



## SAINT CHRISTINA'S SCHOOL

### JOB DESCRIPTION FOR HEAD OF PE

#### **Main purpose:**

All teachers at Saint Christina's School must be enthusiastic professionals and be prepared to fully commit to the ethos of the School, as laid out in our Mission Statement and Aims.

The Head of PE is responsible to the Headteacher of Saint Christina's for the organisation and teaching of PE and must have high aspirations in building on the very good work of the PE department to take it to the next level. This post is full-time and will include full participation in extra-curricular aspects of the School including duties, staff meetings and INSET. The Head of PE must be passionate and fully committed to the development of PE and the standard of Sport within the School and be prepared to go the *extra mile*. This will include training teams, taking teams to external matches and tournaments/tours out of school hours.

The School competes regularly with local independent schools in Netball and Rounders fixtures and the standard of play is extremely high.

**The Head of PE must be inspirational.**

#### **Key Duties:**

- Develop the subject of PE across the School, in accordance with the Early Years, KS1 and KS2 National Curriculum.
- Assess how well learning objectives have been achieved and use this formative assessment to inform future teaching, setting clear targets for improvement of pupils' achievement.
- Coordinate Sports Fixtures with other schools, predominantly Netball, Athletics, Rounders.
- Prepare and run a range of sports clubs, including advanced skills coaching sessions
- Prepare girls to take part in sporting events/tournaments such as they arise, e.g. IAPS netball tournament including Saturdays on occasion.
- Be responsible for the PE budget; select and make good use of resources available.
- Provide updates and regular reports on the progress of PE across the school to the Governing Body when requested.
- Prepare PE developmental plans and reports that contribute to the SEF.
- Prepare regular reports for the weekly school bulletin.
- Organise whole school events such as sports days (for Nursery KS1, KS2,) cross country event, swimming galas, gymnastic displays.

## **Other General Key Duties**

The PE teacher will be expected to:

- Take responsibility for the safe and neat storage of equipment.
- Organise kit, including storage and maintenance.
- Do a regular inventory check and ensure sports equipment is in good use.
- Teach in accordance with the ethos of the school, thus creating, maintaining and developing the conditions of care for the pupils to enable them to achieve effective learning
- Set an example as a positive role model, in terms of behaviour and dress, for the pupils in the class
- Take responsibility for the welfare, discipline and safety of the pupils
- Keep PE attendance registers up to date
- Keep records of the pupils' achievements
- Prepare half termly lesson forecasts/plans
- Prepare weekly/daily lesson forecasts plans
- Attend and contribute positively towards briefings / staff meetings
- Work as a member of the staff team, moving the school forward
- Liaise with parents and attend 'Parents' Meetings' both formal and informal
- Be available for playground and lunchtime supervision as required
- Be involved with school events such as Open Day
- Be prepared to attend relevant INSET Days
- Maintain and control the PE budget
- Attend training courses in line with the development needs of the school
- Be able to write full reports with good grammar, spelling, punctuation etc. and prepare them in a timely manner
- Keep a record of all meetings with parents in a parent meeting file and pass it on at end of year to the next teacher.
- Organise fixtures and liaise with the school office regarding home and away matches
- Organise sporting trips for Years 1-6 throughout the year
- Be aware of the marketing needs of the school and promote the school where possible
- Undertake training in Child Protection/safeguarding, risk assessments, fire marshal, first aid or other training required by the Headteacher etc.
- Be aware of the various medical needs and ensure children have correct medication such as diabetic kit, epi-pens, inhalers etc. Have extra training to support the needs if appropriate.
- Be prepared to cover in non-contact times should this be required by the Deputy Headteacher.
- Be prepared to teach another subject should the need arise.
- Be prepared to take part in annual residential trips with Years 5 & 6.
- Be prepared to contribute to the corporate school life such as attendance of the School Fair, (Saturday), Welcome Evening, Carol service etc. and help when required.

## **Other Responsibilities:**

- No description of responsibilities can be fully comprehensive and this job description is subject to review and modification as necessary. The Head of PE is also required to carry out other reasonable duties that are from, time to time, necessary.

## **Key Information Related to the Post**

- Competitive salary
- Fully pensionable under the TPS

- Opportunities for professional development through INSET.

**Further Tasks**

- In addition, the PE teacher will undertake further tasks as may be reasonably directed by the Headteacher.

**A requirement of this post is total confidentiality with regard to any information obtained during your duties and in particular any home / school information.**