



School Mission Statement

“To create and sustain, with God’s help, a learning, caring and serving community where all people are valued for who they are and who they may become in the light of Jesus Christ.”

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Governors’ offer of employment is dependent upon satisfactory references, a satisfactory DBS Children’s Barred List check and Enhanced DBS disclosure, and a fit for work questionnaire.

Title: Head of Faculty – PE

Reports to: Deputy Head - Line Manager

Responsible for: Teaching staff within the PE faculty

Liaising with: Senior Leadership Team / other Heads of Faculties and Departments / Teachers / Support staff / external agencies / parents

Working time: 195 days per year. Full time (100%)

Purpose

In accordance with the school’s policies and under the direction of the Headteacher:

- 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 faculty
- 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 faculty, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school
- To be accountable for leading, managing and developing the subject / faculty
- To effectively manage and deploy teaching / support staff, financial and physical resources within the faculty to support the designated curriculum

Main (core) duties

Operational / Strategic Planning

- To lead the faculty in providing appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies
- To actively monitor and follow up student progress to improve achievement
- To implement school policies and procedures
- To work with colleagues to formulate aims, objectives and strategic plans for the faculty which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school
- To oversee and evaluate the faculty budget allocation to ensure the budget is spent in line with learning priorities and best value principles

- To ensure that health and safety policies and practices, including risk assessments, throughout the faculty are in line with national requirements and are updated where necessary

Curriculum Provision

- To liaise with the Deputy Head Curriculum to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme in accordance with the School Development Plan
- To be accountable for the development and delivery of subject teaching at KS3 and KS4

Curriculum Development

- To lead curriculum development for the whole faculty
- To keep up to date with national developments in the subject area and teaching practice and methodology
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels
- To liaise with the Examinations Officer to maintain accreditation with the relevant examination and validating bodies
- To ensure that the development of subject teaching is in line with best practice

Staffing

- To ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs

Recruitment / Deployment of Staff

- To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated faculty
- To make ensure appropriate cover is available in case of absence of staff
- 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 be responsible for the day-to-day management of staff within the designated faculty and act as a positive role model

Quality Assurance

- To ensure the effective operation of quality control systems
- To establish the process of the setting of targets within the faculty and to work towards their achievement
- To establish common standards of practice within the faculty and develop the effectiveness of teaching and learning styles in all subject areas within the faculty
- To contribute to the school procedures for lesson observation
- To implement school quality procedures and to ensure adherence to those within the faculty
- To monitor and evaluate the faculty in line with agreed school procedures, including evaluation against quality standards and performance criteria
- To seek/implement modification and improvement where required
- To ensure that the faculty's quality procedures meet the requirements of effective self-evaluation

Communications

- To ensure that all members of the faculty are familiar with its aims and objectives
- To ensure effective communication/consultation as appropriate with the parents/carers of students
- To liaise with partner schools, examination boards, awarding bodies and other relevant external bodies

Marketing and Liaison

- To contribute to the school liaison and marketing activities, e.g. the collection of material for the website and newsletters
- To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at open days/evenings and other events
- To actively promote the faculty of effective subject links with external agencies

Management of resources

- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the faculty budget

Pastoral System

- To monitor and support the overall progress and development of students within the faculty
- To act as a Form Tutor if required and to carry out the duties associated with that role as outlined in the generic job description
To ensure the behaviour management system is implemented in the department so that effective learning can take place

Teaching

- To undertake an appropriate programme of teaching in accordance with the duties of a fully qualified experienced teacher

Additional Duties

- 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 to follow this example

Other specific duties

- To continue personal development as agreed
- To engage actively in the performance review process
- To undertake any other duty as specified by STPCD not mentioned in the above
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from SLT to undertake work of a similar level that is not specified in this job description
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and supply staff