

**POST**: **Head of PE and Sport**

**CONTRACT**: Permanent

**SALARY SCALE**: MPR-UPR + TLR 1B, (£10,205)

**General Duties**

Teaching PE to designated classes of students and the general welfare of a tutor group in accordance with the requirements of the School Teachers’ Pay and Conditions Document and the National Standards for Qualified Teacher Status\*, having due regard to the requirements of the National Curriculum, the school’s aims and objectives, schemes of work and any policies of the Governing Body. To share in the corporate responsibility for the well-being and discipline of all pupils.

**Main purpose**

The Head of Department will take responsibility for leadership and management of:

* high-quality curriculum and teaching
* improved standards of learning and achievement
* professional development of the team/ department
* effective use of resources

**Duties and responsibilities**

**Leadership**

* Develop a curriculum vision / intent that is shared within the department and supported by schemes of learning.
* Complete the department SEF and Improvement Plan and use as a tool to drive continuous improvement.
* Strategic use of data to evaluate curriculum design and quality of teaching & learning and to improve outcomes
* QoTL – evaluate the successful implementation of the curriculum, department policies and practice.
* Establish and implement clear policies and practices for assessing, recording and reporting on pupil achievement, and for using this information to recognise achievement, set targets, and secure good progress
* Develop and implement policies and practices which reflect our school’s commitment to high achievement and effective teaching and learning
* To raise achievement/ standards by collaborating with a range of colleagues- SENCo, HP LP, PP, SLT, etc
* To raise achievement/ standards by communicating effectively with a range of stakeholders including parents/ carers
* Lead subject pedagogy and departmental CPD; identify training needs and developing staff/ team.
* Keeping abreast and up to date in subject development and national educational initiatives -subject organisations, liaison with Exam boards
* Create, maintain and evaluate the department’s timetable, staffing and rooming.
* Setting and grouping of students and classes
* Contribute to the recruitment of staff as required.
* Support whole school initiatives through the adoption and adaptation of whole school policies and practices for the needs of the department
* Establish a clear, shared understanding of the importance and role of the subject in contributing to pupils’ spiritual, moral, cultural, mental and physical development, and in preparing students for the opportunities, responsibilities and experiences of adult life
* Monitor wellbeing and workload and ensure work/life balance of staff.

**Management**

* Manage a department budget and resources, including IT/eLearning, to raise standards in teaching & learning.
* Create a departmental assessment calendar and use this to monitor teaching, learning & standards– input, moderation, management of data, sharing of data, interventions
* Set cover work for absent colleagues.
* Check exam entries
* Create and maintain statement banks for KS3/4 report writing
* Create reports about the department for different audiences – senior leadership and governors
* Attend and contribute to meetings as requested– ASF, SLT, RAG, Governors
* Organise departmental representation in working parties and other aspects of school life
* Manage and support postholders in department, holding them to account and supporting their professional development and introduction and implementation of strategies and initiatives
* Departmental displays and learning environments
* Performance management, mentoring and coaching of colleagues, Early Career Teachers and Trainee Teachers
* Liaison with those responsible for student well-being and achievement including SENCo, Year Leaders, Pupil Premium and High Potential Leads
* Oversee Extra-curricular provision
* Meet set deadlines
* Ensure students and staff are aware of and implement health & safety requirements within the department
* Monitor department homework, referrals and starter for ten

**Responsibilities Specific to PE**

* Build a passion for sport and PE in the department that that excites and engages students and helps to bring the school community together.
* Work together with external stakeholders and event organisers and the broader school community to identify and promote sporting and community opportunities for students and staff.
* Organise and oversee trips/ visits / clubs / Teams and the necessary risk assessments/ paperwork/ record keeping and liaising with parents / carers as necessary
* To calendar, plan and organise events to engage students and celebrate sporting success

Such other duties as may be appropriate to achieve the objectives of the post or assist the school in the fulfilment of its objectives commensurate with the post holder’s grade, abilities and aptitudes

**To whom responsible**: SLT Line Manager

**Staff for whom responsible**: Key Stage Leaders, Teachers of Physical Education and Sport

This job description may be amended at any time in discussion between the Headteacher and yourself, but in any case will be reviewed before the commencement of the next Performance Management cycle.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Teacher) Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Headteacher) Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_