



LANCASTER ROYAL GRAMMAR SCHOOL

Head of Physical Education

This post carries a TLR2b

The PE Department at LRGS enjoys an extremely high reputation within the school and in the local community. It has a strong sporting and academic tradition.

The Head of PE is expected to be a well-qualified PE graduate who can teach PE to high A-level standards. He/she will lead this experienced and successful department with enthusiasm and vision. In particular, as Head of Physical Education, he/she will be responsible for the following:

Teaching and Learning

- The teaching and learning of PE at LRGS and the maintenance of the highest possible standards of pedagogy within the department.
- The progress of individual pupils in PE including the maintenance of records, taking action when necessary with intervention strategies.
- The development of schemes of work in all year groups, taking into account the National Curriculum where appropriate, and the implementation of GCSE and A-level specifications.
- The development, maintenance and sharing of high quality teaching and learning resources.
- The administration and coordination of internal and external PE exams.
- Update the content of the PE area of the school website, including promotional materials for options and oversee department sports social media apps.

Staffing

- To inspire and enthuse members of the team, with a clear vision for the future direction of the PE department.
- The appraisal / performance management of departmental colleagues against the teaching standards.
- Planning, recording, promoting and monitoring the professional development of PE department staff.
- The allocation of staff to PE sets.
- Holding, chairing and writing minutes for regular departmental meetings.
- Leading the induction of new members of staff.
- To act as a role model to others, demonstrating high standards of professionalism in all aspects of leadership.

Resources

- The PE budget and the purchasing of resources;

- The appearance of the PE rooms including departmental displays in the sports facilities and classrooms to create a stimulating learning environment.

Other Duties

- The maintenance of a departmental handbook, including the updating and implementation of policies and a knowledge of the Ofsted framework.
- Health and safety issues relating to timetabled PE, in particular continued updating of risk assessments.
- The preparation annually of an examination results analysis report and the Quality Improvement Plan.
- The contribution of PE to the school's co-curricular programme, and the running of clubs at lunch times and after school in the sports hall and pool in liaison with other staff associated with the running of those clubs.
- The co-ordination and organisation of Open Day.
- To represent the department at curriculum forum meetings.
- To advise 6th Form pupils who wish to study PE and related subjects at University as they prepare for applications, aptitude tests and interviews.
- To lead and promote, alongside the Head of Games, on whole school sports events, eg swimming gala, sports day.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school she/he must report any concerns to the school's Designated Safeguarding Lead or to the Headmaster.

CJP/MIC December 2020