performance of the department

**5) Teaching:**

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher

*This job description is current at the date shown but may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.