

## JOB DESCRIPTION

<b>Post title</b>	Head of PE	<b>Reporting to</b>	Principal/SLT
<b>Location</b>	Shireland CBSO Academy	<b>Grade</b>	TMS/UPS plus TLR1.1
<b>Contract type</b>	Permanent	<b>Hours of work</b>	Full Time

### Job Purpose:

- To provide outstanding leadership across Physical Education so that teaching and learning are consistently excellent.
- To ensure all young people make at least expected progress, achieving ambitious targets across all Key Stages.
- To develop an innovative, broad, and inclusive PE curriculum that promotes health, fitness, participation, and excellence, including enrichment and competitive sport.
- To robustly performance-manage PE staff to secure high-quality teaching, strong subject outcomes, and a clear link between appraisal, pay, and progression.

### Key Responsibilities:

#### Leadership & Management

- Lead the successful delivery of Physical Education across all Key Stages.
- Inspire and motivate staff, setting a clear vision for the future of PE at the Academy.
- Carry out regular audits and Quality Assurance checks (learning walks, lesson visits, student voice, data reviews) to secure high standards in all aspects of provision.
- Ensure all aspects of Health & Safety and risk assessment are adhered to, including safe supervision during practical activities and use of facilities/equipment.
- Keep up to date with national developments in PE, sport, and health/fitness; lead and disseminate relevant CPD.
- Lead departmental strategic planning and self-evaluation processes.

#### Curriculum & Teaching

- Oversee the development and delivery of schemes of learning for PE (KS3–KS5 where applicable).
- Ensure curriculum planning meets the needs of all learners—including SEND and disadvantaged pupils—and promotes lifelong physical activity.
- Embed effective assessment practices, using data to review attainment and plan intervention.
- Ensure the curriculum includes competitive sport, leadership opportunities, inclusive participation, and a strong enrichment programme.

### **Data, Outcomes & Interventions**

- Provide regular reports on student performance using internal data and externally verified examination results (e.g., OCR/AQA GCSE PE, BTEC Sport where relevant).
- Plan timely and effective interventions in collaboration with PE teaching staff.
- Meet aspirational targets in relation to student performance, participation, and engagement.

### **Operational & Compliance**

- Oversee examination entries and ensure compliance with all qualification requirements.
- Ensure exemplary standards of organisation, administration, and communication across the department.
- Monitor equipment, facilities, and storage; ensure areas are safe, well-maintained, and appropriately resourced.
- Contribute to wider whole-school policy making and whole-school initiatives.

### **Financial & Resource Management**

- Lead the Raising Attainment Plan for PE.
- Oversee departmental budgets and ensure effective use of resources with measurable impact on student outcomes.
- Ensure PE equipment and kit are maintained, compliant, and used effectively to enhance learning.

### **Wider Contribution**

- Coordinate fixtures, competitions, and extra-curricular sports clubs.
- Contribute to Trust network meetings where appropriate.
- Act as an ambassador for the subject and promote PE across the Academy community.

### **Special Conditions of Employment**

#### **Rehabilitation of Offenders Act**

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this post is subject to an enhanced DBS disclosure which confirms the appointee is not on the Children's Barred List being obtained. If you are shortlisted you will be asked to disclose any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). Failure to do so is likely to result in dismissal should it later be discovered. Any information given will be treated entirely as confidential and will be considered only in relation to this application.

Any arrests, convictions, cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the principal by the postholder. Failure by the postholder to do so, or the obtaining by the postholder of a

relevant conviction, caution or reprimand, may be managed in accordance with Trust Disciplinary Procedure.

### **Equality and Diversity**

Shireland Collegiate Academy Trust is committed to developing, maintaining and supporting a culture of equality and diversity across all aspects of the Trust's work. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

### **Training and Development**

The Trust has a shared responsibility with the postholder for identifying and satisfying training and development needs. The postholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

### **Mobility**

The postholder may also be required to work at other establishments of the Shireland Collegiate Academy Trust, whether current or future, either on a temporary or permanent basis, as the Trust may reasonably require for the proper performance and exercise of your duties. There is an expectation of reasonable travel in connection with the job role.

### **Amendments**

This job description may be subject to review and/or amendment at any time to reflect the requirements of the role. Amendments will be made in consultation with any existing postholder and will be commensurate with the grade for the job. The postholder is expected to comply with any reasonable management requests.