

# ST JOSEPH'S INSTITUTION INTERNATIONAL



## Head of Department Job Description

**Post:** Head of Physical Education

**Reporting to:** Vice-Principal Academic (curriculum PE) and Head of Sport (Sports programme)

**Responsible for:** Teaching of curriculum Physical Education (department of 4 teachers and 2 PE teaching assistants)

**Management Points:** 2

**Teaching Periods:** 24

Please note that applicants for this position may also be considered for the position of Teacher of Physical Education. If you would prefer only to apply for the Head of Physical Education, please indicate this clearly in your letter of application.

**PE teachers at SJI International, in addition to the usual core PE teaching, are expected to play a full part in the co-curricular sporting life of the school as coaches (including team trials). It is anticipated that this is the sole focus of their co-curricular and service contributions, throughout all ACSIS (Athletic Conference for Singapore International Schools) seasons**

### Primary Responsibilities:

- To lead the Physical Education department in such a way as to provide support and complement the direction of the academic programme at SJI International
- To ensure that teachers and students enjoy a stimulating, challenging and enjoyable learning experience both in and beyond the classroom
- To maintain the high profile of the Physical Education Department at SJI International and in the wider community
- To contribute significantly to the Sporting programme at SJI International

### Specific Responsibilities:

#### Teaching and learning

- Identify and adopt the most effective active, creative teaching approaches for SJI International students in line with current best practice
- Teach across the age and ability ranges, as a core subject, from Grade 7 to Grade 10
- Plan and deliver lessons ensuring the highest level of teaching and learning
- In addition to core PE, teach the IGCSE Physical Education course and, for suitably qualified and experienced candidates, teach the IB Diploma Sports, Exercise and Health Science course
- Teach engaging and effective lessons that motivate, inspire and improve pupil attainment
- Adopt strategies and monitor teaching and learning activities to support individuals with SEN/ALN in line with school and faculty policy, as guided by the Head of Learning Development
- Ensure that the storage of all materials is in line with health and safety good practice

### Recording and assessment

- Set clear targets for raising achievement
- Ensure that assessment data is recorded appropriately (enter on SIMS where required) and that members of the department use such data effectively to raise performance
- Ensure compliance with established systems for identifying, assessing and reviewing student progress
- Supervise the effective setting and marking of internal assessments and examinations including the implementation of moderation procedures
- Oversee the development of an understanding of different learning needs and the importance of raising achievement among all teachers and students
- Attend parent conferences and ensure that all teachers in the department keep parents informed about their child's progress, both formally through regular assessments and written reports, and informally through effective communication via email and the student diary/planner
- Maintain a high standard of report writing throughout the department by reviewing teachers' reports on a regular basis
- Develop a syllabus and schemes of work for all year groups that are inspiring for learners and teachers alike and review on a regular basis.
- Set regular, measurable and significant assessments for the students

### Leadership

- Line manage the PE teaching assistants, ensuring their professional needs are met, assuring quality of support provision
- Meet regularly with the PE and Sports Teams from the Elementary School to ensure optimal use of shared facilities and resources, ensuring both teams are supported
- Meet regularly with the High School Head of Sport to ensure a common direction for Sports and PE, including the co-organisation of the annual Sports Awards as well as local and international sporting tours and competitions
- Work with the Coordinator of Student Leadership to ensure that House Spirit and leadership opportunities are fostered through the Physical Education programme, including the organization of the annual whole school Sports Day
- Represent the Department and contribute to the school's academic strategy by participating fully in academic meetings as required
- Chair regular Department meetings in line with the school's meeting structure, ensuring that minutes are accurately recorded
- Lead the quality assurance process for the members of the Department
- Encourage all members of the department to recognise and fulfil their responsibilities to keep up to date with developments in their subject and in teaching best practice
- Identify and provide opportunities for teachers to participate in CPD with the support of the Assistant Principal (Staff Development)
- Oversee the collation of Department-specific policies and practices and ensure they are regularly reviewed and updated
- Identify and resources needed to meet the needs of the department and, identify priorities for expenditure, compiling an annual budget
- Manage the departmental budget and resources effectively and efficiently for equipment and resources
- Insist upon high standards throughout the department, including the meeting of deadlines, marking, report-writing and the maintenance of a stimulating learning environment
- Oversee the completion of an annual analysis of examination results for the department and, with the Vice Principal (Academic) agree on any action arising from such an analysis

- Assist in the recruitment of teaching and support staff when necessary
- Lead the department to apply consistent standards in the planning, delivery, monitoring and review of the curriculum
- Oversee the creation of a stimulating learning environment across the department,
- Ensure that members of the department set and mark homework regularly in line with school and department policy, where appropriate
- Ensure that members of the department identify and teach study skills/strategies that will develop pupils' ability to work independently
- Establish subject development plans, target setting and review
- Developing strong partnerships and ensuring regular and productive communication with parents regarding what is being delivered and why
- Use display boards to keep students well informed of their learning
- Carry out Health and Safety audits of PE facilities, contributing to the Health and Safety Committee as needed
- Provide opportunities to arrange for
  - i) Relevant visits to the school by outside speakers etc
  - ii) Educational Outings
  - iii) Participation in competitions, projects and exhibitions

#### Standards and quality assurance

- Support and adhere to the SJI International's Code of Conduct, at all times
- Support the aims and ethos of SJII as a Catholic, Lasallian school
- Support the school's established SMILES values
- Set a good example in terms of dress, punctuality and attendance
- Attend and participate in open evenings and student performances
- Uphold the school's behaviour code and uniform regulations
- Play an active leading role in staff training
- Lead the annual performance review process for teachers in the department
- Attend team and staff meetings
- Assist in the management of effective cover procedures for the department

#### Other duties and responsibilities

This is essentially a generic Job Specification for Heads of Department; **all PE teachers at SJI International are also expected to contribute to Sports programme, to accompany school trips and expeditions and to play a full part in the continued development of a thriving school community.** Most teachers are also expected to take on the pastoral role of **Form Tutor**; a separate job description for Tutors may be found in the Staff Handbook.