

Job Outline Subject Coordinator PE

Responsible to: Director of Sport

Salary Grade:

Full time/Part time: Full time

Job Purpose

To develop a robust curriculum intent for the subject area of PE and promote the principles of the intent

To promote a love of PE by creating opportunities for students to widen their interest in the subject

Curriculum

- To lead on the planning and sequencing of the subject area of the PE curriculum.
- To produce long, medium and short term plans as required
- To schedule appropriate assessment points within the scheme of learning
- To ensure that the PE curriculum equips students with a comprehensive understanding of the areas studied and allows them to meet at least their minimum expected grade
- To support staff in the delivery of the subject area of the PE curriculum and use department meetings to develop teaching and learning and respond to staff queries

Assessment

- To develop assessments which are designed and planned out in good time in order to test understanding of topic/chapter studied
- To promote the whole department approach to feedback, which include the use of development tasks after each assessment
- To ensure that markbooks are set up for the accurate recording of the assessment data
- To assist in monitoring and following up student progress, overseeing intervention in PE where assessment data demonstrates a need

Quality Assurance

 To monitor the delivery of the subjects area of PE curriculum though learning walks, book looks, student and staff voice

Extra curricular

- To promote and organise extra curricular activities
- To be the main contact for fixtures in the subject area
- To contribute or lead on whole school events



Other

- Liaise with parents and students in order to support other staff within the department
- To encourage students to continue to study PE and Sport at KS4 and KS5.
- To keep up to date with national developments in PE, teaching practice and methodology and behaviour management
- To contribute to Performance Management Review and to act as reviewer for a group of staff within the designated department
- To promote teamwork and to motivate staff to ensure effective working relations
- Support staff and work with pastoral team in dealing with any serious or persistent behaviour issues
- To monitor student behaviour through the use of subject reports

Safeguarding

- Demonstrate a commitment to keeping children and young people safe.
- Report any disclosure made, 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 a 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 undertake any other duties which might reasonably be deemed within the status of the job and appropriate to the post
- To undertake any training and professional development relevant to the duties of the post
- To take part in the Professional Review (Performance Management) process

All employees are expected to be courteous and provide a welcoming environment to visitors and telephone callers.

All employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed:	Postholder	Date:
	Headteacher	Date: