

Job Description

Job Title: Head Of Physical Education

Responsible To: Managing Director

Purpose of Job

To provide a professional, customer focused service to various schools, enabling the organisation to meet the statutory PE requirements of the school curriculum by carrying out the quality control of coaches' performance.

Main Duties and Responsibilities

1. Management of Coaching & teaching
 - Ensure that all PE lessons meet the requirements of the National Curriculum & OFSTED guidelines, taking account of personalised learning and differentiation for both SEN and G&T
 - To develop and enhance the teaching practice of others
 - To make arrangements for cover when staff are absent
 - Teach sessions when required
 - Build school handbooks with all relevant information and keep them up to date
 - To identify resource needs and ensure the effective use of physical resources
2. Development & Planning
 - Build and maintain a scheme of work of session plans to meet the school curriculum and OFSTED requirements.
 - To keep up to date with national developments in PE teaching practice and methodology
3. Customer Relationship Management
 - Maintain effective relationships with all school staff with the aim of ensuring a high quality service is established and maintained
 - Maintain professional relationships with all customers including parents.
4. Monitoring, Review & Performance Management
 - Quality control of coaches' performances through observations, feedback and appraisals.
 - Provide support and mentoring to all coaches.
 - Develop systems for pupil assessment, data reporting and feedback in relation to PE teaching
 - Line manage all PE outdoors games staff

- Liaise with the Dance Principal to ensure quality of Indoor PE

5. Recruitment, induction & training

- To participate fully in recruitment, interviews and to be responsible for the induction of new staff
- To identify staff development needs and design and deliver appropriate development to staff responsible for delivering teaching/coaching sessions.

6. General duties

- Be an effective member of the management team.
- To promote teamwork and motivate staff ensuring effective working relationships.
- Maintain awareness of all aspects of the company's activities and contribute to them when appropriate
- Contribute to all management and administrative systems to ensure the efficient and effective operation of the business
- Take on any reasonable tasks as delegated by the Managing Director

Expectations of the Post Holder

- Ensure that the organisations policy for equality of opportunity is adhered to and promoted in all aspects of the post holder's work.
- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post, in keeping with the organisations quality assurance processes.
- Be committed to professional self-development, through participation of relevant training related to the job.
- Have a full clean UK Driving License
- Must have qualified teacher status with evidence of being a good practitioner of teaching within the National Curriculum framework.
- Practise good safeguarding when working with young people.
- Be aware of health & safety issues relating to sports teaching and young people.
- Maintain First Aid qualification.
- Must hold a clean DBS

Name:

.....Signature.....Date:

