

# The Blue School

‘The best we can achieve’



## Job Description

## Team Leader of Physical Education



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## Team Leader of Physical Education

From September 2022

**MPS/UPS + TLR 1.2 (currently £10,202 per annum)**

We are seeking to appoint a dynamic and innovative Team Leader of Physical Education to develop further the work of our extremely successful PE department. As a Research School, we work with the evidence to continually develop the best practice and we are looking for a committed professional to join us on that ambitious educational journey.

In return we offer:

- A school committed to the values of respect, empathy and politeness. The school has served the community of Wells and the surrounding area for nearly 400 years. We believe that by working together, we'll succeed.
- An 11-18 school with a thriving Sixth Form. We are a truly comprehensive school which focuses on meeting the needs of all students.
- A commitment to your continued professional development. All teaching staff are members of a coaching group where they share best practice and work collaboratively to refine their pedagogy.
- Access to the latest evidence-based practice. As a research school, we help teachers get 'closer to the evidence' through communication, training and support for innovation.
- A supportive team of teachers, support staff and governors who take great pride in their work and celebrate one another's success.

The chance to work alongside our amazing, positive and inspirational students who love learning and deserve the very best in teaching and learning opportunities

### Main features of the department

The PE department enjoys extensive, fairly new, facilities including a 4 badminton court sports hall, dance studio, Astroturf pitch, gymnasium, two fitness/weights rooms, ample playing fields, two sets of netball/tennis courts, a PE theory classroom and 3 sets of changing rooms.

The team of staff are passionately dedicated to providing good quality PE experiences for all students regardless of ability and experience and are keen to provide opportunities for students to further their sport, both in school extra-curricular clubs and in the wider community

PE in Years 7, 8 & 9 is taught in bespoke groups of single gender and students receive 2 x 60 minute lessons per week.

Years 10 & 11 receive 1 x 60 minute core PE lesson per week, while those taking BTEC Sport at KS4 will have an additional 5 x 60 minutes across a fortnight.

At Sixth Form, students taking the Extended Diploma will receive 12 x 60 minute lessons per week, while those taking the Extended Certificate will have 4 x 60 minute lessons.





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## Job Description – Curriculum Team Leader

As a Team Leader you are a leader of learning, care, personnel and resources. You will be expected to support the Headteacher and work closely with other members of the Leadership Team to ensure the school's vision, aims and policies are implemented by both staff and students.

You are a member of The Blue School's Team Leadership Group which brings specific responsibilities and the need to demonstrate initiative and leadership at a whole-school level.

### 1. CORE PURPOSE

To be responsible for leading, monitoring, evaluating and improving the effectiveness of teaching and learning within the subject area in order to secure and support the care, motivation and academic progress of all students throughout the school.

### 2. EXPECTATIONS

- 2.1 to have a belief in the importance of working together with all other staff to develop and implement the school's aims, plans and policies
- 2.2 to be motivated to support and contribute to attempts to achieve continuous improvement in all aspects of the work of the school
- 2.3 to be willing to work, represent and promote the school in a manner and appearance consistent with its aims and values
- 2.4 to have a well informed vision for the subject area and be committed to a culture of continuous improvement and new innovations and schemes
- 2.5 to value the importance of a collegiate approach and the opinions of all members of the school community
- 2.6 to have excellent communication skills, both written and oral and high competence in the use of ICT, both for learning and administration



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- 2.7 to be committed to positive behaviour management
- 2.8 to be committed to extra curricular learning
- 2.9 to be able to work in an inclusive and positive manner and help to promote enjoyment of learning throughout the school

## 3. RELATIONSHIPS

- 3.1 to be responsible to the Headteacher in all matters
- 3.2 to be responsible to members of Leadership Team in respect of their roles
- 3.3 to collaborate with other Team Leaders and Deputy Team Leaders
- 3.4 to direct all staff allocated to work in their Team

## 4. LEADERSHIP RESPONSIBILITIES

- 4.1 to develop the subject to maximise its contribution to students' overall education including their academic, social, moral, cultural and spiritual development
- 4.2 to establish clear policies for the subject area which meet the requirements of national directives and contribute to the aims and ethos of the school
- 4.3 to establish a culture of self-evaluation and involve all staff in the team in the process of monitoring and setting targets for improvement
- 4.4 to create a climate within the team which enables staff to develop and maintain positive attitudes towards their work in the school



- 4.5 to promote the importance of continuing professional development and support staff to reflect on practice in this regard
- 4.6 to support staff development through distributed leadership and by devolving responsibilities to other members of the team
- 4.7 to ensure the promotion of an effective working atmosphere in lessons throughout the team by establishing structures to promote positive behaviour management, including the internal resolution of routine disciplinary matters
- 4.8 to establish a partnership with parents and carers, involving them in their child's learning
- 4.9 to work closely with colleagues from the wider learning community within Somerset, particularly colleagues in local schools, in order to extend the subject, enhance teaching and develop students' learning
- 4.10 to foster effective links with the community, including business and industry, in order to enhance learning

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- 4.11 to establish staff and resource needs within the subject area, set priorities for expenditure and allocate resources with maximum efficiency

## 5. MANAGEMENT RESPONSIBILITIES

### 5.1 POLICIES AND PROCEDURES

- a. to maintain the school's standards in student learning, behaviour, attendance and dress
- b. to contribute to the School Improvement Plan
- c. to produce a Team Handbook
- d. to prepare team responses to whole school policies
- e. to prepare team responses to national initiatives
- f. to prepare an annual Team Improvement Plan
- g. to prepare an annual Team Examination Analysis
- h. to prepare an annual Team Performance Management Report
- i. to prepare an annual Team Asset and Resources Report

### 5.2 EVALUATION AND IMPROVEMENT

- a. to analyse and interpret relevant national, local and school data, research and inspection evidence
- b. to compare and contrast the level of achievement with that originally specified, assessing, evaluating and monitoring the work of teachers and support staff in relation to standards of teaching and learning and support for teaching and learning
- c. to monitor and evaluate the achievement of team plans and targets
- d. to develop judgements on the quality of teaching and learning

### 5.3 CURRICULUM

- a. to ensure curriculum coverage, continuity and progression in the subject area for all students
- b. to ensure effective curriculum provision for all students including those with special educational needs and the gifted and talented
- c. to select courses and specifications
- d. to develop and maintain schemes of work
- e. to implement strategies for the effective development and delivery of whole school themes such as literacy, numeracy, ICT, enterprise, work related learning, health education and other aspects of PSHE
- f. to contribute to the planning and delivery of Theme Days
- g. to contribute to the school's extra curricular programme

### 5.4 ASSESSMENT, RECORDING AND REPORTING

- a. to contribute to the formulation of learning targets for individuals and groups
- b. to track and monitor student progress against targets
- c. to maintain systems to ensure that student under achievement is identified within a half term
- d. to assess, record and report on student progress and achievement
- e. to support staff in meeting assessment deadlines



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- f. to ensure that classwork and homework are set and marked in accordance with school and team policy
- g. to maintain communication with parents including effective use of consultation evenings
- h. to liaise efficiently with the assessment and examinations team

## 5.5 MANAGEMENT AND DEVELOPMENT OF STAFF

- a. to participate in the recruitment of staff
- b. to promote and support the school's involvement in Initial Teacher Training
- c. to participate in the induction, support and monitoring of staff that are new to the school
- d. to undertake the role of reviewer in the performance management process for staff
- e. to support team members who are required to act as reviewers within the school's performance management process
- f. to contribute to decisions as to whether new staff have met the appropriate induction standards
- g. to contribute to decisions as to whether existing staff have met appropriate standards relating to career progression
- h. to ensure the fair and effective deployment of staff
- i. to ensure the provision of INSET, guidance and support
- j. to collaborate with others to ensure that effective arrangements are made to cover staff absence
- k. to liaise with the designated Leadership Team link
- l. to hold regular formal meetings with the team, at least as frequently as shown in the school calendar
- m. to maintain standards of professional conduct within the team, assisting and advising colleagues in such matters



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## 5.6 ASSETS AND RESOURCES

- a. to collaborate in the planning of the timetable
- b. to ensure the effective utilisation of rooms and resources
- c. to give priority to matters of Health and Safety and ensure that risk assessments are carried out where appropriate
- d. to promote the use of whole school and team resources to enhance learning
- e. to manage the team budget
- f. to maintain the team inventory
- g. to maintain and develop learning resources
- h. to ensure that the team's rooms are well maintained
- i. to promote the use of display in classrooms and corridors to support and promote learning

## 5.7 REPRESENTATION AND PROMOTION

- a. to promote and represent the team at a whole school level
- b. to represent the team at meetings as appropriate
- c. to ensure efficient links with partner primary schools
- d. to ensure team representation at parents' evenings, open evenings and marketing events
- e. to prepare contributions to school publications
- f. to support links with the Governing Body.

This job description does not define in detail all the duties/responsibilities of the post; it will be reviewed and may be subject to modification or amendment after consultation.

