



JOB DESCRIPTION

POST: Head of Physical Education (Subject Leader for Physical Education)

Salary Range M1 – UPS3 £32,916 - £51,048 plus TLR 2B £ 5,876

Responsible to: AHT/DHT

JOB PURPOSE:

To provide effective leadership and management and thereby build and maintain an effective teaching team which continually enhances the quality of learning and achievement. To continue the high profile of Physical Education as a subject and sustain recruitment for GCSE, A Level PE and vocational courses. To support and promote the vision and values of the School in and beyond the classroom. To support and promote the policies of the School, especially with regards to equality, learning and behaviour. To have responsibility for the members of a tutor group.*

**in exceptional circumstances Subject Leaders may be not be assigned a Tutor Group, reviewed on an annual basis*

KEY AREAS OF RESPONSIBILITY:

Leadership

- To inspire Subject members by personal example and hard work.
- To effectively manage the human resources at the Subject's disposal
- To create a vision, sense of purpose and pride in the Subject, rooted in collaborative working practices and a commitment to the highest professional standards by the whole team
- To co-ordinate the production and maintenance of the Subject handbook, and to implement, monitor and evaluate all of its policies and documentation.
- To be responsible for continuously improving the quality of teaching and learning in the Subject by monitoring and reviewing standards and providing evaluation feedback to bring about further improvement.
- To address any issues of underperformance by teaching staff, bringing about improvement in performance and improved examination performance
- Ensure that UPS staff make significant and high-impact contributions to the daily life, organisation, curricular development, progress interventions and examination outcomes of the Subject
- To be responsible for maintaining discipline in the Subject by ensuring staff make use of effective behaviour management strategies to a high standard, use school rewards and sanctions systems consistently and appropriately; and at times by supporting staff during lessons when appropriate.
- Ensure effective arrangements are put in place for Performance Management with the Subject
- To play a role as a middle leader in the development of all aspects of the School, including its policies and their implementation.
- To develop and maintain effective methods of communication with the Headteacher, SLT, other staff, students, parents, governors, external agencies and the wider community (including business and industry), etc.
- To identify and applaud areas of success for individual teachers and the Subject.
- To help create an effective team by promoting collective approaches to problem-solving and curricular/Subject development, e.g. consult when writing the development plan and produce resources as a team, delegating tasks and areas of responsibility around the team.
- To chair and produce the agenda for effective Subject meetings. To ensure minutes are made, kept secure and others informed as appropriate.
- To implement school assessment and target setting policies, and make effective use of data to monitor and evaluate the achievement and attainment of students in the subject. A portfolio of exemplar work moderated against assessment criteria should be maintained, for Subject purposes and to contribute to school displays

- To ensure attainment and progress is accurately and consistently assessed and tracked by teaching staff and that effective intervention activities including booster classes are run within the Subject which improve student outcomes
- To initiate/maintain the provision of extra-curricular activities, e.g. the use of resources after school/during lunch breaks or a club, trips and visits, through collaborative practices and effective delegation.
- To contribute to Health and Social Care timetable construction

Subject Development

- To contribute towards continuity and progression within the whole school curriculum.
- To ensure Physical Education a curriculum that is well-planned, stimulating, challenging and academically rigorous.
- To oversee the Subject development plan, its implementation and the part it plays in the whole school development including safeguarding and online safety content
- To collaborate with the development of comprehensive schemes of work which include a range of teaching and learning styles providing a rich experience for students, and to incorporate a variety of assessment methods at key points to enable accurate judgements on pupil progress.
- To develop departmental strategies for the students' spiritual, moral, social and cultural development, including citizenship, and for Literacy
- To monitor and evaluate the teaching in the Subject by undertaking regular lesson observations, learning walks, work scrutiny and book checks, student voice, and Commendation/Demerit analysis, according to a planned schedule.
- To develop departmental strategies and procedures (using national and school guidelines) for teaching and learning for students with special educational needs.
- To work with the SENCO to ensure IEPs are used to set subject-specific targets and to match curricular materials and approaches to students' needs.

Liaison/Communication

- To meet regularly and work with the appropriate 'SLT link' for professional support and to develop effective departmental management.
- To oversee and monitor the accuracy of exam entries and dates and to work effectively with the exam officer.
- To act as the initial person for others to contact regarding all issues relating to the subject.
- To oversee and monitor liaison with other curriculum co-ordinators in order to develop integrated schemes of work, e.g. Mathematics, Literacy, SEN, ICT and Citizenship.
- To inform staff about new developments and ideas related to the subject and wider education policy and the Subject
- To co-operate with the Health and Safety process.
- To manage the provision of information to parent/carers and other staff about curricular choices, and choice of teaching groups for individual students and groups of students.
- To provide helpful and accurate responses to parent/carer enquiries.
- To work closely with the relevant staff to manage the programme of promotion of Physical Education and the successful transition of students into Year 7 and 12 through the recruitment processes and induction programme of new students.

Marketing

- Assist in effective recruitment and marketing e.g. by attending and supporting Open Evenings, producing press releases, website material and social media posts marketing the school. In addition,

make regular personal use of school social media to promote activities, events and achievements in school.

- Ensure appropriate communication/consultation with students and parents, including the school's website and social media.
- Liaise with relevant agencies as appropriate.

Administration

- Maintain efficient and effective control of the relevant administrative processes, budgets and resources.
- Maintain efficient systems, budgets and resources related to behaviour, attendance and inclusion; ensure safe, secure environments and accurate MIS reporting and evidence packs for governors and Ofsted.
- Ensure a safe and secure working environment complying with Health and Safety guidelines.
- Maintain effective communication with staff, parents, carers, and external stakeholders.

Professional Development

- To provide or organise in-service training for the Subject staff (teaching and non-teaching) as appropriate.
- To have day-to-day responsibility for the monitoring, support and assessment of trainee and newly qualified teachers (ECTs).
- To identify development opportunities for staff within the Subject and through external agencies or courses.
- To delegate tasks in a way which maximises the use of available talent, experience and enthusiasm and provides development opportunities for all staff.
- To use the Performance Management cycle to assist in enhancing the professional development aspirations of colleagues.
- Responsible for identifying and acting on one's own professional development priorities through the Appraisal/PM process.
- Delegate tasks in a way which maximises the use of available talent, experience and enthusiasm and provides development opportunities for all staff.
- Use the Appraisal cycle to assist in enhancing the professional development aspirations of colleagues.
- Keep up to date with new research, developments and best practice related to the role.

Other

- The member of staff will always carry out the duties and responsibilities of the post with due regard to the Trust's equal opportunities policies.
- Undertake any other reasonable duties as required by the Headteacher or their representatives.

This post is classed as having a high degree of contact with children and is exempt from the Rehabilitation of Offenders Act 1974 (as amended 2013 and 2020). An enhanced disclosure with a check of the Children's Barred List will be sought through the Disclosure and Barring Service as part of HISP Multi Academy Trust's pre-employment checks.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. Your duties will be as set out in the above job description but please note that the HISP Multi Academy Trust reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes.

Job Holder Name	
Signed	
Line Manager	
Date	

