

**JOB TITLE:** Head of Department

**REPORTS TO:** Assistant Head Teacher

**DEPARTMENT:** Physical Education

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### **PURPOSE OF JOB**

The Head of Physical Education & Sport will provide outstanding and inspirational leadership within the Physical Education Department. They will lead the development of a creative and innovative curriculum across KS3 and KS4 and will direct our extensive extra-curricular sports programme, ensuring that high quality teaching and learning meets the needs of individual students and gives all students the opportunity to achieve their potential.

### **PRINCIPAL ACCOUNTABILITIES**

- Develop and lead on establishing a strong, positive and shared vision for the department.
- Take responsibility for academic standards within Physical Education by raising expectations and ensuring all students make expected progress
- To continue to develop an innovative and progressive curriculum in PE lessons which is supported by a vibrant programme of extracurricular and enrichment activities
- To undertake regular audits and quality assurance checks within PE to ensure that the highest standards are being achieved in all aspects of the department's work.
- To monitor standards of teaching and learning within the department and implement strategies for sustained improvement
- To ensure that all teaching is consistently Good or better.
- To meet aspirational targets at GCSE in relation to student performance at grades 9-7, 9-5 and 9-1.
- Use data to identify underachievement and monitor appropriate intervention and its impact
- Challenge under performance and provide support through coaching and mentoring
- Promote a teaching and learning environment which is highly creative and stimulating
- Lead, develop and support a productive, positive and effective team of staff and support a management structure within the department which encourages openness, shared and delegated decision-making, and a sense of common purpose
- Communicate effectively and efficiently within the department and with others in the school and its community
- Work with the Senior Leadership Team to innovate, develop and implement whole school priorities and promote a whole school vision.
- Represent the school at external meetings and contribute to initiatives across Brighton and Hove, including developing links with other school
- Manage Appraisal within the Department, completing Appraisal interviews as required.
- To lead and manage a programme of extra-curricular sporting activities.

### **Principal Accountabilities of a Teacher:**

- Plan, deliver and assess differentiated, challenging lessons (and homework)
- Plan effectively to ensure that students have the opportunity to fulfil their potential and make good progress
- Liaise with support staff when appropriate
- Assess, record and report on the development, progress and attainment of students and communicate this effectively to students via marking and feedback and to parents via reports, parents' evenings etc.
- Set high expectations for pupils' behaviour and attendance; establishing and maintaining a good standard of discipline through well-focused teaching as well as positive and productive relationships
- Engage with Appraisal as a way to improve the quality of your teaching; taking responsibility for own professional development and taking action to keep up-to-date with research and development in pedagogy and in the subject(s) taught
- Implement and engage with whole school priorities as set out in the School Development Plan

### **Principal Accountabilities as a Form Tutor:**

- Monitor and promote the personal, social and academic development of students
- Promote student attendance and progress and intervene as necessary
- Communicate effectively with students, parents and others within the school

### **General Accountabilities:**

- Complete duties and attend events agreed as part of the annual directed time budget
- Contribute to the rich and varied extra-curricular programme
- Ensure the effective implementation of school policies with particular regard to safeguarding
- Carry out other duties that may reasonably be required by the Headteacher.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

This job description is based on conditions of employment, in relation to the role, found in 2017 School Teachers Pay & Conditions Document. It sets out the duties of the post at the time it was prepared. These duties may vary from time to time without changing the general character of the post or the level of responsibility entailed.