

## **JOB DESCRIPTION**

<b>School:</b>	Rushcroft Foundation School
<b>Title of Post:</b>	<b>Subject Leader for Physical Education &amp; Sport</b>
<b>Grade/Pay Range:</b>	MPS/UPS + TLR 2A
<b>Subject:</b>	Physical Education
<b>Reporting to:</b>	Head of Faculty for PE and the Arts
<b>Responsible for:</b>	All staff within PE

### **JOB PURPOSE**

To lead and manage all aspects of the Subject Area  
To improve the quality of teaching in the subject areas to outstanding.

### **MAIN DUTIES / RESPONSIBILITIES**

1. To lead and oversee the teaching of Physical Education and Sports within the school.
2. To ensure that Teachers in the subject area are sufficiently resourced and in possession of key documents (including schemes of work, exam papers and NC level descriptors).
3. To undertake Quality Assurance checks of work (including book checks, moderation of levelling, questionnaires and lesson observations as appropriate).
4. To line manage subject teachers, holding them to account and insisting on a high level of performance.
5. To prepare / amend documentation (including Department Evaluation Form, Development Plan, Department Handbook, Options Choice Handbooks).
6. To convene Learning Area Meetings as required.
7. To ensure that cover work for absent colleagues has been set.
8. To work with other middle leaders within the Faculty and beyond in order to share good practice.
9. To develop extra-curricular and cross-curricular activities related to the work of the department

10. To keep informed of whole school policies and to play an active role in implementing them.
11. To carry out the duties of Form Tutor (as directed) as outlined in the role description.
12. To attend pastoral meetings and play an active role in developing and implementing school policy.
13. To attend appropriate parents' evenings.
14. To carry out a share of supervisory duties in accordance with published schedules.
15. To participate in performance review and development procedures.
16. Other reasonable duties as directed by Leadership Group members

### **General**

1. To perform duties in a professional manner and with integrity at all times within the role of the job
2. To understand and maintain confidentiality and be professional in all areas of the job and at all times.
3. The above mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other duties as required by the service.
4. To understand, be committed and comply with the School's Equal Opportunities and Safeguarding Children's Policies.
5. To uphold and comply with the statutory provision of the Health and Safety Work Act 1974 and any other relevant legislation, on School and Council Policies and Procedures relating to Health and Safety at work.
6. To be responsible for own training and development needs and participate in training opportunities in line with the needs of the school
7. To participate in the annual performance management process in line with School's Performance Management policy.
8. To continue developing knowledge and experience in all areas of the role in order to provide a comprehensive, confidential, transparent and pro-active service.
9. To manage both internal and external relationships with others and to strive for excellence and customer satisfaction.
10. To be a team player and fully participate in the work of the section.
11. To support any other duties relevant to the post.

**OTHER REQUIREMENTS:**

1. To have an up-to-date Enhanced DBS Disclosure.

**SAFEGUARDING**

To identify, minimise and always try to prevent interpersonal abuse or violence. All staff must accept their role in safeguarding pupils and vulnerable people and must report actual or potential abuse or violence to the Safeguarding Lead, in the case of pupils, or to the Leadership Group line manager of their work area or the Human Resources Manager, in the case of staff. An appropriate investigation according to the school policy framework will then be undertaken.

Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g. Children's Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection.

Name of Postholder .....

Signature ..... Date .....