|  |  |
| --- | --- |
| Job title: | **2 IC - PE** |
| Reports to: | **Head of PE** |
| Department: | **PE** |
| Grade/salary scale: | TLR 1 (core subject)/TLR 2 (non-core subject) |
|  | **job purpose**  |
|  |  |
|  | * To be accountable for student achievement in a key stage within the faculty
 |
|  | * To support the management of PE teachers to ensure they deliver consistently good or better lessons enabling students to make expected progress.
 |
|  | * To support the development and leadership of an exciting curriculum enabling the highest level of pupil progress and attainment.
 |
|  | * Support the Head of Faculty in the efficient and effective deployment of staff and resources.
 |
|  | * Use accommodation to provide a safe, creative and inspiring learning environment ensuring all risks are properly assessed.
 |
|  | * To interact on a professional level to contribute to the wider development of the Academy.
 |
|  | **key responsibilities** |
|  | **leadership and management** |
|  |  |
|  | * To contribute positively at all times to the ethos, well-being and further development of the Academy.
 |
|  | * To ensure that relevant policies are put into practice in the faculty and around the Academy.
 |
|  | * To deputise for the Head of PE when required having overall responsibility for all matters relating to the faculty and the subjects taught.
 |
|  | * Monitor learning in PE through classroom observations, learning walks, work scrutiny and analysis of student tracking and in turn develop strategies for improvement in the teaching and learning
 |
|  | * To line manage colleagues within the curriculum area as required, including performance reviews, appropriate professional development activities, routine organisation and deployment, strategic team building and capacity enhancing activities.
 |
|  | * To provide inset training to colleagues within the curriculum area and across the Academy
 |
|  | * To support the Academy NQT and professional development programme.
 |
|  | * To have good knowledge of performance data systems to effectively track student progress and evaluate exam performance
 |
|  | * When required to arrange and lead regular faculty meetings with appropriate agendas and documentation.
 |
|  | * To produce documentation and reports as required for SLT.
 |
|  | **teaching and learning** |
|  |  |
|  | * Develop a curriculum and schemes of work for all year groups, including Post 16, in line with National Curriculum requirements that are inspiring for learners and teachers alike.
 |
|  | * Set regular, measurable and significant assessments for the students that are effectively moderated.
 |
|  | * Maintain accurate pupil data that can be used to make teaching more effective
 |
|  | * To ensure effective transition between all phases of education
 |

|  |  |
| --- | --- |
|  | **teaching and learning** |
|  | * To produce and contribute to oral and written assessments, reports and references relating to individual and groups of students.
 |
|  | * Develop appropriate strategies to target the achievement and progress made by SEN students
 |
|  | * Keep up to date with the specialist subject and developments and how they can be applied to learning
 |
|  | * Develop cross-curricular links with other departments as appropriate
 |
|  | * To be an excellent role model in the classroom
 |
|  | * Promote teaching to encourage students to use a range of learning styles and thinking skills
 |
|  | * Ensure that schemes of work are suitably differentiated to meet the needs of individual students
 |
|  | * Ensure that students experience effective teaching and that work is challenging, differentiated and regularly assessed
 |
|  | * Coordinate the setting and marking of tests and examinations
 |
|  | * Ensure that practice in relation to controlled assessments is fit for purpose and adheres to all necessary requirements
 |
|  | **students** |
|  |  |
|  | * To maintain good standards of student behaviour and to offer appropriate advice or develop appropriate strategies for colleagues who are experiencing problems.
 |
|  | * To ensure that the department is properly represented on consultation and open evenings.
 |
|  | * To report and advise on the work, progress and effort of individual students
 |
|  | * Ensure pupils in Year 11 and Post 16 are properly prepared for relevant external examinations
 |
|  | * To respond to concerns of individual students
 |
|  | * Be aware of the educational, physical, social and psychological needs of members of the academy community and develop plans for meeting these needs
 |
|  | * Establish fair, respectful, supportive and constructive relationships with students
 |
|  | * To keep the relevant Head of Year informed of issues which might affect student welfare or achievement
 |
|  |  |
|  | The above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only. |
|  | **All employees working with children and young people have a responsibility for safeguarding and promoting their welfare** |
|  |  |