**Job Description**

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| Establishment: **Arnold Hill Academy** |
| Post Title: **Head of Physical Education** |
| Grade/Pay Range: **Main Scale plus TLR1c** |
| Hours/weeks: **Full Time** |
| Reporting to: **Assistant Head Teacher** |
| Department/Team: **Physical Education** |

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| **Overall Purpose of Post**  This role is for a Head of the Physical Education faculty. The ideal candidate will be able to lead a dynamic and forward thinking team who are focused on developing exciting and engaging learning experiences for students across the 11-18 age range.  **Applicable Contract Terms and Duties**  This job description is to be performed in accordance with the provisions of the School Teachers’ Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the post holder’s title and salary grade. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales (the ‘Burgundy Book’) and to locally agreed conditions of employment to the extent that they are incorporated in the post holder’s individual contract of employment. Copies of the relevant documents are available for inspection at the academy.  **Relationships**  The post holder is responsible to the Head Teacher in all matters, and to the Assistant Head Teacher in respect of curricular matters and the Head of Year in pastoral matters.  The post holder also interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them and to promote mutual understanding of the curriculum with the aim of improving the quality of teaching and learning in the academy.  **Particular Responsibilities** Leaders on TLR 1 provide leadership and direction for a group of disciplines and ensure that they are managed and organised to complement the aims of the academy. You have responsibility securing high standards in learning and teaching in your curriculum areas as well as playing a major role in developing academy policy and practice. You are pivotal in supporting, guiding, motivating, improving the quality of educational provision and raising standards of achievement within the academy. You will help to set a climate for learning and create an ethos in which every child matters and is helped to be successful. You will promote innovation, and ensure teaching methods optimise student performance. There is a close link between the quality of teaching and student achievement and between the quality of leadership and the quality of teaching. Your leadership lies at the heart of academy improvement and will have a significant role in contributing to raising achievement. Therefore the overall responsibility of the role is:  * To lead the successful delivery of PE across the academy * To inspire and enthuse members of the team, with a clear vision for the future direction of the PE Department * To develop an innovative and progressive curriculum in PE * To undertake regular audits and quality assurance checks within PE to ensure that the highest standards are being achieved in all aspects of the department’s work. * To monitor standards of teaching and learning within the department and implement strategies for sustained improvement * To oversee and support the professional development of all staff within the department through training and sharing of good practice opportunities * To attend, as appropriate, SLT meetings * To safeguard young people by ensuring that all aspects of Health and Safety are adhered to in lessons and preparation areas * To lead the development of differentiated schemes of work at KS3, KS4 and at Post-16 so that every young person makes progress in their learning * To keep up-to-date about subject development and to take part in relevant CPD for this purpose, disseminating to other staff where appropriate * To lead the department’s strategic planning and self-evaluation processes * To provide regular reports on student performance based on internal assessment data as well as externally verified examination results and to plan effective interventions as appropriate * To promote and lead on the delivery of all extra-curricular activities * To act as a role model to others, demonstrating high standards of professionalism in all aspects of leadership * To co-ordinate the resources of the Faculty, giving support and guidance to relevant staff * To complete all administrative tasks in a timely and accurate manner * To ensure that appropriate arrangements are made for examination entries and statutory requirements * To contribute to wider whole academy policy making as appropriate   ***Specific tasks related to this post:***  **Leadership and Management**   * To design an appropriate and progressive curriculum in PE that reflects the ethos of the academy and meets the needs of all students * To make sure that teaching and learning meets the needs of all students including those with additional needs, for example those with a low skill base, hearing or visual impairment and the very able * To maintain an up to date knowledge of new initiatives and incorporate elements into the PE strategy as appropriate * To ensure that all statutory requirements of the National Curriculum are met including the promotion of SMSC * To review, evaluate and improve the design and delivery of the PE curriculum on an ongoing basis * To incorporate assessment into all aspects of curriculum planning   **Learning**   * Plan and update schemes of work, examination and academy policy requirements * Identify and promote key skills within the subject and link this with other curriculum areas * Develop the role of subject specific ICT throughout KS3, KS4 and Post 16 * Liaise with industrial and community groups as appropriate * To lead curriculum development for the whole faculty * To keep up to date with national developments in the subject area and teaching practice and methodology * To actively monitor and respond to curriculum development and initiatives at national, regional and local levels * Promote inclusion to ensure the faculty provides successfully for those who find academy or learning difficult   **Assessment and Student Performance**   * Determine and implement any appeals at A level. Ensure that staff are aware of key messages from the Examiner’s Report. Lead on the organisation of the course e.g. advising on suitability of coursework assignments, confidential reports, etc. * Update, implement and monitor the policies for Assessment and Target Setting in line with whole academy requirements * Update and monitor policy and procedures for recording, rewarding and accrediting student learning and achievement in line with whole academy requirements * Organise and evaluate the reporting to parents in line with whole academy requirements * Lead and manage the policy of inclusive learning, ensuring that Individual Education Programmes and strategies are implemented in order to meet individual need * Ensure the academy and faculty policy on Assessment, Marking and Target Setting is put into practice   **Staffing and Resources**   * Manage the use of support staff and liaise with Inclusive Learning to ensure that materials are available and used effectively * Monitor and implement the financial plan for the Faculty * Responsibility for the efficient use of delegated resources * To work with the Assistant Head CPD to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs * To be responsible for the efficient and effective deployment of the Department's technicians/support staff * To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated department * To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the department * To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with academy procedures * To promote teamwork and to motivate staff to ensure effective working relations * To participate in the academy’s ITT programme * To be responsible for the day-to-day management of staff within the designated department and act as a positive role model   **Pastoral**   * To monitor and support the overall progress and development of students within the department * To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary * To act as a Form Tutor and/or contribute to a year team and to carry out the duties associated with that role as outlined in the generic job description * To contribute to SMSC according to academy policy * To ensure the BfL system is implemented in the department so that effective learning can take place   **Whole Academy**   * Membership of Curriculum Leaders, participate in meetings and conferences to monitor, evaluate and develop whole academy issues * Contribute to the celebration of the subject area through assemblies, newsletters, etc. * Liaise with the Coordinator for specialist status in order to promote partnerships, and enhance lifelong learning * Organise the Faculty’s contribution to the Open Evening including writing entries for the prospectus * Ensure a strong sense of partnership and good communication with parents     ***Other professional requirements***   * have a working knowledge of teachers' professional duties and legal liabilities * operate at all times within the stated policies and practices of the academy * establish effective working relationships and set a good example through their presentation and personal and professional conduct * endeavour to give every child the opportunity to reach their potential and meet high expectations * contribute to the corporate life of the academy through appropriate participation in meetings and management systems necessary to coordinate the management of the academy * take responsibility for their own professional development and duties in relation to academy policies and practices * liaise effectively with parents and governors   **Other duties**  Undertaking any other duties, which may reasonably be regarded as within the nature and the responsibilities/grade of the post, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.  The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:  **General**   * Work in a professional manner and with integrity and maintain confidentiality of records and information. * Maintain up to date knowledge in line with national changes and legislation as appropriate to the role. * Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding. * Participate in the Trust Appraisal process and undertake professional development as required. * Adhere to all internal and external deadlines. * Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role. * These above mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.   **Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.** |
| Name of Postholder: |
| Signature: |
| Date: |

**Person Specification – Head of Physical Education**

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| *Attributes* | Essential | Desirable |
| *Qualifications &*  *Training* | * Degree in a related subject * DfE recognised teaching qualification such as a PGCE or equivalent | * Successful experience in middle leadership in the secondary sector with a clear record of improving learning and raising student achievement |
| *Professional*  *Knowledge* | * Knowledge of the Secondary Curriculum * A working knowledge of ICT in a classroom environment | * Knowledge of recent initiatives and issues in education * Using ICT as a curriculum tool to improve standards |
| *Teaching Skills* | * The ability to inspire, motivate and challenge students * The ability to plan and teach well-structured lessons which achieve outcomes which are at least good and are often outstanding * The ability to meet targets for the students in your assigned classes * The ability to communicate effectively with students, parents and colleagues showing respect for others and professionalism at all   times   * The ability to adapt teaching to respond to the strengths and needs of all students |  |
|  | * Experience of managing change in learning and teaching and raising student achievement. * The ability to create, develop and apply vision in the Faculty. * The ability to identify, challenge and improve underperformance * The ability to initiate and successfully implement change including raising achievement * The ability to lead improvement and development in learning and teaching on a department level. * The ability to promote an 11 – 19 curriculum which meets students’ needs and national priorities * The ability to use data to support learning, set targets and monitor and evaluate performance * Success in improving behaviour. | * Experience of managing change in learning and teaching and raising student achievement. * Experience of department self-evaluation and using the outcomes in future planning |
| *Professional*  *Attributes* | * Positive values, attitudes and high standards of behaviour in a professional role * A genuine commitment to high quality teaching * A commitment to equal opportunities and inclusion |  |
| *Personal Skills* | * A willingness to continually develop as a professional * An open-minded attitude, willing to try new ideas and strategies * A willingness to contribute regularly to our extensive extra-curricular activities programme |  |