



## **Department Leader Job description and Person Specification: PE**

**As a school it is our vocation, moral obligation and delight to provide the best possible education for each student.**

### **All staff will:**

- play a full part in the life of the school community, support its vision, ethos and policies and encourage staff and students to follow this example.
- fulfil responsibilities with regards to safeguarding (including reporting concerns to the designated safeguarding lead)
- model Hartdown values to parents and students
- be positive, dynamic and challenging in all aspects of work
- foster the school's inclusive ethos nurturing everyone regardless of race, gender, sexual orientation, religion or ability
- share direct accountability for the establishment of Hartdown as an outstanding school
- take responsibility for their own learning and development
- develop the skills and talents of other members of the community
- ensure their own well-being and that of others by establishing an appropriate balance between life and work
- play an active part in the life of the school and its community
- develop social cohesion and positive links with the whole of our local community
- adhere to the school community's standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management.
- agree annual performance targets, with a view to own continuous improvement
- undertake any other duties that may reasonably be required by the Headteacher.

This job description should be read in conjunction with General Duties and Responsibilities of a professional school teacher as contained in the Schoolteachers' Pay and Conditions Document.

Education for an amazing life

## **General Description**

Being the lead professional/champion for the subject across the school.

## **Purpose**

- To be an active member of the middle leadership team and to set the direction of the development of Teaching and Learning throughout the school
- To ensure that the Senior Leadership Team are fully informed of issues relating to the implementation of the School Development Plan that relate to the post holder's work
- To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.
- To be accountable for student progress and development within the subject/cluster of subjects.
- To develop and enhance the teaching practice of others.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Head Teacher
- To be accountable for leading, managing and developing the subject/curriculum area.
- To manage and deploy teaching/support staff, financial and physical resources within the curriculum area effectively to support the curriculum area development plan.
- To monitor the development of the curriculum area across the school's departments and life

**Reporting to:** member of Leadership Team

**Responsible for:** Teaching staff and other relevant personnel within the curriculum area.

**Liaising with:** Head/Deputies/Assistant Heads, other Curriculum Leaders, Student Support Services and relevant staff with cross-school responsibilities, relevant non-teaching support staff, and parents, students

## **MAIN DUTIES**

### **a) Progress of students**

- To raise standards of student attainment and achievement within the curriculum area and to monitor and support student progress.
- To be accountable for student progress and development within curriculum area
- To create a development plan to improve progress and attainment across the curriculum group

### **b) Operational/ Strategic Planning**

- To develop and review syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the curriculum area.
- To oversee day-to-day management, control and operation of course provision within the curriculum area, including effective deployment of staff and physical resources.

- To actively monitor and follow up student progress
- To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety
- To work with colleagues to formulate aims, objectives and strategic plans for the curriculum area which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.
- To foster and oversee the application/appropriate use of ICT in the Curriculum area.
- To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Curriculum area are in-line with national requirements and are updated where necessary, liaising with the Premises Manager.

#### **c) Curriculum**

- To liaise with the SLT to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Evaluation.
- To innovate and encourage innovation in curriculum and pedagogy, supported by the Leadership Group
- To be accountable for the development of the Curriculum area's curriculum.
- To keep up to date with and respond to national developments in the subject area and teaching practice and methodology.

#### **d) Recruitment/ Deployment of Staff**

- To work with the SLT to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. This is to include meeting performance management targets.
- To be responsible for the efficient and effective deployment of the Curriculum area's support staff.
- To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated curriculum area.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the curriculum area, liaising with the cover supervisor/relevant staff to secure appropriate cover.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the school's ITT programme.
- To be responsible for the day-to-day management of staff within the designated curriculum area and act as a positive role model.
- To ensure that all statutory processes/induction for NQTs are completed correctly

**e) Quality Assurance:**

- To establish common standards of practice within the curriculum area and develop the effectiveness of teaching and learning styles., e.g. through lesson observation; work scrutiny; student achievement and monitoring and evaluating impact of curriculum area's practise. To seek/implement modification and improvement where required.
- To ensure that the Curriculum area's quality procedures feed into the requirements of curriculum areas self evaluation and the curriculum area improvement plan.
- To ensure all exam syllabi are appropriate to the needs of, and are sufficiently challenging to the needs of all students.

**f) Management Information:**

- To ensure the maintenance of accurate and up-to-date information concerning the curriculum area on the management information system.
- To analyse and evaluate, with the department, performance data provided and take appropriate action in response.

**g) Communications:**

- To ensure that all members of the curriculum area are familiar with curriculum areas aims and objectives within the framework of the School Improvement Plan.
- To disseminate information from of the Curriculum Leaders
- To ensure effective communication/consultation as appropriate with the parents of students.
- To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.
- To represent the curriculum area's views and interests.
- To take full account of the views of learners

**h) Management of Resources:**

- To manage the available resources of staff, finance, space and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the curriculum area budget.
- To work with the Bursar and with admin support to ensure curriculum area's finances are in order
- To work with the SLT in order to ensure that the Curriculum area's teaching commitments are effectively and efficiently time-tabled and roomed.

**I) Student Welfare and behaviour:**

- To be familiar with the School's Child Protection Policy and to report concerns to the designated lead.
- To ensure the Behaviour Management system is implemented in the curriculum area so that effective learning can take place.
- To monitor and support the overall progress and development of students within the curriculum area.

- To contribute to PSHEE, citizenship, enterprise and other cross-curricular issues according to school policy.

**j) Other Specific Duties:**

- To continue personal professional development as agreed.
- To undertake any other duty as specified by the current School Teachers' Pay and Conditions Document not mentioned in the above.
- To carry out the role of a tutor, pastoral support, communicating with parents, and identifying and addressing, with colleagues, issues that are likely to result in underachievement.

**Additional Responsibilities for Department leader with responsibility for: PE**

- Ensure the high status of PE throughout the school by:
  - Running Sports day once a year
  - Ensuring a wide range of sports clubs and activities
  - Ensuring the school is engaging with competitive sports/leagues etc

To undertake any other duty as specified by the current School Teachers' Pay and Conditions Document

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level. The duties contained in this JD will change over time and the job-holder will be expected to cooperate where such changes are reasonable.

October 2021

## Person Specification

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced CRB check will be carried out for the successful candidate.

## Qualifications/Training

1. Graduate level education	
2. Qualified Teaching Status	
3. Departmental Leadership	

## Experience

1. Successful teaching and curriculum development experience in the 11-19 age range	a) Evidence of personal impact on raising standards within a department or whole-school
2. Experience of effective and inspirational line management of academic and support staff	b) Proven track record in engaging with parents
3. Experience of developing clear strategies for ensuring all students make progress	
4. In-depth, current knowledge of curriculum change and KS4 and KS5 developments in the subject area	

## Knowledge, Skills and Abilities

1. Knowledge and understanding of effective strategies for raising the achievement of all students.	a) Strategic understanding of current and future developments in national education policy
2. Highly developed communication and presentation skills applicable to a wide range of groups.	b) Evidence of contributions to long term strategic planning.
3. Ability to lead developments in academic excellence as a line manager to a teaching department	c) Excellent knowledge of the challenges involved in developing support for children
4. Ability to think and work creatively and flexibly whilst working with close attention to detail and under pressure to meet deadlines.	

