



## Job Outline

### HEAD OF DEPARTMENT - PE

**Responsible to:** SLT Line Manager  
**Salary Grade:** Main / Upper Scale + TLR (depending on experience)  
**Full time/Part time:** Full time

#### Job Purpose

- To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.
- To be accountable for student progress and development within the subjects of the department.
- To develop and enhance the teaching practice of others.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body and the Senior Leadership Team.
- To be accountable for leading, managing and developing the department.
- To effectively manage and deploy teaching/support staff, financial and physical resources within the learning area to support the designated curriculum portfolio.

#### Key Responsibilities

The School Teachers' Pay and Conditions Document specifies the general / professional duties of all teachers. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.

#### Operational / Strategic Planning

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- To supervise and monitor teachers responsible for the day-to-day management, control and operation of course provision within the subject areas, including effective deployment of staff and physical resources.
- To monitor actively and follow up student progress.
- To implement school policies and procedures.
- To work with colleagues to formulate aims, objectives and strategic plans for the learning area which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.
- To lead and manage the business planning function of the department and to ensure that the planning activities reflect the needs of students within the subject area, SIP/DIP and the aims and objectives of the school
- To foster and oversee the application of I.C.T. in the subject areas
- To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the department are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Manager.

#### Curriculum Provision

- To liaise with the Leadership Team to ensure delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Evaluation.
- To be accountable for the development and delivery of the subjects in the department.

### **Curriculum Development**

- To lead curriculum development for the department and to keep up to date with the demands of all examination boards; ensuring that students are well prepared for terminal examinations.
- To keep up to date with national developments in the subject area(s) and teaching practice, pedagogy, methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.

### **Staffing**

- To work with the Leadership Team to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To be responsible for the efficient and effective deployment of support staff.
- To undertake Performance Management Review(s) and to act as reviewer for subject staff within the Learning Area.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover work within the relevant subject and liaising with relevant staff to secure appropriate cover within the subject area.
- To participate in the interview process for teaching posts when required and to ensure the effective induction of new staff in line with school procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the school's ITT programme as requested.
- To be responsible for the day-to-day management of staff within the designated department and act as a positive role model.

### **Quality Assurance**

- To ensure the effective operation of the school's review and self-evaluation processes ensuring that all requirements for the learning area are met in a timely manner in accordance with the review cycle.
- To establish the process of setting targets within the subject(s) and to work towards their achievement.
- To establish common standards of practice within the subject(s) and develop the effectiveness of learning and teaching styles in all subject areas within the department.
- To contribute to the school procedures for lesson observation.
- To implement school quality procedures and to ensure adherence to those within the department.
- To monitor and evaluate the department in line with agreed school procedures including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To ensure that the department's quality procedures meet the requirements of Self Evaluation and the Strategic Plan.
- To undertake constant review of the quality and impact of teaching and professional development.

### **Management Information**

- To ensure the maintenance of accurate and up-to-date information concerning the subjects on the management information system.
- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports within the quality assurance cycle for the department.
- To produce reports on examination performance, including the use of value-added data.



- In conjunction with the relevant member of the school's Leadership Team, to manage the department's collection of data.
- To provide the Governing Body with relevant information relating to the department's performance and development including a written annual report.

### **Communications**

- To ensure that all members of the department are familiar with the aims and objectives of the school.
- To ensure effective communication/consultation as appropriate with the parents of students.
- To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.
- To represent the department's views and interests.

### **Marketing and Liaison**

- To contribute to the school liaison and marketing activities, e.g. the collection of material for press releases and parents' newsletters.
- To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.
- To promote actively the development of effective subject links with external agencies.

### **Management of Resources**

- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- To work with the Senior Leadership Team in order to ensure that the department's teaching commitments are effectively and efficiently time-tabled and roomed.

### **Pastoral System**

- To monitor and support the overall progress and development of students within the department.
- To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To contribute to PSHE, citizenship and promoting British values according to school policy.
- To ensure the school's Behaviour Management system is implemented in the department so that effective learning can take place in a calm and orderly environment.

### **Teaching**

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- To teach students according to their educational needs, including the setting and marking of all classwork and coursework carried out by students in school and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for students which meets internal and external quality standards.



- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain good discipline in accordance with the school procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, faculties and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.

### **Personal Responsibilities**

- To play a full part in the life of the school community, to support its ethos and to encourage staff and students to follow this example.
- To actively promote school policies and procedures.
- To be responsible for your own continued professional development.
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate.
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.
- To undertake duties before school, at break, lunch and after school on a rota basis.
- To attend calendared meetings punctually.
- To set cover work during leave of absence.
- To take responsibility to promote and safeguard the welfare of children and young people you have responsibility for, and come into contact with.

### **Notes:**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

The duties above are neither exclusive nor exhaustive and the post-holder may be required to carry out appropriate duties within the context of the job, skills and grade.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

### **Safeguarding**

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.



## General

- To participate in the performance and development review 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 & safety in the workplace
- Ensure all duties and services provided are in accordance with the trust's Equal Opportunities Policy

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.

The post-holder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Headteacher and/or CEO, and will be reviewed annually.

**GREATER THAN THE SUM OF ITS PARTS**