



Parmiter's School

Job Description

Post: Second in charge of PE with a responsibility for Girls PE & Sport

Main Subject: Physical Education

Salary: MPS/UPS plus TLR 2b

Safeguarding Children: This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A teacher at Parmiter's School is responsible for carrying out the duties of a teacher as set out in the DfE Teachers Standards document (Appendix 1) and as outlined in the DfE School Teachers' pay and Conditions document (Part 6).

All staff are expected to carry out the responsibilities of a form tutor as outlined in the Form Tutor Handbook.

Job context

- There are currently 7 specialist teachers in the PE Department, as well as a PE Apprentice. The department regularly includes two School Direct trainee teachers.
- The department leadership structure also includes a Director of Sport.
- The Second in charge of PE will support and deputise for the Director of Sport, as well as having specific responsibility for Girls Sport.
- The Director of Sport will work closely with the post holder to ensure vision and policies are put into practice across all Key Stages.
- The Second in charge of PE will have line management responsibility for a number of teachers within the Physical Education department.
- The Second in charge of PE will be line managed by the Director of Sport.

The Second in Department is responsible for:

Leadership

- Working with the Director of Sport to set and share **the vision and working practices** of the department to ensure high aspirations and outstanding outcomes for staff and students.
- To support the Director of Sport in ensuring that both the **curriculum and extra-curricular provision is inclusive**, with varied opportunities for students to participate in a range of activities and sports.
- To lead on identified areas of departmental practice, as outlined in this job description and by negotiation with the Director of Sport.
- To keep up to date with national developments in your **subject's pedagogy and practice** and to promote and implement them appropriately.
- To participate in **Middle Leadership meetings** as appropriate and disseminate information to the other members of the department as appropriate.

Teaching, Learning and Assessment

- To work with the Director of Sport to review, develop and resource high quality and relevant **schemes of work** with embedded **assessment** opportunities.
- To lead on the delivery of Girls Sport, ensuring a **coordinated approach to teaching, learning and assessment**.
- To ensure student progress is accurately **monitored** and **reported** on across the department. This includes setting appropriate **targets**.
- To ensure effective **communication** with parents, including the **reporting** process.
- To lead on **intervention and support** for individuals and groups of students based on the accurate monitoring of their progress.
- To **coordinate** and develop the effective use of **revision resources** across the department.
- To work with the Director of Sport to ensure regular **quality assurance processes** effectively monitor the quality of provision, including class work, homework and assessment across the department.
- To lead on the provision and progress for **Pupil Premium** students in all key stages.
- To have oversight of the department **provision** for the **most able** students, including **enrichment opportunities** and **clubs**.

Department and Staff Development

- To support the Director of Sport in department/department **review processes**.
- To line manage identified department members and monitor their performance, setting rigorous targets for professional development through the **appraisal process**.
- To contribute to effective and developmental **departmental meetings** that share best practice, according to the planned schedule of meetings.
- To promote **teamwork** and **effective working relationships** within the department.
- To lead on the **recruitment** and training of **trainee teachers and ECTs**.
- Assisting in the **recruitment, retention** and **wider professional development** of staff.

Behaviour and Climate for learning

- To support members of the department in maintaining good **behaviour for learning** in the classroom in line with whole school policy and the department sanctions policy. To involve the Pastoral and Curriculum Support teams where necessary.

Management

- To support the Director of Sport in reviewing and disseminating **department policies and guidance**.
- To support the Director of Sport in ensuring appropriate **cover work** is set in the unexpected absence of a member of the department.
- To ensure that the department provides **extra-curricular opportunities** for students. To support staff and prefects with responsibilities for coordinating specific activities as necessary.

Promotion of the department

- To make a **positive contribution** to the life of the school and **exemplify the school vision and values**.
- To uphold the **values and reputation** of Parmiter's at all times.
- To promote, advocate and follow all **school policies**.
- To work with the Director of Sport in **preparing for, and participating in, school events**, for example **Open Day, Sixth Form Transition Day**.

While every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified and the post holder may be asked to undertake any other task reasonably requested by the Director of Sport and/or Senior Leadership Team. This job description will be reviewed annually and may be changed to reflect or anticipate changes in the post which are commensurate with the TLR and job title.