

**JOB DESCRIPTION**

*The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.*

**Responsible to:** the Deputy Head

**Overall Responsibility**

- For the standard of the teaching and learning process in the PE Department within the overall aims of the School;
- To provide leadership in the development and management of all aspects of the teaching and learning process in the PE Department in line with the School's overall aims, objectives and strategic plans;
- To secure better learning and progress through improving the quality of teaching within the PE Department;
- To support members of the PE Department in all appropriate ways;
- To act as a role model for the dissemination of good teaching practice in PE;
- To promote teamwork and to motivate staff to ensure effective working relations;
- To teach pupils according to their educational needs and abilities;
- To encourage and develop potential PE and PE-related university candidates;
- To develop and promote PE throughout the School;
- To directly line manage members of the Department, as well as establishing clear expectations and constructive working relationships among staff within the PE Department through collaboration and mutual support;
- To take responsibility for running extra-curricular activities throughout the academic year:
- To prepare students for competitions and fixtures:
- To organise competitions and fixtures:
- To support fully the School's aim to provide a relevant and stimulating syllabus that will engage and motivate girls.
- Teach PE in the Junior Department when required;
- Liaise with the Junior Department on whole school PE Curriculum.

**Specific Responsibilities**

**Curriculum**

- To monitor actively and respond to curriculum developments and initiatives;
- Plan, implement and review schemes of work in PE:
- Ensure that the PE Department is represented in all matters within School relating to the curriculum;
- Oversee the writing of curriculum statement for reports;
- Provide information on GCSE and A Level specifications for the GCSE and A Level options booklets;
- Attend GCSE and A Level Information Evenings for Years 9 and 11;
- Contribute to Open Days and Open Morning/Evening marketing initiatives;
- Develop the use of ICT within the PE Department;
- Implement cross-curricular and other School policies currently in force;
- Professionally develop members of the PE Department;

## **Assessment and Monitoring**

- To identify and share good practice within the department;
- Define and establish a common marking policy across the department in line with the School's policy;
- Implement an agreed policy for monitoring, assessing and reporting pupil progress within the framework of the School's policy;
- Conduct departmental work scrutinies on a half-term basis;
- Monitor pupils' progress regularly;
- Ensure appropriate arrangements are made for testing and reporting;
- Organise the systematic monitoring of the quality of teaching through observation of lessons (at least termly) and debate about good practice;
- Compile all controlled assessment marks for the public examination boards;
- Analyse and interpret internal and external examination results and test data (INCAS, MidYis, YELLIS and ALIS) to inform departmental target setting and forward planning;
- Identify and support Able, Gifted and Talented students and SEND students within the PE Department;
- Evaluate public examination results in an annual report to the Headmaster;

## **Policies and Planning**

- Produce and maintain a comprehensive PE Department Handbook in consultation with colleagues, carrying forward School aims and policies, available for all teachers and including suitable schemes of work for pupils of all ages and abilities;
- Produce the PE Departmental development plan in the context of whole School Development Plan;
- Produce the annual departmental review and evaluation and lesson observation audit.
- To keep up-to-date with national developments in PE-related practices and methodology.

## **Staff Management**

- Develop the professional expertise within the department by identifying in-service training needs and opportunities. Develop and train staff in the department, act as line-manager for Professional Development in the PE Department and, where appropriate, supervise student and newly qualified teachers;
- To mentor and coach departmental staff;
- Oversee a programme of lesson observation within the department and with other departments in School to ensure inclusive practices and best use of expertise within the department;
- Hold regular PE Departmental meetings (fortnightly), which enable all staff to contribute to planning and policy making, and ensure that records of such meetings are kept and a copy sent to the Headmaster and Deputy Head;
- Allocate additional responsibilities effectively and equitably within the department;
- Assist teachers of the subject with issues of discipline;
- Advise the Headmaster about recruiting, advertising and appointing new staff.

## **Liaison**

- Organise GCSE, AS and A2 examination entries with the Examinations

- Officer;
- Liaise with the Head, Deputy Head, Assistant Head and Examinations Officer in all matters concerned with the timetable, curriculum, assessment and internal examinations;
- Liaise with parents regarding departmental issues;
- Develop effective links with the wider community and external organisations as appropriate, such as forging links with local and national university Science Departments;
- Liaise with the ICT co-ordinator with regard to the IT needs of the PE Department.

### **Resource Management**

- Assess the resourcing needs of the department and produce an annual budget bid;
- Keep the department within the agreed budget;
- Ensure that the stock and equipment are readily available and used economically;
- Advise the librarian on the purchase of specialist books for the library.

### **Publicity**

- Promote and publicise the work and achievements of the PE Department by liaising with the Marketing Manager on a regular basis providing stories for Twitter and the School website;
- Oversee the programme of extra-curricular activities, trips and visits offered by the PE Department.
- To organise and run a biennial whole school ski trip.

### **Health and Safety**

- Regularly renew and update the Health and Safety policies and procedures of the PE Department;
- Carry out risk assessments in line with the School's Health and Safety policy;
- Oversee arrangements for the safety of pupils and staff in school and on visits and excursions.

### **Other Responsibilities**

Any other duties delegated by the Headmaster.

### **Additional Responsibilities**

- Carry out the duties of a Form Tutor as required;
- Carry out the duties of a Subject Teacher;
- Carry out a share of supervisory duties in accordance with published schedules.