



Name:		Date Drafted:	Summer 2018
		Date Reviewed:	
<b>JOB DESCRIPTION</b>		 	
<p>The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at The Northworthy Trust. It is not intended to be a comprehensive listing of every task that an employee might be called upon to undertake. Neither is it a legal document, although it may be referred to in Contracts of Employment.</p>			
<b>MANAGEMENT DETAILS</b>			
Job Title:	Learning Director PE and Sport		
Salary:	TLR 1 £7,323		
Reporting to:	The Local Governing Body via the Headteacher		
Line Manager:	Headteacher		
Directly Supervised Posts:	Teaching Staff within Department		
Indirectly Supervised Posts:	Support Staff within Department		
Employee Signature and Date:			
Line Manager Signature and Date:			
<b>DUTIES OF ALL EMPLOYEES</b>			
<ol style="list-style-type: none"> <li>1) Work towards and promote the School Vision and the current school aims outlined in the School Improvement Plan.</li> <li>2) Work towards the National Standards for Qualified Teacher Status as defined in the latest version issued by the Department for Education.</li> <li>3) Fulfil the responsibilities of all teachers as defined in the most recent version of the School Teachers Pay and Conditions Document.</li> <li>4) Commit to safeguarding and promoting the welfare of children.</li> <li>5) Carry out all professional duties within Statutory Legislation, Trust and School policies</li> <li>6) Undertake professional development activities to enhance personal development and job performance.</li> <li>7) Carry out a share of supervisory duties in accordance with published rosters.</li> <li>8) Participate in appropriate meetings with staff and parents as defined by the school calendar.</li> <li>9) Be subject to DBS checks as required by the School.</li> <li>10) Work with parents as partners to raise standards and achievement.</li> <li>11) Form professional and co-operative working relationships with colleagues.</li> <li>12) Set a good example to students through professional conduct and personal presentation.</li> <li>13) Commitment to ensuring that every student is given the opportunity to achieve their potential and meet the high expectations set for them.</li> <li>14) Be responsible to your line manager.</li> <li>15) Deliver teaching, training and awareness-raising activities to students, staff and members of the wider community.</li> <li>16) In addition to the above you may be asked to undertake any other duties which may be commensurate with role / grade. Any additional duties which are reasonably regarded as of a permanent nature shall be incorporated into the job description in specific cases.</li> </ol>			
<b>MAJOR DUTIES OF THE POST</b>			
<b>STANDARDS</b>			
<ul style="list-style-type: none"> <li>• Ensure the Faculty matches/exceeds agreed targets for attainment and progress in PE and Sport, including a year-on-year increase in the number of students gaining grades 7 or above, through developing outstanding teaching and learning</li> <li>• Monitor and evaluate students' achievement, progress and attainment in PE and Sport through the detailed analysis of performance data</li> <li>• Monitor and evaluate the quality of teaching through lesson observations, work scrutiny, student outcomes and student voice</li> <li>• Provide appropriate intervention for students, including extra-curricular study support, to help them achieve their attainment and progress targets and prevent under-achievement</li> </ul>			
<b>CURRICULUM DEVELOPMENT &amp; INNOVATION IN PE AND SPORT</b>			
<ul style="list-style-type: none"> <li>• Establish an innovative, exciting and challenging curriculum in PE and Sport that meets the needs of all learners across Key Stages 3 and 4</li> </ul>			

- Ensure the Key Stage 3 PE and Sport curriculum generates interest and enthusiasm in students, secures their engagement, makes them confident about continuing to study the subject(s) at KS4 and beyond, and gives them an effective preparation for success in GCSE and other examinations
- Develop an effective curriculum at KS4 through the introduction of appropriate PE and Sport courses that engage all students, achieves 100% participation rate in lessons and an increased participation rate in extra-curricular and that motivates students to engage in PE and Sport outside school
- Develop an effective curriculum for external examinations at KS4 through the introduction of appropriate PE and Sport courses, selection of GCSE syllabi and choice of examination board(s)
- Ensure that the PE and Sport curriculum across both Key Stages is supported by the use of effective assessment practice and active learning
- Ensure the PE and Sport curriculum nurtures and develops learners through a personalised and skills-based approach with clear progression pathways
- Establish a PE and Sport curriculum that develops literacy, numeracy, ICT, and citizenship of all learners
- Promote special events, visitors and visits to support the PE and Sport curriculum, including opportunities for interaction with sport organisations and individual performers
- Ensure cutting edge use of IT by staff and students in PE and Sport
- Ensure that PE and Sport impacts positively on raising achievement across all subject areas in the School
- Ensure a smooth transition from KS2 to KS3 in PE and Sport for all students by working with partner primary schools where possible, building on students' prior knowledge and experience and using Sports Leaders to build good relationships
- Keep abreast of developments in PE and Sport and 'horizon scan' for relevant developments and initiatives
- Work with the member of SLT responsible for Curriculum and Timetabling on appropriate and effective timetable and staffing provision for the PE and Sport Faculty

## **TEACHING AND LEARNING**

- Plan and teach good or outstanding lessons in PE and Sport
- Develop outstanding teaching and learning in PE and Sport, including the effective use of Assessment for Learning
- Ensure Schemes of Work are in place, regularly reviewed and updated and that all staff in the Faculty take responsibility for this
- Ensure all teachers in the Faculty contribute to lesson planning that supports the effective implementation of the Schemes of Work and that provide exemplars of good and outstanding lessons
- Ensure work done in class is supported by suitably challenging homework that is regularly set and marked in line with Academy policies
- Work with teachers in the PE and Sport Faculty to raise attainment through the consistent application of clear policies by all teachers in all classes
- Contribute to and co-ordinate continuous CPD for staff in the PE and Sport Faculty to ensure teaching and learning strategies stay abreast of new initiatives and take account of best practice and knowledge about how students learn
- Work with the Senior Leadership Team and other Learning Directors to ensure the quality of teaching throughout the Academy is continually improving through appropriate and relevant staff development and training, coaching, and an agreed schedule of lesson observations

## **ASSESSMENT AND TARGET SETTING**

- Work with the designated Senior Leader on setting appropriate and challenging targets to improve progression rates and raise standards in PE and Sport
- Ensure the effective use of APP in PE and Sport
- Develop appropriate and effective assessment to provide relevant and accurate information on progress and achievement to staff in the Faculty, SLT, students, and their parents
- Ensure the School's tracking, monitoring and intervention systems operate effectively across the PE and Sport Faculty and contribute ideas and suggestions for further developing these systems
- Monitor and quality assure the progress and welfare of students from vulnerable groups (including SEN, Pupil Premium and Higher Attaining) across the Faculty
- Maintain a strategic overview of intervention strategies in PE and Sport ensuring a personalised programme of intervention and mentoring for identified students
- Develop an effective system of rewards in the PE and Sport Faculty and contribute your ideas and practice to the School rewards system
- Help to develop an effective School Awards system by contributing ideas and practice from the PE and

## **SAFEGUARDING AND EVERY CHILD MATTERS**

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

- Undertake regular safeguarding training and ensure all members of the PE and Sport Faculty also undertake regular training
- Ensure that all staff in the PE and Sport Faculty are aware of, understand, and adhere to Academy safeguarding procedures
- Ensure the implementation of the ECM agenda in the PE and Sport Faculty
- Promote high standards in attendance, conduct, punctuality and appearance both within the PE and Sport Faculty and as a Form Tutor in your Tutor Group
- Ensure that students are, and feel, safe both within the PE and Sport Faculty and in your Tutor Group
- As a Form Tutor, contribute to the spiritual, cultural, moral and social development of students in your Tutor Group, and provide academic mentoring for them
- Provide information where required to contribute to multi-agency support for students and their families

## **PARTNERSHIPS, COMMUNICATION & COMMUNITY COHESION**

- Ensure that School policies and procedures are regularly communicated to staff in the PE and Sport Faculty and to students so that they are clear about expectations and responsibilities
- Develop partnerships with other schools locally, regionally, nationally and internationally that offer opportunities for students to engage in competitive sport either as an individual or in a team, including league, cup and championship competitions
- Create strong links and collaborative ways of working with stakeholders, including the wider community and neighbouring schools to enhance community cohesion and ensure that the Academy is at the heart of the community
- Foster and enhance strong partnerships and links with local, national and global business and education providers to
  - enhance the profile of PE and Sport
  - support and develop curriculum opportunities in PE and Sport
  - establish pathways into the world of work or higher education for students
- Secure engagement and develop partnership with parents and carers by ensuring that they are kept very well informed about the PE and Sport curriculum, the progress and attainment of their child(ren) and the benefits and opportunities PE and Sport offer
- Promote cultural understanding and contribute to the cultural development of students by helping to make them aware of the international world and our global responsibilities

## **STRATEGIC LEADERSHIP AND DEVELOPMENT OF PE AND SPORT**

- Develop strategies to make PE and Sport highly regarded by everyone in the School and the wider community
- Ensure the key issues related to developing a strong PE and Sport Faculty are embedded in a Strategic Development Plan (SDP) and relevant supporting Action Plans and ensure that all staff in the PE and Sport Faculty understand their contribution to and responsibility for achieving the agreed goals
- Formulate an Action Plan for the development and implementation of strategies for raising standards of attainment in PE and Sport
- Develop a vibrant and wide-ranging extra-curricular programme that engages students and contributes to their personal development and well-being; ensure that all staff in the Faculty team are involved in delivering the programme
- Ensure the effectiveness of the School Teacher Appraisal process within the PE and Sport Faculty and carry out appraisals as an Appraiser
- Ensure the provision of a comprehensive CPD programme for all staff in the PE and Sport Faculty, including NQTs and GTPs
- Develop and sustain a high quality induction programme for all staff in the PE and Sport Faculty, including mid-year arrivals, ITT students, GTPs and NQTs
- Work with Senior leaders to monitor the contribution of staff on the Upper Pay Spine
- Ensure an equitable and appropriate delegation of responsibilities to the Deputy Learning Director that widens the experience and enhances the professional development of the post-holder
- Contribute to the development of School procedures for assessment, recording and reporting

- Contribute to a rigorous and robust system of self-evaluation and review within the School that will secure outstanding student achievement
- Help to promote an outward-facing School locally, nationally and globally
- As a budget-holder, ensure the effective and efficient deployment of staff and resources within the PE and Sport Faculty

#### **IN ADDITION, THE POST-HOLDER WILL BE EXPECTED TO:**

- Have excellent knowledge of, and expertise in, effective strategies for raising standards of attainment in PE and Sport and ensure that the Head Teacher, senior leaders and other relevant staff are made aware of these
- Demonstrate a strong commitment to improvement and innovation in PE and Sport teaching and learning through a range of strategies, activities and staff development
- Have excellent knowledge and understanding of the range of performance data (and the use and limitations of such data) relevant to strategies for raising standards in PE and Sport
- Contribute to the use of a variety of assessment techniques, helping staff develop an understanding of how appropriate assessment provides relevant and useful information on progress and achievement to colleagues, parents and the students themselves
- Contribute to the development of School policy and practice in relation to assessment, recording and reporting
- Undertake the professional duties of a teacher as set out in the current School Teachers' Pay and Conditions Document

#### **CORPORATE RESPONSIBILITIES OF TLR I POST-HOLDERS**

- In addition to meeting the requirements of the Teaching Standards, TLR I post-holders are expected to play a critical role in the life of the School. They are expected to
  - inspire confidence in those around them and work with others to create a shared strategic vision which motivates students and staff
  - Take a lead in improving standards of teaching and learning
  - value enthusiasm and innovation in others
  - enjoy working with other people, seeking to develop as part of a team as well as individually, and wanting to work in ways that encourage the sharing of ideas, and the widening of expertise
  - have the confidence and ability to make management and organisational decisions
  - ensure equality, access and entitlement to learning for all
- All TLR I post-holders also share corporate responsibilities, including:
  - Contributing to a shared vision for the School and demonstrating a commitment to the values and principles which underpin that vision
  - Demonstrating a commitment to continuous improvement, believing that what we did last week or last year is not necessarily good enough for tomorrow
  - Reflecting on, evaluating, and reviewing performance and outcomes in order to raise standards further across all aspects of the School
  - Being a good role model both to colleagues and to young people; acting with fairness and consistency and having high professional standards
  - Bringing enthusiasm and new ideas to the School and the determination to see ideas translated into action
  - Being prepared to "walk the extra mile" without having to be asked to do so

#### **NOTES**

- 1) The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions Employment.
- 2) This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it shall be construed. In allocating time to the performance of duties, the postholder must have regard to the school's published Directed Time Policy.
- 3) The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once per two years and may be subject to modification or amendment at any time after consultation with the postholder.