Bishop Thomas Grant School

JOB DESCRIPTION

HEAD OF PHYSICAL EDUCATION

The post holder is required to carry out the duties of a schoolteacher, including those particular duties which the Headteacher may reasonably assign from time to time as the needs of the school dictate, and as outlined in the current Schoolteacher's Pay and Conditions documentation.

Bishop Thomas Grant School is a Catholic school and all teachers are expected to have an understanding of the aims and objectives of the Catholic school and to play an active part in implementing the mission of the school and support in the development of its distinctive ethos.

The post holder, as Head of Department will carry out the following:

1. Maintain good order and discipline within the given curriculum area.
2. Oversee the given curriculum suite and ensure that Health and Safety regulations are adhered to.
3. Line manage a group of teachers within the curriculum area and meet with the individual teachers, once per half term.
4. Manage the performance of staff within the curriculum area in accordance with the school's Performance Management Policy.
5. Organise and chair departmental meetings at the frequency detailed in the school calendar.
6. Produce an annually reviewed DDP (Departmental Development Plan) which accurately reflects the SDP (School Development Plan).
7. Lead, initiate, monitor and evaluate all curricular developments, both subject specific and whole school.
8. Effectively manage the CPD and subject specific teaching and learning needs which arise from all school based, local and national initiatives.
9. Produce detailed schemes of work and differentiated teaching programmes which include subject specific targets and strategies and which seek to address the needs of all students identified as having SEND, EAL and G&T needs.
10. Liaise and collaborate with the Co-ordinators of SEND, EAL and G&T to ensure the targets set out in students' IEPs are fully met by all departmental staff.
11. Establish, implement, monitor and evaluate departmental policies and action plans which incorporate national, local and school based initiatives.
12. Ensure parents/carers, students and relevant support staff are aware of the aims and objectives of schemes of work.
13. Monitor the delivery of the given subject specific curriculum through classroom observations, work sampling (homework and class work) and student interviews so as to evaluate the quality of teaching and learning.
14. Arrange assessments of students' progress and inform parents/carers/students setting appropriate subject specific targets, thereby ensuring ATL students attain their full potential within the given curriculum area.
15. Ensure that relevant and sufficiently differentiated and demanding homework is set regularly, is marked in line with the school's homework and marking policies and record homework on the school's online homework calendar.
16. Collate public examination entries and liaise with the Examinations Officer and Headteacher accordingly.
17. Set individual end of Key Stage summative student targets and departmental targets for the forthcoming academic year.
18. Designate members of the department to act as 'Link Teachers' for EAL, SEND, G & T and facilitate attendance at cross-curricular meetings.
19. Assist the EAL Co-ordinator in the planning and delivery of appropriate induction programmes within your given curriculum area for all new EAL entrants to the school.
20. Liaise and collaborate with the SENCO, EAL Co-ordinator, G&T Co-ordinator and support staff as necessary.
21. Liaise with other Heads of Departments to ensure effective cross-curricular delivery of key skills, themes and issues.
22. Assist the Tutor in the care and supervision of newly qualified teachers.
23. Identify departmental and individual CPD needs and ensure these are met within the school's capabilities.
24. Identify resource needs and frame bids for resources for the given curriculum area.
25. Effectively manage departmental budget and resources and comply with the school's Financial Management Policy and Procedures.
26. Ensure class teachers use student performance data effectively to improve learning, set challenging targets, track progress and identify underachievement (e.g. PAT/ASP)
27. Effectively implement Assessment for Learning (AFL) within the given curriculum area.
28. Lead the staff you manage in developing students' skills in peer and self-assessment.
29. Liaise as necessary with outside agencies, e.g. sports centres, for the provision of additional off-site facilities.
30. Co-ordinate arrangements for transport of pupils to off-site centres.
31. Arrange inter-school sports fixtures and co-ordinating staffing arrangements in this respect.
32. Co-ordinate arrangements for extra-curricular sporting activities.
33. Provide the Headteacher and Governors of the Curriculum Committee with detailed termly departmental reports.
34. Work to support the Catholic Ethos of the School.
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