

JOB DESCRIPTION

NLCS Jeju believes that each employee makes a significant contribution to our success and that contributions should not be limited by the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee, nor NLCS Jeju, to only the work identified. It is the expectation of the school, that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organisation.

Our School is committed to safeguarding and promoting the welfare of children and young people. The School expects all teaching staff, non-teaching staff and volunteers to share and uphold this commitment.

Position/Job Title	Head of PE (Junior School)
Classification	Academic
Reporting to	Assistant Head – Teaching and Learning Vice Principal – Head of Junior School
Duties and Responsibilities	<p>To provide high quality leadership and management of the PE curriculum throughout the Junior School. To inspire children to love all elements of PE, to enjoy the challenge posed by physical activities and development and understand the importance of these areas in our daily lives.</p> <p>Departmental Leadership: Curriculum</p> <ul style="list-style-type: none">• Inspire children, teachers and parents.• Instill a love of subject.• Lead the subject with vision and clarity of goals to be achieved.• Develop PE as a discrete subject.• To prepare or delegate if appropriate, the schemes of work for the department (to include class teachers and specialist PE teachers) and to ensure that they are carried out.• To prepare the departmental handbook and to ensure that its guidelines are followed.• Be familiar with all aspects of the PE curriculum, subjecting it to regular review and upgrading with reference to the EYFS and National Curriculum where appropriate.• Ensure the curriculum reflects the opportunities that the specialist facilities provide.• To ensure effective teaching methodologies to suit a variety of learning styles.• To ensure pupils are correctly prepared for the senior school PE curriculum.• To coordinate and ensure effective progression from EYFS to Year 6.• To monitor the curriculum delivery and effectiveness of teaching in your subject area.• To lead training on and awareness of curriculum innovation.• To identify, track and provide appropriate learning experiences for the highly able and gifted across the department.• To identify, track and provide appropriate learning experiences for pupils with

special needs or learning difficulties across the department.

- To promote creativity within the staff who are teaching the PE curriculum as well as in the pupils who are receiving it.
- To prepare assemblies to promote your subject area.
- To ensure that your subject is represented in the CCA programme.
- Plan educational visits and invite guest speakers into the school to enrich and diversify the curriculum.
- Enter children in sporting competitions and festivals as appropriate.
- To make regular assessments of pupils' attainment and progress and ensure consistency across the department.
- To maintain and update manual and compute records of pupils' marks and progress.
- To keep abreast of data relating to pupils and to analyse trends in performance.
- To use data management to improve teaching and learning.
- To maximise the opportunity for relevant extra-curricular experiences.
- To ensure the appropriate risk assessments are in place and regularly reviewed and that best practice is applied to Health and Safety in all aspects of the curriculum.

Department Leadership: Staff

- To be a role model to the team.
- To organise teaching allocations for PE specialists and advise the Head of Junior School on staffing requirements.
- To support new members of staff in the department.
- To organise and hold departmental meetings and produce minutes.
- To circulate minutes to appropriate SLT and department colleagues.
- To prepare materials for the appointment of new staff and input in to the interview and recruitment process where this is appropriate.
- To create opportunities for discussion and professional development.
- To ensure all legal requirements regarding personnel issues and health and safety at work are met.
- To review policies regularly.
- To update sections of the staff handbook and department handbook as required.
- To ensure staff have opportunities for INSET training.

Departmental Leadership: Communication

- To liaise with Assistant Head Teaching and Learning, other Junior School HoDs, EYFS teachers, the senior school PE department and the Director of Sport.
- To liaise with parents.
- To promote and maintain a high-profile department.
- To ensure that events are properly planned, promoted and celebrated.
- To ensure the department pages on the website are up to date, that forthcoming events are promoted on the website and written about afterwards to celebrate all that has been enjoyed and achieved.
- To read the parent newsletter, the week ahead and the calendar.

Departmental Leadership: Budget

- To know the department budget and manage it effectively.
- To ensure fair/adequate distribution of resources.
- To obtain authorisation for expenditure.

	<p>Departmental Leadership: Planning</p> <ul style="list-style-type: none">• To prepare an annual Departmental Action Plan. <p>Fulfill all aspects of the Junior School Teacher Job Description.</p>
Last JD Review	November 2017