STUART BATHURST
Catholic High School

HEAD OF PHYSICAL EDUCATION

MPS/UPS +TLR 2b (£4,785)

Required for September 2022

JOB DESCRIPTION

Post Title:	**HEAD OF PHYSICAL EDUCATION**
Purpose:	• To raise standards of pupil attainment and achievement within the whole curriculum area and to monitor and support pupil progress. • To be accountable for pupil progress and development within the subject area. • To develop and enhance the teaching practice of others. • To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils studying in the department, in accordance with aims of the school and the curricular policies determined by the Governing Body and Head of School of the school. • To be accountable for leading, managing and developing subject/curriculum area. • To effectively manage and deploy teaching/ support staff, financial and physical resources within the department to support the designated curriculum portfolio.
Reporting to	• Senior Leader
Responsible for	• Teaching staff and other relevant personnel within the subject area and their performance.
Liaising with	• Other Subject Leaders when and where appropriate, Pupil Support and relevant staff with cross-school responsibilities, relevant non-teaching support staff, LA staff, parents.
Working Time	• 195 days per year. Full time.
Disclosure	• Enhanced

	Main (Core) Duties
Catholic Ethos	• To link with Senior Leader to ensure that the work in the curriculum area fully reflects the school's distinctive ethos and mission. • Support the school and pupils in observing our collective worship and taking an active role in form group mass, liturgies, assemblies and whole school mass. • Ensure the department is inclusive and no child is left behind • 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 pupils to follow this example. • Ensure a culture and ethos of challenge and support where all pupils can achieve success and be engaged in their own learning. • To be responsible for the day-to-day welfare of staff within the designated subject and act as a positive role model. • To lead on spiritual and prayer events as appropriate.

	Leadership & Management
Vision	• To produce and implement a department improvement plan that is informed by the school priorities and school development plan. • To ensure that all members of the subject area are familiar with its aims and objectives. • To create a culture of high expectations, aspirations and scholastic excellence in which the highest achievement in academic and vocational work is recognised as vitally important.
Operational	• To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department. • The day-to-day management, control and operation of course provision with the department, including effective staff and physical resources. • To actively monitor and follow up pupil progress as required in our monitoring and evaluation cycle. • To implement School Policies and Procedures, eg Equal Opportunities, Health and Safety, COSHH, Visit Policy etc. • To work with colleagues to formulate aims, objectives and strategic plans for the subject which have coherence and congruence and relevance to the needs of pupils and to the aims, objectives and strategic plans of the school. • To manage the department budget, and to ensure that the planning activities of the department reflect the needs of pupils within the subject area, SDP, DDP and the aims and objectives of the school. • To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Subject area are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Officer.
Curriculum Provision & Development	• To work with SLT in order to ensure, as far as possible, that the subject teaching commitments are effectively and efficiently time-tabled and roomed. • To liaise with 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 be accountable for the development and delivery of subjects within the department. • To lead curriculum development for the whole subject team. • 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 Senior Leader to maintain accreditation with the relevant examination and validating bodies. • To be responsible for the development of literacy, numeracy and inclusivity with the subject area. • To ensure that the development of subjects is in line with national and if required local developments. • Attend local subject network meetings when possible.

	• Ensure schemes of work are annually evaluated, up to date and shared on school network. • Ensure SoW include provision of literacy, SMSC and homework tasks. • Share homework with pupils, parents and staff through Show My Homework.

Staffing	• To work with the appropriate Senior Leader to ensure that staff professional development needs are identified and that appropriate programmes are designed to meet such needs. • To be responsible for the efficient and effective deployment of the subject technicians/support staff. • To make appropriate arrangements for classes when staff are absent, ensuring cover within the subject liaising with the relevant staff to secure appropriate cover within the department where possible. • Monitor the quality of cover for known absences in the department. • Ensure staff follow the school's cover protocol. • 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. • Holding regular (at least fortnightly) meetings with linked theme leaders where the post exists.
Quality Assurance	• To ensure the effective operation of the specified school quality control systems such as the calendared learning walks and book looks. • To maintain the process of the setting of targets within the designated subject area and to secure their achievement. • To establish common standards of practice within the subject area and develop the effectiveness of teaching and learning styles and to liaise with the TLAG group. • Regularly check that staff have up to date seating plans for their classes. • To contribute to the school procedures for lesson observation following the school's departmental review process and calendared learning walks, book looks and homework checks. • To implement school quality procedures and cycles and to ensure adherence to those within the subject area. • To formulate the capability and disciplinary procedures if required. • To monitor and evaluate the curriculum area in line with agreed school procedures including evaluation against quality standards and performance criteria. • To ensure that the subject area quality procedures meet the requirements of the Self Evaluation and the School Development Plan. • Challenge underperformance at all levels and ensure that appropriate action is taken to address this through departmental monitoring, the appraisal process and capabilities process.
Information Management	• To ensure the maintenance of accurate and up-to-date information concerning the subject area on the management information system (SIMS) and the school website conforming with school procedures. • To quality assure all data entered into the management information system by the department.

	• To systematically make use of analysis and evaluate performance data provided by SISRA. • To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken. • To produce reports within the quality assurance cycle for the school. • To produce reports on examination performance, including the use of value-added and conversion rates data and Progress 8. • In conjunction with the relevant Senior Leader to manage the collection of data. • To provide the Governing Body with relevant information relating to performance and development. • To ensure examination entries for pupils are completed accurately and submitted on time.
Communication	• Annually update the department handbook and share with department. • To ensure effective communication/consultation as appropriate with the parents of pupils. • To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies. • To represent the subject area views and interest. • Attend KS4 Raising Attainment meetings as directed. • Attend Task Group meetings as directed.
Marketing and Liaison	• To contribute to the school liaison and marketing activities eg the collection of material for press releases and the school's newsletter. • To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools, colleges etc. and the effective promotion at all Open Days/Evenings and other events. • To take responsibility for ensuring information about the department and subject is kept up to date on the school website. • To actively promote the development 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 subject budget acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.

	Teaching Learning & Assessment
Teaching	• To monitor that teaching staff within the department are following the school's policies on marking and homework by undertaking half termly book looks and record the outcomes on Bluesky. • Lead, develop and enhance the teaching practise of all staff within the department and across the school. • Establish common standards of practice across the department and develop the consistency and effectiveness of teaching and learning styles with all staff to be at least good and in line with the best practise. • Establish creative, responsive and effective approaches to teaching and learning.

	• Ensure a consistent and continuous school wide focus on pupils' achievement, using data to monitor progress. • To engage with TLAG to improve teaching across the whole school, department and the performance of individual teachers.
Appraisal	• To undertake appraisal review(s) and to act as reviewer for a group of staff following the school's appraisal cycle within the designated subject as appropriate. • Line manage team members • Monitor and challenge professional standards within the department. • Develop the strategic goals of professional development for each team member. • Support line managers in any capability process. • Support the development of colleagues through monitoring, mentoring and coaching. • Take responsibility for the totality of performance by all (designated) team members set challenging objectives for their team members • Reflect school, departmental and individual needs and aspirations

	Personal Development, Behaviour and Welfare
Pastoral	• To ensure the Behaviour for Learning system is consistently implemented in the subject area so that effective learning can take place. • To assist in the school processes for advising and counselling pupils on appropriate KS4 option choices and post 16 progression routes. • To monitor and support the overall progress and development of pupils within the subject area. • To monitor pupil attendance together with pupil's progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. • To act as a form tutor and to carry out duties associated with that role as outlined in the generic job description. • To contribute to Catholic Values Programme, citizenship and enterprise according to school policy. • Oversee the department parking system, department reports and detentions to deal with poor behaviour. • Analyse data and monitor underperforming pupils (push pupils).

Other Specific Duties

To continue personal development as agreed.

To engage actively in the appraisal review process.

To undertake any other duty as specified by the Head of School 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 a manager 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 telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applications or continued employment for any employee who develops a disabling condition.
This job description is current at the date shown, but in consultation with you, may be changed by the Head of School to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed _____(Teacher) Date _____

Signed _____(Head of School) Date _____