



Job Description

JOB TITLE	Head of PE (Maternity Cover)
JOB FAMILY	Teaching
PHASE	Secondary
SCHOOL	Plymouth High School for Girls
SALARY GRADE	TSAT Teacher Scale
HOURS	Fulltime
REPORTING TO	Leadership Team
RESPONSIBLE FOR	n/a

Job Purpose

To provide professional leadership and management to a well-qualified and experienced department and continue to promote the excellent standards of teaching and learning of PE at PHSG.

Although this is a maternity cover post, it is an exciting opportunity for an ambitious colleague to develop their leadership and management skills in an already high performing team. The department currently delivers a broad and popular curriculum across KS3 and KS4 with a strong uptake for GCSE and A level, and excellent attendance at extra-curricular activities.

Duties and Responsibilities

Professional Knowledge and understanding

Subject leaders should have knowledge and understanding of:

- How to lead a team to ensure that students enjoy engaging and appropriately challenging lessons.
- The school's aims, priorities and action plans.
- The importance and relationship of the subject to the curriculum as a whole.
- Curriculum requirements for the subject and the requirements for assessment, recording and reporting.
- The characteristics of high quality teaching and learning in the subject.
- How teaching the subject can promote pupils' spiritual, moral, social, cultural, mental and physical development.
- How teaching the subject can help prepare pupils for the opportunities, responsibilities and experiences of adult life.
- The current use and future potential of information and communication technology to aid teaching and learning of the subject, and to assist with subject management.



Impact on the educational progress of pupils

- To monitor the consistent delivery and high quality teaching of schemes of work at KS3, 4 and 5.
- To ensure the school's assessment, recording and reporting procedures are followed by the department and assess progress and attainment of pupils within the subject.
- To ensure that teachers are clear about their learning objectives in lessons and understand the sequencing of teaching and learning in the subject.
- To promote and facilitate the progress and well-being of individual students.
- To oversee the implementation of the schools Teaching and Learning policies.

Accountability for leadership, managing and developing PE at departmental level and across the curriculum

- To lead, manage and delegate activities relating to continuous improvement of the department.
- To develop and implement policies and practices for the subject which reflect the school's commitment to high achievement and effective teaching and learning.
- To make judgements about the quality of teaching and learning within the department and to implement strategies for further improvement.
- To set expectations and targets for staff and pupils in relation to positive values, attitudes and behavior as well as achievement.
- To contribute to school planning with specific reference to the subject needs of P.E.
- To oversee the management of resources and equipment.
- To lead and attend appropriate meetings.
- To support colleagues with their teaching and continued professional development.
- To quality assure and verify the assessment, standardisation and submission of coursework at for GCSE and A Level courses.
- To oversee booking of transport and external facilities used to deliver the PE curriculum.

Other Areas of Responsibility

To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students follow this example

Generic Duties relevant to all members of Staff



The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be based at Plymouth High School for Girls. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

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- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

Health and Safety



- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Child Protection Officer.

Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.



The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of Head of PE

Name:

Signed:

Date:



Person Specification

FACTOR	ESSENTIAL	DESIRABLE
Knowledge	<ul style="list-style-type: none">• A good honours degree in PE or a related subject.• Appropriate teaching qualifications.• Detailed knowledge of the PE subject within and beyond the National Curriculum at Key Stages 3 and 4 and 5.• Knowledge of the use of appropriate target setting and monitoring procedures.	<ul style="list-style-type: none">• Working knowledge of 4Matrix
Skills	<ul style="list-style-type: none">• High quality teaching skills.• Ability to develop effective schemes of work.• Ability to motivate pupils.• Appropriate ICT skills.• Ability to communicate effectively with parents, pupils and other professionals.• Ability to add value to pupil outcomes.	<ul style="list-style-type: none">• Teaching experience of GCSE and A level courses.
Experience	<ul style="list-style-type: none">• Experience of working with children.• Successful PE teaching in a secondary school.	<ul style="list-style-type: none">• Leadership and management experience.• Engagement in leadership training.
Personal Attributes	<ul style="list-style-type: none">• Passion for the subject• Ability to contribute to effective teamwork.• Enthusiasm for and enjoyment of teaching and learning.	<ul style="list-style-type: none">• Commitment to relevant in service training• Passion to motivate others.• Demonstrates a desire to collaborate across departmental areas and across



	<ul style="list-style-type: none">• Commitment to Equal Opportunities.• Ability to motivate and engage learners and colleagues.• Excellent organisational skills.• Strong commitment to foster and contribute to extra curricular activities.• Relates well to pupils, parents and professionals.• Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.	the Trust and our SWTSA / SWAT partners.
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