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| 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** |
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|  | * 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** |
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|  | * 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** |
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|  | * 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 |

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|  | **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** |
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|  | * 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 |
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|  | 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** |
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