**JOB DESCRIPTION**

**Job Title:** Head of Sport

**Responsible to:** Headteacher/Faculty Leader of Science & Sport

**Allowance attached**

**to the post:** Within the TLR2 Range

**TEACHER AND TUTOR**

To fulfil the roles of teacher and tutor as described in the generic job description.

**HEAD OF SPORT**

The Head of Sport is responsible for making clear and effective decisions about: planning, implementing and evaluating the PE curriculum and extra-curricular programme; leading and managing teaching and non-teaching staff; and organising PE resources. To have overall responsibility for the standard of students’ work and impact in PE in conjunction with the Faculty Leader.

**PLANNING**

In conjunction with the Faculty Leader:

* To assist with the construction of a Faculty Development Plan (FDP), based on the Academy Development Plan, defining the short, medium and long term goals of PE
* To aid with the implementation and evaluation of the FDP
* To prepare the PE Team for internal review and evaluation, and OFSTED inspections.

**CURRICULUM**

1. To construct and oversee schemes of work in PE which satisfy statutory requirements and are compatible with the school’s aims, policies and ethos.
2. In consultation with members of the PE Team and Faculty Leader, to evaluate the schemes of work and modify them in the light of new developments.
3. To ensure that a high quality extra-curricular sport curriculum meets the needs of students of all abilities.
4. To ensure that schemes of work are differentiated to meet the needs of individual students.
5. To liaise with the SENCO over students with special educational needs.
6. To ensure that the curriculum shows:

* strong progression through all years
* strong assessment processes across all years that rigorously measure progression
* regular embedding of learning, recall and mastery of key skills/concepts
* development of key cross curricular skills

1. To ensure that schemes of work for PE build on skills, attitudes, knowledge and concepts developed in primary and progress through to post-16 leavers
2. In consultation with the Faculty Leader, to assist in the improvement of cross-curricular themes, skills and dimensions.
3. To promote Teaching and Learning strategies within PE that stimulate pupil interest and involvement in learning and meet the needs of individual learners, drawing on good practice in different areas of the faculty.
4. Acquire a range of appropriate educational resources to effectively support learning
5. To develop and monitor, with the Faculty Leader, assessment procedures compatible with academy policy and statutory requirements.
6. To evaluate the suitability of courses offered by the different examination boards and choose those that meet the needs and aspirations of Lakelands students.
7. To ensure the arrangement of educational visits which aim to support curriculum objectives.
8. To advise on the most effective deployment of PE staff.
9. To maintain constant awareness of improvements in PE and bring these to the attention of the Faculty Leader.
10. To liaise with the Faculty Leader on the CPD required for PE staff.
11. To liaise with the Faculty Leader in preparing the school calendar.

**EXTRA-CURRICULAR PROGRAMME**

1. Co-ordinate, design and run the PE extra-curricular programme, with a range which will appeal to all students within the academy, with an aim to have some activities which will allow any level of fitness/ skill to access.
2. Invite students to extra-curricular clubs who are below average on the Cooper Test to improve their stamina and other aspects of fitness.
3. Coordinate and run the school fixtures for both boys and girls in collaboration with the other PE staff, liaising with external fixture providers and communicating with parents.
4. Coordinate All Weather Pitch activities

**COMMUNITY LINKS**

1. To ensure effective dialogue with parents in accordance with school policies.
2. To ensure that students receive advice about post-16 courses.
3. To promote those links with the local community that enhance curriculum provision in conjunction with the School Games Organiser, including primary links.

**STUDENTS**

1. To establish and maintain high levels of expectations in students.
2. To establish procedures for the assessment and recording of student progress in liaison with the Faculty Leader.
3. To organise teaching groups into sets where appropriate with PE staff.
4. To ensure that students and their parents are provided with information and guidance about courses offered by the PE Team at Key Stage 3 and 4.
5. To ensure liaison with pastoral and SEN staff over individual pupil needs, including during exam periods.
6. To support the reward system within PE

**STAFF**

The Head of Sport should demonstrate the ability to lead, motivate and get the best out of others. They should empower others to achieve their full potential and lead the organisation of extra-curricular activities.

1. To assist with recruitment and appointment in the preparation of job descriptions and delegate appropriate responsibilities and duties to members of the team.
2. To make arrangements for the induction of newly appointed teachers.
3. To support newly qualified PE teachers, those returning to teaching and those taking part in other training programmes.
4. To liaise with the Faculty Leader on the professional development of teachers within the PE Team.
5. To ensure lessons are well prepared, schemes of work are followed, student work is assessed and used by staff to inform planning.
6. To hold effective subject meetings within the Faculty meeting and ensure that minutes are distributed to members of the PE Team and Faculty Leader.
7. To meet with the Faculty Leader when appropriate and exchange information.

**RESOURCES AND ACCOMMODATION**

1. To ensure that resources within PE are relevant to curriculum and extra-curricular needs and are well maintained.
2. To manage the PE budget in liaison with the Faculty Leader as appropriate.
3. To ensure the purchase, maintenance and appropriate allocation of resources.
4. To ensure that the stock records are accurately maintained.
5. To outline standards for the proper care of the accommodation, furniture and equipment and to demonstrate the economic, efficient and effective use of resources.
6. To liaise with the Faculty Leader in ensuring that students and teachers work in a safe and healthy environment.

**PE EXAMINATIONS**

1. To ensure liaison with the Examinations Officer over entry procedures.
2. To ensure that all necessary course work has been forwarded to the exam boards.
3. To liaise with and arrange the visit of external moderators.
4. To prepare internal examination question papers in consultation with other members of the faculty.
5. To organise teacher assessments of pupil work in the National Curriculum in lessons.

**GENERAL**

* To participate in the appraisal process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
* To comply with individual responsibilities in accordance with the role, for health and safety in the workplace
* Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy
* The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
* The duties above are neither exclusive or exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

**Agreed by: …………………………………………………….. (Postholder)**

**And: ………………………………………………………………(Headteacher)**

**Date: ………………………………………………………………**