

**SOUTHFIELDS ACADEMY**  
**JOB DESCRIPTION**

**Job Title:** Head of Physical Education

**Reporting to:** Assistant Headteacher

---

**Main Purpose of the Post:**

The Head of Department has responsibility for the day to day administration of the department and for liaison with the line manager for Physical Education over issues relating to the development of the department.

To lead and inspire staff and students within their care and facilitate an environment that encourages participation and enjoyment of Physical Education and Sport.

The duties and responsibilities of the post are to be carried out within the provisions of the School Teachers' Pay and Conditions document.

**Specific Duties:**

1. Manage half termly timetabling of facility and curriculum planning for all key stages.
2. Facilitate lesson observations and learning walks. To manage all observations and develop post holders in their observations.
3. To track teaching and learning and record of observations. Inform and implement appropriate interventions to improve the learning and progress of students.
4. To set agendas and manage department meetings.
5. To manage the budget and ensure the department is adequately resourced.
6. To liaise with line manager over matters of classroom management and discipline.
7. To set cover work in the event of teacher absence.
8. To oversee the curriculum at all key stages.
9. To co-ordinate and oversee CTEC, BTEC, NCFE and GCSE courses, including the AFC scholars programme.
10. To plan for regularly internal verification of BTEC assessed units and to support the post-holder (teacher in charge of BTEC) in planning for regular standardisation of the BTEC courses. To plan for standardisation and moderation of GCSE and CTEC assessed work.
11. Preparation and communication with the SV and QRM visit with the post-holder (teacher in charge of BTEC).
12. Monitoring of assessment and marking standards across CTEC, BTEC, NCFE and GCSE courses using the whole Academy tracking systems.
13. Lead on establishing more vocational visits and speakers.
14. To set internal exams/assessments in line with Academy policy.
15. To ensure departmental workload is shared and that members of the department are kept abreast of developments within the department and the Academy as a whole.
16. To write the Physical Education Department's Raising Attainment Plan and SEF.
17. To implement whole Academy policies and ensure the RAP is adhered to.
18. The Head of Department should support all other members of the department and be an exemplary teacher with the ability to develop the teaching of the whole department.
19. To advise colleagues, as and when necessary, about their own professional development.

20. To ensure that students' work is regularly assessed and that adequate homework is set for the examined classes.
21. To advise on the allocation of students into teaching groups.
22. To track and monitor progress of students and plan and evaluate interventions to ensure good progress.
23. To monitor and ensure the progress and achievements of all students are recognised.
24. To oversee and support members of the department in student behavioural matters.
25. To read all reports before they are submitted in line with Academy policy.
26. To review staff development and CPD needs in line with their Teaching and Learning review ECT targets.

**General Duties:**

1. To be fully aware of and understand the duties and responsibilities arising from the Children's Act and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
2. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.
3. To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

Any other duties assigned by the Principal/the Headteacher and/or Assistant Headteacher commensurate with the grade of the post.

Signed:

Postholder ..... Name .....

Line Manager ..... Name .....

Date .....