

Job Description

Post: Head of PE

Purpose

Support the Senior Leadership Team in the delivery and development of teaching and learning across the faculty, ensuring that every student is supported to reach exceptional levels of achievement.

Duties and Responsibilities

- In consultation with the Senior Leadership Team, plan, design and produce teaching materials and resources which are appropriate to age and ability and are in accordance with the Academy Improvement Plan.
- Identify and act upon department priorities in collaboration with line management in order to build and lead a cohesive and highly effective team; complete all team appraisal and quality assurance in accordance with academy policy.
- Liaise with the Head of Faculty over faculty staff deployment, timetabling requirements and teaching effectiveness.
- Provide highly-tailored weekly coaching to team members.
- In accordance with schemes of work, plan, deliver and review lessons which are appropriate to the age and ability of the students so as to facilitate progression in students' learning.
- Ensure that homework is set, where appropriate, and monitored.
- Ensure that assessment is both regular and thorough and that full records of assessment and intervention strategies are kept.
- Ensure that teaching is broad, balanced, relevant, motivational and appropriately differentiated in order to maximise the academic potential of all students.
- Support the management of behaviour within the team: overseeing and completing all duties effectively.
- Attend meetings, carry out administrative tasks and duties as specified in the bulletin, published rotas and the academy calendar.
- Facilitate the exceptional progress and well-being of any individual or group of students.
- Support students during Family Dining and Line Up.
- Consistently implement all academy policies.
- Participate in academy meetings, CPD and coaching.
- Contribute to decision-making and consultation procedures.
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Manage own workload and that of others to allow an appropriate work / life balance.
- Carry out any other reasonable duties as requested by the Principal.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.