

Job Title:	Leader of PE	Job Category:	Teaching Staff
Department/Group:	PE	Reports to:	SLT
Location:	Biggleswade Academy	Travel Required:	Yes
Level/Salary Range:	UPS/MPS + TLR 2A	Position Type:	Perm
Job Purpose			
Actively supporting the vision and values of Biggleswade Academy, the post holder will provide professional leadership and management for PE, ensuring the department delivers high quality teaching, effectively using the resources available and aiming to raise standards of learning and achievement for all students.			
Job Description			
<p>Role and Responsibilities</p> <p>Strategic Direction and Development of PE</p> <ul style="list-style-type: none"> • Plan, develop and deliver learning programmes across the PE curriculum. • Ensure planned programmes demonstrate progression of skills and knowledge. • Develop and implement clear assessment procedures, policies and practices for PE which reflect the school's commitment to high achievement, whereby pupils are inspired to reach their potential and staff aspire to continuously develop and raise standards, setting stretching targets for pupils and staff. • Work with the SLT and the department team to establish a clear, shared understanding of the importance of high quality teaching of PE that engages pupils and enables them to achieve stretching goals. • Analyse data, ensuring effective progressive plans are in place for individual and groups of pupils. • Ensure data analysis results in effective action plans that are well communicated and understood, monitored and evaluated, resulting in appropriate outcomes. • Monitor teaching and learning across the subject. Identifying any issues and ensuring timely interventions and support where required. • Support the whole Academy objectives as part of the Academy improvement plan. • Establish constructive relationships and communicate with other agencies/professionals and local cluster schools. <p>Teaching and Learning</p> <ul style="list-style-type: none"> • Ensure teaching and learning in PE is of a consistently high standard and that best practice is shared across the department. • Provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different pupils. • Establish and implement clear policies and practices for assessing, recording and reporting on pupil achievement at an individual and group level, utilising this information to recognise achievement and to assist students in setting stretching targets 			

- Provide staff and pupils with clear direction, expectations and targets in relation to standards of pupil achievement and the quality of teaching; establish clear targets for pupil achievement, and evaluate progress and achievement in the subject by all pupils, including groups of pupils;
- Evaluate the teaching of PE in the Academy, utilising this information to identify effective practice and areas for improvement, taking appropriate action to improve the quality of teaching.
- Establish a partnership with parents to involve them in their child's learning of the subject, as well as providing information about curriculum, attainment, progress and targets.
- Adhere to local, national and recognised sporting governing authority guidelines.

Leading and Managing Staff

- Establish clear expectations and positive, healthy working relationships amongst staff involved with the subject, encouraging collaboration, team working and mutual support; devolving responsibilities and delegating tasks, as appropriate; evaluating practice; and an accountable culture.
- Performance manage staff as required to develop personal and professional effectiveness, recognising high performance and tackling inadequate performance, ensuring staff have access to appropriate training, learning and development opportunities.
- Lead the professional development of staff through example and support.
- Ensure trainee and newly qualified teachers are appropriately trained, supported, monitored and assessed against national and local standards and expectations.
- Work directly with the SENCO and any other staff with special educational needs expertise, to ensure that individual education plans are used to set subject-specific targets and match work well to students' needs.
- Ensure that the Senior Leadership Team (SLT) are well informed about subject policies, plans and priorities, the success in meeting objectives and targets, and subject-related professional development plans.
- Assist the SLT, in any recruitment activity for the PE department.
- To work collaboratively with others, valuing diversity, utilising strengths and aspiring to achieve stretching objectives as a team, recognising the input of others.
- Establish staff and resource needs for the subject and advise the SLT and other senior managers of likely priorities for expenditure, allocating available subject resources with maximum efficiency to meet the objectives of the Academy and subject plans and to achieve value for money and high quality outcomes.
- Maintain existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the Academy.
- Utilise accommodation to create an effective and stimulating environment for the teaching and learning of PE
- Ensure there is a safe working and learning environment in which risks are properly assessed and reviewed.

Other

- Actively encourage as great a number of pupils as possible to take part in extracurricular PE based

- Organise and facilitate internal and external sporting fixtures and events.
- Attend relevant meetings and ensure all duties are completed within the required timeframes.
- Actively work to create and train high calibre athletes and sporting teams of athletes who can compete competitively and successfully against peers in other schools – locally, regionally and nationally

While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Qualifications and Education Requirements

Essential	Desired
<ul style="list-style-type: none"> • Honours degree • Qualified teacher status • Willingness to continue to learn and develop 	<ul style="list-style-type: none"> • Membership of appropriate professional bodies • Leadership qualification(s) • Management qualification

Experience

Essential	Desired
<ul style="list-style-type: none"> • Proven track record as a subject teacher. • Good or outstanding teaching and learning practitioner. • Experience of coaching and mentoring. 	<ul style="list-style-type: none"> • Experience of change management

Knowledge & Skills

Essential	Desired
<ul style="list-style-type: none"> • Knowledge of school improvement and effectiveness strategies including processes for monitoring and evaluation of performance at a student and team level and strategies for raising standards • An understanding of the principles associated with managing and leading others • Knowledge of current and potential future developments in relation to the national and local education scene • Confident use of IT • High level of communication skill, both written and oral, enabling the post holder to 	<ul style="list-style-type: none"> • Processes and systems for quality assurance • Project planning

<p>actively listen and engage with others, overcoming barriers to understanding, dealing effectively with contentious and/or sensitive issues, dealing with difficult conversations with empathy and sensitivity, whilst asserting as appropriate.</p> <ul style="list-style-type: none"> • Ability to work independently within a team, focusing on achievement at an individual and a departmental level. • Ability to lead others, managing day-to-day operational issues collaboratively whilst also ensuring staff have a meaningful vision for the future 			
Reviewed By:	M A Steer	Date:	03/01/2018
Approved By:	S E Flynn	Date:	03/01/2018
Last Updated By:	C E Harrowing	Date:	03/01/2018