

Job Description Head of Department – PE

Salary: TLR 2b

Hours: Full-time/Part-Time

Starting: Post February Half-Term or Easter

Contract: Permanent

Responsible to: Headteacher & Leadership Team

More Information: This post is not suitable for a Newly Qualified Teacher

Purpose

To lead and manage the PE Department.

- To ensure the PE department is in line with all aspects of the EIF and the school's 'learning journey'.
- To create and maintain a high-quality scheme of work for all year groups and the compile associated resources.
- To ensure the PE curriculum satisfies and exceeds the Ofsted criteria for a good or better curriculum.
- To be accountable for headline PE figures
- To organise and lead the team of PE teachers.
- To organise appropriate training for staff related to PE.
- To enrich the PE curriculum by providing a range of curricular and extracurricular opportunities aimed at raising the profile of PE including organising after school sports fixtures.
- To quality assure the delivery of the PE curriculum.
- To deliver appropriate Key Stage 4 options in PE.

Professional Standards

- To adhere to the Teachers' Standards (2011) at all times for:
 - 1) Teaching and 2) Personal and Professional Conduct
- To support the aims and ethos of the school as defined through school policies and the school improvement plan

Teaching Responsibilities

- To continue to deliver lessons that are consistently good or better in PE.
- To adhere to the Teachers' Standards (2011) for teaching at all times.
- To ensure that all lessons are delivered in line with department schemes of work and school policies.
- To deal with behaviour quickly and effectively in accordance with the school behaviour policy with a focus on the restorative conversation.
- To adhere to the school policy on the marking of work, setting of homework and assessment of student progress.
- To attend appropriate after school meetings and parents' evenings
- To work closely with SFL, Student Support Team, HOYs and other colleagues to personalise learning to meet the needs of specific students.

Pastoral Care Responsibilities

- As a tutor, to support the overall progress and personal development of students in your tutor group
- To support the tutor and personal development programme
- To support your HOY in providing enrichment activities for the year group

Other Responsibilities

- To support the school in achieving its vision.
- To ensure effective communication with parents and carers.
- To undertake supervisory duties as required.
- To undertake all training as required.
- To ensure policies of safeguarding, health and safety and GDPR are followed at all times.
- To treat other staff with respect and remain professionally generous and positive at all times.