



## **Job Description & Person Specification**

Head of Boys PE




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**Job Title** : Head of Boys PE  
**Scale** : Teachers Pay Scale + TLR

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### Job Purpose

- To facilitate and encourage learning which enables students to achieve high standards; to share and support the corporate responsibility for the well-being, education and discipline of all students.
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### Reporting Arrangements

Reports to : Subject Leader and Trust Director where appropriate.  
 Accountable for : N/A

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### Main Responsibilities

- Prepare and teach lessons of a high quality to students assigned to them:
  - Follow designated programmes of study;
  - Carrying out necessary assessments;
  - Providing information/comments for records;
  - Monitoring students in accordance with agreed departmental strategies.
- Maintain discipline in accordance with school policies and demonstrate good practice in the classes taught with regard to attendance, appearance, uniform, punctuality, behaviour, homework etc.
- Contribute to the corporate tasks of development, record keeping, monitoring, evaluation of lessons and maintenance of materials.
- Work closely with and consult those teachers who are also responsible for similar curriculum areas, ensuring continuity and progression for students.
- Engage with continuous self-professional development in relevant areas.
- Focus systematically on teaching and learning:
  - Establish link between improvements in teaching and learning and high standards in KS3;
  - Identify appropriate courses and drive course and curriculum development, with a specific focus of BTEC Sport;
  - Contribute to the ordering, distribution, control and maintenance of departmental stock and equipment;
  - Impact on educational progress beyond the teacher's assigned pupils;
  - Have accountability for the learning, managing and developing a curriculum area of pupil development across the curriculum.
- Base improvement activity on evidence about relative performance:
  - Use the quality assurance process to identify strengths and weaknesses in performance;
  - Take responsibility for the maintenance of good order in departmental lessons and to liaise with pastoral and other staff;
  - Use pupil data to plan for improvement in individual pupil performance, class performance and performance of targeted groups – e.g. boys / girls / borderlines.

- Build collective collaboration and develop leadership:
  - Consult and negotiate over responsibilities within the department;
  - Participate in appropriate subject leader training to improve leadership and management expertise;
  - Encourage the development of the varied ICT opportunities available to the school.
- Involve collaboration with other organisations and take up opportunities to join networks.
- Create time for staff to work together:
  - Contribute to in-service, CPD and professional learning meetings;
  - Promote collaborative working and support colleagues developing work in planning, teaching and evaluating lessons;
  - Manage meetings to ensure collaborative time for work on teaching and learning;
  - Lead, develop and enhance the teaching practice of others.
- Embed the improvement in the school's systems and practices:
  - Collaborate on the Departmental Development Plan to ensure it delivers the requirements of the School Development Plan and is regularly monitored and reviewed;
  - Ensure that lines of communication within and outside of the department are efficient and effective;
  - Assist in the management of the reward system that we operate;
  - Develop and promote elective / extra-curricular links and activities.
- Deputise for the Subject Leader in their absence.
- Co-ordinate the delivery of exam subjects, leading on the BTEC Sport program.
- Specific responsibility for all aspects of Boys PE.
- Co-ordinate the elective programme for Boys PE.
- To carry out all necessary Teaching Responsibilities as per The Teachers Standards.

### **Trust Responsibilities**

- Adhere to all Trust policies and procedures.
- Take responsibility for promoting and safeguarding the welfare of all pupils.
- All staff are expected to be committed to the Equal Opportunities Policy, to work positively and inclusively with colleagues so that the Trust provides a workplace and delivers services that do not discriminate against people on the grounds of their age, gender, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.
- Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities).
- Travel between different sites of the Laurus Trust as required.
- Actively participate in performance reviews at regular intervals in accordance with Trust procedures.
- Undertake training courses organised by the Trust where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements.
- Refrain from smoking in any areas of Trust premises.
- Behave in a manner that ensures the security of property and resources.
- All staff are expected to demonstrate consistently high standards of personal and professional conduct as defined in The Laurus Trust Code of Conduct Policy.

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### **Safeguarding**

The Laurus Trust and its affiliated schools are committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education and The Education Act, we expect all staff and volunteers to share this commitment.

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## Core Behaviours

As your sphere of influence grows, so grows your responsibility for stewardship of these guiding principles and qualities:

- Show unswerving commitment to the shared vision and values – *badge on shirt*.
- Demonstrate impeccable standards of competency within areas of expertise - *focus on learning*.
- Have a sense of urgency for sustainable results - *does whatever it takes*.
- Challenge the status quo - *eye on the horizon*.
- Strive for autonomy whilst securing accountability - *develops agency in others*.
- Focus on team over self - *demonstrates self-sacrificial leadership*.
- Commit to continuous improvement for self and others - *recognises that better is possible*.
- Build trust through clear communication and expectations - *develops commitment to the vision in others*.

# Person Specification

Attributes	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Good Honours Degree 2.2 and above</li> </ul>	
Knowledge and Experience	<ul style="list-style-type: none"> <li>• Experience of teaching the relevant subject at KS3 and KS4</li> <li>• Experience of teaching BTEC Sport at KS4 level.</li> <li>• Experience of teaching the relevant subject at KS3 or KS4</li> <li>• Knowledge and understanding of subject area(s)</li> <li>• Principles and practices of monitoring/assessments/evaluations</li> <li>• The application of technology to learning and teaching in subject area(s)</li> <li>• Able to demonstrate high expectations of pupil behaviour and establishment of a clear framework to promote self control and independent learning</li> <li>• Principles and practices of effective teaching and learning</li> <li>• Evidence of setting and assessing clear objectives</li> <li>• Preparation of schemes of work and lessons</li> <li>• Strong IT Skills including Microsoft PowerPoint, Excel, Word and Outlook</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of teaching at KS5</li> <li>• Knowledge of formative assessment techniques</li> <li>• The ability to lead on subject specific Professional Learning in an area of expertise</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Confident and innovative teaching</li> <li>• Enthusiastic and able to engender enthusiasm in others</li> <li>• Excellent planning and organisational skills</li> <li>• Ability to work as a member of a team</li> <li>• Effective communication skills</li> </ul>	
Other Qualities	<ul style="list-style-type: none"> <li>• Professional approach</li> <li>• Commitment to an inclusive ethos with the view that "Every Child Matters and Can Achieve"</li> <li>• Flexible</li> <li>• Approachable</li> <li>• Initiative</li> <li>• Energy, optimism and enthusiasm</li> <li>• Commitment to safeguarding and promoting the welfare of children</li> </ul>	<ul style="list-style-type: none"> <li>• Full driving licence</li> </ul>