



**Job Description
Head of Faculty
Head of Physical Education**

St Nicholas School Mission Statement

Through an inquiry based international education in English, St Nicholas School develops responsible, confident and caring citizens of an ever-changing world. By setting high academic standards and celebrating cultural diversity, we nurture individual talents and embrace a shared passion for learning.

Responsible to: School Leadership Team

Responsibilities:

These responsibilities are in addition to the duties specified in the job description for a Teacher.

Leadership

To lead by example. To model the IBO Learner Profile.

To ensure that all department members accept full professional responsibility for students fulfilling a balanced educational programme, following the school's curriculum guidelines, schemes of work, and policies.

To develop an atmosphere of cooperation and positive collaboration within the Faculty, promoting the sharing of ideas, knowledge, experiences and strategies.

Professional Knowledge

To lead learning and teaching in the department.

Ensure that the department is aware of current educational practice and developments and takes this into account when planning teaching and assessing.

To know and understand IBO philosophy and ensure practice is aligned with this.



Management

To encourage all teachers in the Faculty to seek and take advantage of professional development opportunities.

To ensure that the Faculty policies and practices are in alignment with the school mission, vision and ethos.

To produce and regularly update the Faculty Handbook and ensure the faculty works within all published school policies for planning, assessing, teaching and reporting.

To represent the Faculty at meetings.

To hold regular Faculty meetings to address both curriculum issues and administrative matters and forward the minutes to the appropriate Head of School.

To ensure faculty members take advantage of the Performance Management Scheme and the scheme runs properly in the Faculty.

Regularly monitor teaching standards in the Faculty.

To be responsible for inducting new members of the Faculty and informing them of school and departmental policies, procedures and expectations.

To inform the Leadership team of the timetabling needs of the Faculty.

To set a budget for the Faculty and to order stock and equipment appropriate for the delivery of the programme.

To maintain an accurate stock list and ensure that equipment is well cared for.

To assist in the recruitment and retaining of high quality teachers in the Faculty.

Planning, Assessing, Teaching and Learning

To be familiar with UbD (or be open to learn about it) and backward design and ensure the faculty is engaging appropriately with the curriculum mapping process.

To design and regularly review schemes of work.



Be responsible for the planning, organization and delivery of lessons in the faculty.

To encourage teachers to plan enquiry-based lessons focused on understanding, transfer and essential questions.

To monitor the assessment of pupils' progress, ensuring that assessment is varied, both summative and formative and is used to inform pupil learning and teaching in the faculty.

To check the accuracy of progress grades and the quality of end of term reports.

To ensure that pupils are entered for relevant and appropriate public examinations.

To organise the setting and marking of internal school examinations.

Specific to the Head of PE

To design and staff a stimulating and varied sports ECA programme that allows all members of the school community to participate in extra sporting activities.

To display personal qualities of sportsmanship and to promote this throughout the school community.

All Job Descriptions will be periodically reviewed to take into account the changing needs of the school.

June 2014 – N Thody