**Job Description**

**Second in PE Faculty**

This job description should be read in conjunction with the generic main scale description that is applicable to all staff, except the Headteacher.

Core Purpose

The core purpose of the role of Second in PE is focussed on Quality of Education. The Head of Faculty, supported by the Second in Faculty, provides and articulates a clear vision for the working practices and future of the PE Faculty. They promote, support and develop an environment in which teachers are effective in their work, and students are motivated to learn. In so doing, therefore, the Second in Faculty plays a key role in raising standards of academic achievement, and in enabling students’ personal and social development. The Second in Faculty should be fluid in their approach to the position and must be prepared to support all subjects within the faculty, when required.

The Second in Faculty should understand the way the school operates and the part they and other Leaders, including members of SLT, play in it. They should be aware of the short and long term targets of the whole school and develop their area of responsibility within the policies and philosophy of the whole school. In addition to this, the Second in Faculty would be expected to ‘act up’ to undertake the role of Head of Faculty in the event of a period of absence of the existing Head of Faculty post holder.

The Second in Faculty post holder is responsible for working with the Head of Faculty to ensure duties such as (but not limited to) the following are discharged:

* Mentoring of trainee teachers in the faculty
* In consultation with the SENDCo and FLS, supervision and allocation of classroom-based support staff
* Preparation of relevant sections of the PE FIP
* Development, monitoring and reviewing of Schemes of Learning
* Monitoring the Home Learning Policy and practice within the team
* Supporting supply teachers and cover supervisors working within the faculty
* Organisation of the PE Faculty extra-curricular offer and enrichment activities
* Development, monitoring and reviewing of Schemes of Learning.
* Monitoring the quality of assessment and feedback, specifically at Key Stage 4 NCFE
* Supporting the Head of Faculty in identifying students with below than expected progress and formulate strategies for them to catch up, with a focus on KS3.
* Conducting student voice meetings to help inform future curriculum changes.
* Supporting the Head of Faculty in the planning and delivery of Sports Day and other whole school PE/sport events.
* Taking the lead on the PE Faculty extra-curricular offer.
* Providing regular updates to the school newsletter
* Leading our PE Ambassador program and working with feeder primary schools
* Supporting the Faculty Learning Support Staff in supporting student progress with SEN students