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| **JOB TITLE** | Subject Leader PE | | |
| **SALARY** | MPS/UPS + TLR 2a | Full-time-contract | Permanent |
| **RESPONSIBLE TO:** | SLT and Head teacher | | |

Main purposes of the job

To line manage the PE department providing high quality leadership and to ensure PE is well managed and organised in a way that meets the aims and objectives of the school.

To lead and manage all aspects of the PE department and provide an effective and efficient teaching service ensuring that the quality of teaching and learning within the department is outstanding and to lead on the teaching and learning work within the key stage area of responsibility

Main Duties and Responsibilities:

Additional expectations beyond those of classroom teaching:

TEACHING LEARNING AND ASSESMENT

* To oversee the planning and preparation of all teachers within the Department, providing support and guidance where necessary
* To ensure that all lessons have good pace and a level of challenge that enables all students to make good progress
* Work with the PE team to continually improve the standard of Teaching and Learning in the Department
* Develop good practice in assessment within the department
* To manage the resources of the Department efficiently to maximise the potential for making lessons stimulating and varied
* To have overall responsibility for the learning and progress of every child’s learning in the department
* To use prior attainment and predictive data to set targets for student progress in KS3, 4 and 5 where appropriate.
* To set targets for department results at KS3, 4 and 5
* To identify individuals and groups who are making insufficient progress, and organise interventions which will help put their learning back on track
* To monitor the progress of particular groups of children (e.g. pupil premium, ethnicity, LAC, SEND, HAP)
* To take overall responsibility for public examination entry, coursework or equivalent practical assessments and preparation
* To use data and information from Primary colleagues to prepare for the smooth transition of students from KS2 to 3
* To be responsible for fostering an ethos of aspiration and challenge within the Department
* To take a lead role in Quality Assurance within the Department, including lesson observation, work scrutiny and learning walks
* To recruit students from KS3 to take up courses offered by the Department at KS4
* To recruit students from KS4 to take up courses offered by the Department at KS5, including promoting the offer externally

CURRICULUM

* Select appropriate programmes of study and exam board syllabi for the courses within the department
* Ensure that curriculum plans are differentiated to meet the needs of all students
* Use sound assessment practice to track progress throughout KS3, 4 and 5
* To develop curriculum models to ensure that students make progress and levels of engagement and enjoyment remain high amongst all students.
* To promote and embed aspects of fair play, respect and leadership across all key stages.

Leadership and Management

* Review progress towards targets and outcomes laid out in the Department Improvement Plan (SESAP) and to amend/update the plan accordingly
* To be responsible for department’s performance management in accordance with school policy
* To have overview of each staff members CPD needs and to take responsibility for helping each colleague to fulfil these
* To promote strong working relationships between all colleagues, and to facilitate positive relationships between students and staff in the Department
* To Line Manage all members of the department, including the PE technician, chair PE Department meetings and be an active middle leader at whole school and staff meetings.
* To lead on promoting health and safety of all teaching areas and ensure that all members of the department are aware of any medical conditions of students.
* To promote healthy lifestyles with all students.

I, …………………………………………………….., accept this job description, which is subject to annual review, as an accurate description of the post stated.

Signed (Post Holder):………………………………………….. Date: ……………..…………..

Signed (Senior Manager): ……………………………………..…………….….. Date: ………………

**Person Specification**

**Subject Leader PE**

**Qualifications and Professional Development**

* Qualified teacher status (E)
* Good honours degree in relevant subject ( E)
* Record of excellent classroom practice (E)
* Evidence of continuing professional development relating to leadership and management (E)
* Evidence of further professional/educational study (D)

**Experience**

* At least 3 years successful experience of teaching including teaching students from diverse backgrounds and across a broad range of abilities (E)
* Experience of teaching widely across the age and ability range at Key Stages 3 and 4 (and Key Stage 5 desirable)
* Involvement in school self-evaluation and development planning (E )
* Evidence of the successful impact of working with students with special educational needs (D)
* Ability to develop and sustain positive relationships with parents/carers, staff and students (E )
* Evidence of leadership and management qualities that demonstrate the ability to be both a successful leader and member of a team (E )
* Record of participation in activities beyond own classroom designed to have an impact on students’ progress either at subject or year level, such as organising extra-curricular activities or working for an exam board.( E)

**Knowledge, Skills and Abilities**

* An ability to create resources for teaching and engaging students in their learning(E )
* Ability to coach colleagues on their daily practice in planning, teaching and assessment ( E)
* A confident grasp of strategies to differentiate and personalise learning ( E)
* Ability to project a positive image of the department across the school community to students, colleagues and parents ( E)
* Ability to lead and manage a team of colleagues (E )
* Excellent inter-personal skills (E )
* Ability to contribute effectively to the Teaching and Learning team (E)
* An ability to communicate a vision and inspire others (E )
* An ability to build effective working relationships ( E)

**Personal and Professional Qualities**

* A commitment to getting the best outcomes for all students and promoting the ethos and values of the school (E )
* An ability to work under pressure and prioritise effectively ( E)
* A ‘Can do’ approach to work in school (E )
* A commitment to maintaining confidentiality at all times (E )
* A commitment to safeguarding and equality (E )