



POST: SUBJECT LEADER FOR PHYSICAL EDUCATION

Job Description: RESPONSIBILITY FOR THE LEADERSHIP AND MANAGEMENT OF THE TEACHING AND LEARNING IN PHYSICAL EDUCATION

Starting date: Week Commencing 29th October 2018

The Post Holder will report to: Head teacher / Deputy Headteacher / Assistant Headteacher

The Post Holder will line manage: Teachers of Physical Education

Management Points/ TLR: £3,500

Overall Purpose of this Post

The core purpose of the Subject Leader at Herron Hall is to provide professional leadership and management of a curriculum area. This involves providing a vision, achieving a commitment to a set of values and guiding and inspiring colleagues to secure high standards of teaching and learning, the effective use of resources and improvement in standards of learning and achievement for all pupils.

SECURING HIGH STANDARDS OF TEACHING AND LEARNING. In order to achieve this, they will:

- provide a role model for colleagues
- develop and maintain high expectations of pupils and staff
- take a clear lead on pedagogy/methodology
- monitor and evaluate teaching and learning in their curriculum area, including self evaluation
- carry out lesson observations and work scrutinies
- create a climate for learning
- carry out data analysis to provide information for the leadership teams and other agencies
- have oversight of marking and assessment in their subject area
- ensure reporting is timely and appropriate by all their team members
- plan and develop schemes of work
- support the professional development of staff within their subject area
- meet the needs of all pupils, including the management of behaviour and its impact on learning
- organise educational enhancement (e.g. booster classes, trips/visits)

SECURING EFFECTIVE USE OF RESOURCES:

a) PERSONNEL in order to achieve this they will:

- communicate to, delegate to, and organise staff well
- support, guide and motivate team members and support staff
- heighten a common purpose and shared vision, and secure commitment from the team and so develop team work

b) PERFORMANCE MANAGEMENT

In order to ensure the most effective leadership and management of staff, they will:

- line manage team members
- take responsibility for the totality of performance by all (*designated*) team members
- set challenging objectives for their team members
- reflect school, departmental and individual needs and aspirations
- ensure the capability of the teaching within their curriculum area, and hence learning
- foster an open equitable culture and manage conflict

c) OTHER RESOURCES in order to achieve this they will:

- develop accommodation and provide an ambience conducive to learning
- carry out risk assessments where required
- manage effective deployment of all resources and ensure value for money
- ensure safety

THE KNOWLEDGE, SKILLS AND EXPERTISE REQUIRED This will require the ability to:

- be able to use comparative data
- maintain and update knowledge – subject, national, pedagogy, classroom, management, research and inspection findings
- keep abreast of statutory requirements
- have a commitment to own professional development particularly in relation to school improvement priorities

AT SCHOOL LEVEL

This will require:

- support of the school ethos and policies
- contributions to the development of school policy
- participation in whole school literacy and numeracy dimensions
- participation in whole school citizenship
- supporting the school's policies on attendance, behaviour and rewards in recognition of their strong role in raising pupil achievement
- promote extra-curricular activities for KS3-4 liaising with other PE departments within the borough
- specialism in an extra-curricular activity including netball.
- contribution to the achievement of high standards in relation to the Every Child Matters priorities
- liaison with external agencies where appropriate
- representing team views, concerns and interests
- giving strategic direction and developing the subject area, including planning in line with the School Development Plan
- liaison with parents
- liaison with Governors

THIS IS TO ENSURE IMPROVED PUPIL OUTCOMES

- To raise achievement at Key Stage 3
- To raise achievement at Key Stage 4
- To maximise pupil potential at all levels

- **SPECIFIC TASKS**

- ☑ Responsibility for the organisation of all testing and assessments at KS3 and 4
- ☑ Updating Schemes of Work and Department Handbook as appropriate
- ☑ Attendance at the Middle Managers meetings
- ☑ Responsibility for co-ordinating the extra curricular provision offered by the department and the use of expert coaches. This is to include after school fixtures within the local area.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.