



St Augustine's RC High School



Job Description

Post Title:	Curriculum Leader for Physical Education
Scale:	Main pay scale commensurate with experience (M1 - M6 / UPR) plus TLR allowance 2.2 (£4,442 from September 2018)
Responsible for:	Leading, managing and developing the curriculum area and maintaining the highest standards of student attainment and achievement
Responsible to:	SLT Line Manager

School Mission Statement:

At Saint Augustine's we believe that every person is made and loved by God. This is why we respect one another. Within our school community our young people will learn to act justly, love tenderly and recognise God in their lives.

Our school helps families to educate their children in accordance with the principles and teachings of the Catholic Church in an environment which inspires, encourages and supports the development of our pupils through nurturing their gifts and talents.

Our school community will keep alive the memory of Jesus through the Eucharist and through the practice of our Faith. We want everyone at Saint Augustine's to experience the joy of the Gospel in their journey through school and beyond.

Together we will work to make a difference in our community and in the wider world. We follow the example of Saint Augustine by stepping out in faith and celebrating our reasons for living and hoping

This means that we will provide opportunities, over a wide range of areas of learning and experience, for the full development of each child's potential, value and self-worth. We will provide a Catholic, Christian community and climate in which children can grow from day to day in knowledge and understanding illuminated by the light of faith, and in the acquisition of skills, attitudes and values to fit them to become free, responsible, caring and contributing members of society.

On leaving St Augustine's, we hope pupils are:

- well-adjusted and self-disciplined.
- caring and considerate to others.
- literate and numerate and with the best qualifications of which they are capable.
- equipped to undertake further study or training to enable them to achieve their own goals in life.
- able to cope with the outside world and face up to difficulties as they arise.
- confident in themselves, with a sense of self-worth and the ability to make rational decisions regarding their own future.
- able to co-operate and work with each other.
- sensitive to other people - in the family, in the school and in the community both locally and nationally, and in the world at large.

Core Duties

- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students within the department, in accordance with the aims of the school and the policies determined by the Governing Body and Headteacher of the school.
- To lead the development of appropriate resources, schemes of work, assessment and teaching and learning strategies in the department.
- To monitor student progress and coordinate any interventions that are necessary.
- To implement school policies and procedures, e.g. Equal Opportunities, Health and Safety, within the department.
- To work with colleagues to formulate aims, objectives and strategic plans for the department via the departmental development plan with reference to the needs of students and to the aims, objectives and strategic plans of the school.
- To develop the effectiveness of teaching and learning within the department and to enhance the teaching practice of others.
- To contribute to the school procedures for lesson observation and appraisal.
- To monitor and evaluate the department in line with agreed school procedures including evaluation against quality standards and performance criteria.
- To lead departmental meetings in accordance with the school calendar and promote an ethos of teamwork.

Communication and Information Management

- To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system (SIMS and PARS).
- To analyse and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports on examination performance, including the use of value-added data.
- To provide the SLT and Governing Body with relevant information relating to the department's performance and development.
- To ensure effective communication/consultation as appropriate with the parents of students.
- To liaise with partner schools, higher education, examination boards and other relevant external bodies.
- To represent the department's views and interests at Curriculum Leader meetings.
- To lead the development of effective subject links with partner schools and the community, including liaison over area sporting fixtures, tournaments and competitions.
- To promote the school through Open Days / Evenings and other events and to attend where necessary liaison events in partner schools and colleges.
- To promote the development of effective subject links with external agencies.

Curriculum and Staffing

- To liaise with the Deputy Head to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum.
- To keep up to date with national developments in the subject area including teaching practice and methodology.
- To monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To liaise with the Deputy Head to maintain accreditation with the relevant examination bodies.
- To ensure the requirements of the examination board are met with respect to all aspects of the subject specification.
- To promote extra-curricular activities and trips.
- To contribute to cross-curricular PSHE, citizenship and careers education according to school policy.
- To undertake Appraisal Reviews and to act as reviewer for a group of staff within the department.
- To work with the Senior Leadership Team to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To make appropriate arrangements for classes when staff are absent, liaising with cover staff.

- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the school's ITT programme as appropriate.
- To be responsible for the day-to-day management of staff within the designated department and act as a positive role model.
- To observe lessons and provide formative feedback to colleagues within the department.
- To undertake regular work scrutiny with members of the department to ensure that the Marking Policy is being followed in GCSE classes.

Pastoral

- To monitor and support the overall progress and development of students within the department.
- To ensure the Behaviour Management system is implemented in the department so that effective learning can take place.
- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.

Subject Teacher - Responsibilities and Tasks to include:

- To fulfil the duties of a teacher as per the latest published Teachers' Standards.
- To prepare, develop and deliver lessons in the appropriate subject discipline, according to the schemes of work agreed within the department.
- To monitor and record the performance of pupils.
- To foster and maintain high standards of effort and discipline amongst the pupils by the use of appropriate rewards and sanctions.
- To encourage effective learning by the appropriate use of formative feedback and clear target setting in class and in home learning.
- To foster an atmosphere of mutual respect with pupils in all classroom activity.
- To develop and foster good working relationships with all non-teaching and support staff.
- To contribute to all development work undertaken by the department, in producing schemes of work, programmes of study, schemes of assessment, reports or any such similar materials.
- To attend Parents' Evenings as appropriate.
- To care for and maintain teaching resources and equipment in the department.
- To create and maintain displays for learning which showcase pupils' work and enhance the learning environment.
- To adhere to and to support school policies.
- To take part in the processes of appraisal as required.

Form Tutor - Responsibilities and Tasks to include:

- To ensure a register is taken at the start of the day.
- To monitor attendance and punctuality.
- To alert Year Leaders or Attendance Improvement Worker of any attendance issues.
- To obtain appropriate explanations following pupil absence.
- To lead the form group in daily, meaningful acts of worship.
- To participate in assemblies.
- To encourage attendance and participation in voluntary masses.
- To encourage pupils in support of charity fund raising events.
- To promote high standards of dress, behaviour and manners.
- To show by example the ethos of the school by living its Mission Statement.
- To develop relationships with pupils within the form.
- To identify any potential barriers to learning.
- To check and sign each pupil's diary on weekly basis.
- To identify any concerns regarding patterns of homework not being set or not being completed.
- To identify and discuss any concerns regarding behaviour in class or around school.
- To act as the initial mentor to pupils in the form group.

- To use data to track and monitor progress of each pupil in the form across the curriculum.
- To help set appropriate targets and alert the Year Leader to any underachievement.
- To recommend pupils to the Year Leader for awards.
- To encourage pupils to take an active part in extracurricular activities to develop healthy life styles, academic success and community spirit.
- To encourage involvement in a variety of fields making a positive contribution both to school and the wider community.
- To ensure that pupils are effectively notified of school events.
- To act as a conduit between staff, informing the Year Leader of any issues or concern regarding individual pupils in the form.
- To be a point of contact with parents regarding the academic and pastoral well-being of pupils within the form.

Other Specific Duties

- To continue personal, professional development.
- To engage actively in the appraisal process.
- To undertake any other duty as specified by STPCD not mentioned in the above.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- Employees are expected to promote the Catholic ethos of the school, as outlined in the School Mission Statement and in the CES contract of employment.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.