

KING EDWARD VI ASTON SCHOOL

Job description for the Head of PE and Games

1. The Purpose of the Position

To know the strengths and weaknesses of teaching & learning in PE and Games in all year groups within the school and as a consequence develop approaches and processes, which result in improvement in the standards achieved by students in PE and Games.

2. Line Management Responsibility

The post holder has line management responsibility for all staff for whom PE and Sport occupies the greater part of their teaching timetable, the manager of our local sports partnership and the premises lettings manager.

The post holder is line managed by a member of the senior leadership team.

3. Generic Responsibilities

See the generic subject leader's job description on the reverse of this sheet

4. Specific Responsibilities Associated with the Position

- The post-holder will be expected to provide enrichment opportunities to students across the year groups (before school, at lunchtimes, after school and for Saturday rugby fixtures).
- Vision and strategic development of Sport and PE in the school, including delivery of the National Curriculum.
- Physical Education and Games Lessons.
- Line management of PE teaching staff, sports premises lettings manager and Partnership Development Manager
- Manage the overall budget for Sport and PE.
- Lead for core PE, academic PE and sports strategy.
- Develop the school's community links through sport. Development of the out-of-hours provision. Develop partnerships with major sports organisations. Investigate potential funding opportunities
- Manage the transport and facility budgets
- Develop sixth form games programme to include more options to help with the increased contact time requirements
- Management of staffing and curriculum management of Games
- Assessment and monitoring of student progress in Core PE and Academic PE
- Assessment and moderation of academic PE practical activities
- Future developments to the inclusive nature of Sport and PE, use student voice to monitor the curriculum and make changes as necessary
- Develop the collaboration between schools to deliver the A level PE courses

This job description is applicable from 1st January 2025

Name _____ (Postholder)

Signed _____ (Postholder)

Date _____

GENERIC JOB DESCRIPTION FOR A CURRICULUM SUBJECT LEADER RECEIVING A TEACHING & LEARNING RESPONSIBILITY PAYMENT

All subject leaders are expected to demonstrate clear leadership & management of a subject area in order to secure high quality teaching, the effective use of resources and improved standards of learning and achievement from students in all year groups

1. Leadership of Teaching & Learning

- Have a clear vision as to how the subject should be taught & developed
- Lead & develop the subject, establishing a culture of high expectations
- Analyse & interpret relevant data (national, local & school) to inform policies, practices, targets & teaching methods to improve student performance in the subject
- Ensure that the subject's delivery meets statutory requirements
- Promote & develop high quality teaching & learning within the subject to meet the needs of all students
- Contribute to and support the induction of new staff
- Contribute to and support the professional development of subject staff
- Contribute to the performance management of subject staff
- Ensure that the subject plays a role in the wider learning of the students (spiritual, moral, cultural, physical etc.) in preparation for adult life

2. Management

- Carry out performance management reviews for subject staff
- Chair subject meetings, providing agendas & action points
- Attend subject leaders' meetings
- Take responsibility for producing the subject's strategic plan, ensuring that it is annually evaluated and reviewed
- Manage the subject's resources (accommodation & financial) in line with priorities identified in the strategic plan
- Provide annual capitation & training requests
- Report Fire, Health & Safety issues to the school's Fire, Health & Safety officer
- Ensure that the subject's teaching accommodation encourages & supports learning
- Contribute subject information for school prospectuses, publications and web site as required
- Support subject staff in student disciplinary matters, ensuring that school policies are followed
- Ensure the subject fulfils its cross-curricular role(s) e.g. Citizenship

3. Monitoring & Evaluation

- Develop a range of methods for monitoring the quality of teaching & learning in the subject in line with school policies
- Analyse & evaluate the evidence gathered from monitoring and as a result develop approaches & processes to address the issues identified
- Regularly review and update schemes of work/learning
- Develop, monitor & evaluate the subject's assessment, reporting & recording procedures in line with school policies & statutory requirements
- Develop, monitor & evaluate student performance in external & internal assessment
- Attend Subject Leader meetings and Cluster meetings as set out on the school's calendar