

TORQUAY GIRLS' GRAMMAR SCHOOL



Name:	-
Job Description:	- Head of PE
Salary Range:	- MPS/UPS + TLR 2B
Responsible to:	- Deputy Headteacher
Job Purpose:	- To lead and manage the PE Department to ensure the most efficient deployment of the school's resources in order to secure high quality learning, teaching and support to maximise student progress.

CORE RESPONSIBILITIES

- To lead the PE department so that it is a dynamic and creative centre of excellence in which each student thrives academically.
- To have overall leadership and management responsibility for the effective deployment of staff and resources.
- To have oversight of the academic progress and behaviour of all students;
- To assess continually the suitability of our PE provision for education in the 21st century and provide the vision and drive to oversee its development;
- To have an overview of the quality of learning and teaching within PE;
- To play a full part in the life of the PE department, including its extra-curricular offer, to support its distinctive core purpose and to encourage and ensure staff and students follow this example;
- To ensure activity in the PE department is consistent with whole school policies i.e. equal opportunities and SDP
- Take the lead for KS3, 4 and 5 delivery.

SPECIFIC RESPONSIBILITIES:

Curriculum/Teaching and Learning

- To work closely with other relevant staff to develop the PE curriculum to reflect the emerging TGGs and national agenda for PE provision;
- To represent the interests of the PE Department at appropriate internal and external meetings and to work with other organisations to increase the opportunities for students and raise the quality of provision within PE;
- To ensure that all students are on appropriate courses.
- To monitor the quality of teaching and learning in PE, through lesson observations, department review, performance management etc.;
- Coordinate the work of PE through management of meetings, INSET, resources, technicians, ITE etc.;
- To prepare reports as required for the Headteacher and Governors on PE development or initiatives;
- To lead and manage the work of sports coaches and other similar external staff to enhance the PE offer.

Supporting Student Progress & Development:

- To work with PE staff to monitor progress, behaviour and achievement of PE students and implement intervention and raising achievement strategies to promote high levels of achievement for all students.
- To ensure the welfare of all learners in PE through working with all relevant agencies, inside and outside the school;
- To ensure that students records are consistently and accurately kept up to date to improve knowledge of student personal development, achievement, responsibilities and conduct.
- To guide and support students at key times e.g.:

- Induction Period;
- Course Selection;
- Preparation for School and public examinations;
- UCAS;
- Examination results days;
- Preparation for Further Education and the world of work;
- To ensure that target setting and the use of value added data and the DEF process steers further improvements in student achievements. Including:
 - To track the progress of students using internal and external data;
 - To produce an up to date DEF

Marketing

- To assist in effective recruitment and marketing strategies e.g. Open Days, Press Releases, web-site etc.;
- To ensure appropriate communication/consultation with students and parents, including the school’s website;
- To liaise with relevant agencies as appropriate;
- To work closely with the relevant staff to manage the programme of promotion of PE and the successful transition of students into Year 7 and 12 through the recruitment processes and induction programme of new students.

Administration

- To maintain efficient and effective control of the PE budget and resources.
- To ensure a safe and secure working environment where Health and Safety guidelines are adhered to, including the use of risk assessments for PE activities;
- To liaise with relevant staff to ensure smooth coordinated use of all sports facilities;
- To liaise with relevant staff and external contractors to ensure the sports facilities and equipment are maintained appropriately.

GENERAL DUTIES

- To be aware of and comply with policies and procedures relating to inclusion, child protection, assertive discipline, health, safety and security, equal opportunities and SEN, confidentiality and data protection, reporting all concerns to an appropriate person.
- To fulfil Safeguarding responsibilities in accordance with the TGGs Safeguarding Policy.
- To attend Morning Briefings when required and to refer regularly to staff notices.
- To contribute to the overall ethos/work/aims of the school.
- To establish purposeful relationships and to support achievement and progress for pupils.
- To participate in training and other learning activities.
- To help supervise and support pupils on visits, trips and out-of-school activities as required.

As with all job descriptions it may be necessary to undertake any reasonable task required and sometimes at short notice, that is not described here as directed by the Headteacher. The responsibilities below are subject to the general duties and responsibilities contained within the current teacher pay and condition document and the conditions of employment.

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post.

Signed: Date: