



# ST BERNARD'S HIGH SCHOOL

*A Catholic Academy*

## JOB DESCRIPTION

Title of Post:	Head of Physical Education
Core Purpose:	<ul style="list-style-type: none"> <li>To ensure provision of an appropriately broad, balanced, relevant and adaptive curriculum for students studying Physical Education in accordance with the aims of the school and the curricular policies determined by the Governing Body and the Headteacher.</li> <li>To act as a curriculum lead and be responsible for leading, managing and developing Physical Education.</li> <li>To lead, develop and enhance the teaching practice of others.</li> <li>To monitor and support the overall progress and development of students in Physical Education from KS3-KS5 to ensure excellent outcomes.</li> </ul>
Responsible to:	Link member of Senior Leadership Team
Liaison with:	Headteacher, Deputy Headteacher, Assistant Headteachers, any relevant non teaching support staff, LEA representatives, external agencies and parents.
Working Time:	195 days per year – full time
Teaching and Learning Responsibility:	TLR (£6,069)
Disclosure level:	Enhanced
<b>Main Duties</b>	
To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying Physical Education.	<ul style="list-style-type: none"> <li>To ensure the provision and delivery of an appropriate, comprehensive, high quality and cost effective Physical Education curriculum programme.</li> <li>To keep up to date with national developments in the subject including teaching practice and methodology.</li> <li>To ensure effective communication with partner schools, and relevant external agencies.</li> <li>To contribute to the effective promotion of the subject.</li> </ul>
To act as a curriculum lead and be responsible for leading, managing and developing Physical Education.	<ul style="list-style-type: none"> <li>To identify relevant subject improvement issues and agree appropriate improvement targets.</li> <li>To provide the Leadership team with relevant subject, or student performance information.</li> <li>To assist in the production of reports on examination performance, including the use of value added data.</li> <li>To monitor planning, curriculum coverage and learning outcomes.</li> </ul>
Leading, developing, enhancing the teaching practice of others.	<ul style="list-style-type: none"> <li>To maintain personal expertise and share this with other teachers.</li> <li>To act as a role model of good classroom practice for other classroom teachers, modelling effective strategies with them.</li> <li>To monitor and evaluate standards of teaching, identifying areas for improvement.</li> <li>To plan and implement strategies where improvement needs are identified.</li> <li>To induct, monitor and support new staff.</li> <li>To carry out performance management reviews with identified teachers.</li> <li>To coordinate CPD needs and opportunities.</li> <li>To ensure the effective, efficient deployment of classroom support.</li> </ul>
To monitor and support the overall progress and developments of students in Physical Education.	<ul style="list-style-type: none"> <li>To identify appropriate attainment and/or achievement targets.</li> <li>To monitor student standards and achievement against annual targets.</li> <li>To monitor standards of students' behaviour, attendance and application.</li> <li>To lead evaluation strategies to contribute to overall subject and school self evaluation.</li> <li>To plan and implement strategies where improvement needs are identified.</li> </ul>



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## JOB DESCRIPTION (Continued)

Examinations:	<ul style="list-style-type: none"><li>To implement School and Department policy with regard to external examinations.</li></ul>
Pastoral Care:	<ul style="list-style-type: none"><li>Follow the expectations for Form Tutors at St Bernard's.</li><li>Act as a Form Tutor to an assigned group of students and promote the general progress and well-being of individual students and of the Tutor Group as a whole.</li><li>Prepare Tutor Reports, UCAS References etc.</li></ul> Contribute to PSHE and citizenship and enterprise according to School policy.
Additional Duties/other Professional Requirements:	<ul style="list-style-type: none"><li>To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.</li><li>To support the school in meeting the school's legal requirement for worship.</li><li>To have a working knowledge of teachers' professional duties, Teaching Standards and legal liabilities.</li><li>To operate at all times within the stated policies and practices of the school.</li><li>To establish effective working relationships and set a good example through their presentation and personal and professional conduct.</li><li>To contribute to the corporate life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school.</li></ul>
Other specific duties:	<ul style="list-style-type: none"><li>To take responsibility for own professional development and duties in relation to school policies and practices.</li><li>To liaise effectively with parents and Governors.</li><li>To support the school in meeting its legal requirements for worship.</li><li>To actively engage in the Appraisal process.</li><li>To undertake any other duty as specified by the School Teachers' Pay and Conditions not mentioned in the above.</li></ul>

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 senior staff 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 applicants 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 teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

I am in agreement with this job description.

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Post Holder

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Line Manager