



Job Description

<i>Job Title:</i>	2 nd in Department: Physical Education (Female)
<i>Curriculum Area:</i>	Physical Education
<i>Responsible to:</i>	Head of Physical Education
<i>Responsible for:</i>	The provision of a full learning experience and support for students in Physical Education
<i>Liaising with:</i>	Principal Vice-Principals Directors of Learning Heads of Year Teaching, relevant Educational Support Staff, external agencies and parents.
<i>Duties:</i>	To carry out duties of an Academy teacher as is set out in The Pay & Conditions Document 2016 subject to any amendments due to government legislation.
<i>Purpose:</i>	<ul style="list-style-type: none">• To support the Head of Physical Education and to deputise when and where appropriate.• To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area in accordance with the aims of the Academy and the curricular policies determined by the Board of Governors, Principal.• To be responsible for leading and developing the subject areas.• To develop and enhance the teaching practice of others.• To monitor and support the overall progress and development of students within the subject area and as a Form Tutor.
<i>Working time:</i>	195 days per year. Full time.
<i>Professional development:</i>	1 full day on first day of the academic year and then 22 ½ hours CPD after or out of Academy hours.
<i>Allowance Attached to the Post:</i>	TLR 2(b)
<i>Disclosure Level:</i>	Enhanced

PPAs: 10% of a full timetable.

RESPONSIBILITIES

Operational/Strategic Planning

- 1.1 To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in the department, within the designated area.
- 1.2 The day-to-day management, control and operation of subject provision within the curricular area.
- 1.3 To assist in the monitoring and following up of student progress.
- 1.4 To follow the Academy policies and procedures e.g. Equal Opportunities, H&S, COSHH, etc.
- 1.5 To work with colleagues to formulate aims and objectives for the department which have coherence and relevance to the needs of students and to the aims and objectives of the Academy.

Curriculum Provision

- 2.1 To ensure the delivery of an appropriate, comprehensive, high-quality and cost-effective curriculum programme which complements the Academy's strategic objectives.

Curriculum Development

- 3.1 To support curriculum development within the whole curricular area with particular emphasis on the relevant subject area.
- 3.2 To keep up to date with national developments in the subject area and teaching practice and methodology.
- 3.3 To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- 3.4 To maintain accreditation with the relevant examination and validating bodies.

Human Resource Management

- 4.1 To work with Senior Leadership to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- 4.2 To contribute to Performance Management of staff within the designated subject.
- 4.3 To promote teamwork and to motivate staff to ensure effective working relationships.
- 4.4 To ensure the effective, efficient deployment of classroom support.
- 4.5 To participate in the Academy's ITT programme.

Quality Assurance

- 5.1 To ensure the effective operation of quality control systems.

- 5.2 To assist in the process of the setting of targets within the subject and to work towards their achievement.
- 5.3 To help to establish common standards of practice within the learning styles in all relevant areas of the subject.
- 5.4 To participate in the monitoring and evaluation of the curriculum in line with agreed Academy procedures including evaluation against quality standards and performance criteria.
- 5.5 To seek/implement modification and improvement where required within the relevant curriculum area.

Management Information

- 6.1 To regularly monitor and record the marking of class work and coursework, of all staff within the teaching area.
- 6.2 To ensure the maintenance of accurate and up-to-date information concerning the relevant curriculum area on the management information system.
- 6.3 To assist in the use of analysis and evaluation of performance data.
- 6.4 To help to produce reports within the quality assurance cycle.
- 6.5 To assist in the production of reports on examination performance, including the use of value-added data.
- 6.6 To ensure all examination entries are completed and given to the Examinations Officer by the stipulated dates.
- 6.7 To attend Raising Attainment meetings when necessary.

Communications

- 7.1 To ensure that all members of the subject area are familiar with its aims and objectives.
- 7.2 To ensure effective communication as appropriate with the parents of students.
- 7.3 To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.

Marketing and Liaison

- 8.1 To contribute to the Academy marketing and liaison activities e.g. the collections of material for press releases.
- 8.2 To contribute to the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Evenings and other events in partner schools and the wider community.
- 8.3 To actively promote the development of effective subject links with external agencies.

Management of Resources

- 9.1 To identify resource needs and to contribute to the efficient/effective use of physical resources.

- 9.2 To co-operate with other departments to ensure a sharing and effective usage of resources to the benefit of the Academy, curricular area and the students.
- 9.3 To effectively manage the capitation budget for the department.

Pastoral System

- 10.1 To monitor and support the overall progress and development of students within the subject area.
- 10.2 To help 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.
- 10.3 To act as Form Tutor and carry out the duties associated with the role as outlined in the generic job description.
- 10.4 To contribute to PSHE and promote British values according to Academy policy.
- 10.5 To assist in the implementation of the behaviour management policy so that effective learning can take place.

Teaching

To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

- 11.1 To teach, students according to their educational needs, including the setting and marking of all class work and coursework carried out by students in the Academy and elsewhere.
- 11.2 To assess record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- 11.3 To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- 11.4 To ensure that Literacy and Numeracy are reflected in the teaching/learning experience of students.
- 11.5 To undertake a designated programme of teaching.
- 11.6 To ensure a high quality learning experience for students which meets internal and external quality standards.
- 11.7 To prepare and update subject materials.
- 11.8 To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- 11.9 To maintain discipline in accordance with the Academy procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- 11.10 To undertake assessment of students as requested by external examination bodies, curriculum areas and Academy procedures.
- 11.11 To mark, grade and give written/verbal and diagnostic feedback as required.

Personal Responsibilities

- 12.1 To play a full part in the life of the Academy community, to support its

- distinctive mission and ethos and to encourage staff and students to follow this example.
- 12.2 To support the Academy in meeting its legal requirements for worship.
 - 12.3 To actively promote Academy policies and procedures.
 - 12.4 To comply with the Academy's Health & Safety policy and undertake risk assessments as appropriate.
 - 12.5 To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.
 - 12.6 To undertake duties before, at break, at the end of the lunch period and after Academy on a rota basis.
 - 12.7 To attend calendared meetings punctually.
 - 12.8 To set cover work for known absences.

Specific Responsibilities

- 13.1 To have shared responsibility for the development, organisation and administration of Physical Education.
- 13.2 To keep abreast of developments within the curriculum area.
- 13.3 To resource and provide schemes of work, in line with Academy procedure, ensuring all aspects of the syllabi are covered appropriately.
- 13.4 To provide the necessary guidance and support for other teachers delivering within the curriculum area.
- 13.5 To monitor the standards of teaching and learning within the curriculum area.
- 13.6 To organise trips relevant to the curriculum area and which enhance students' understanding of the subject.
- 13.7 To ensure all risk assessments are completed within the correct time frame and up loaded onto Evolve for all trips, visits and events.

Other clauses:

- 1. The above responsibilities are subject to the general duties and responsibilities contained in the Teachers Pay and Conditions document (TPCD)
- 2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- 3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- 4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
- 5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
- 6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person Specification

Person Specification: 2nd in Department: Physical Education

<i>Essential</i>	<i>Desirable</i>
<i>Qualifications and Experience</i>	
• A good honours degree or equivalent and QTS.	• A good honours degree or equivalent and PGCE.

	<ul style="list-style-type: none"> • Evidence of further subject-based professional development.
Teaching	
<ul style="list-style-type: none"> • Evidence of good classroom practice that has secured consistently excellent levels of student achievement. • Good understanding of effective and engaging teaching methods. • The ability to engage, enthuse and motivate students. • The ability to deliver dynamic and exciting lessons. 	<ul style="list-style-type: none"> • Proven track record of outstanding teaching and learning that has led to outstanding levels of student achievement.
Raising Achievement	
<ul style="list-style-type: none"> • An understanding of the use of assessment to inform planning. • Awareness of using different measures to track student achievement in the department at all year groups e.g. using transition matrices, APS etc. • Understanding on different strategies that lead to improved student outcomes in the department. • Commitment to seeking out best practice from other schools, organisations in the UK and abroad. 	<ul style="list-style-type: none"> • Track record of using rigorous interrogation of data to secure improved student achievement. • Ability to manipulate data provided to suit the needs of the department.
Securing Accountability	
<ul style="list-style-type: none"> • Have a commitment to secure accountability. • Establish robust and rigorous processes in order to monitor the quality of teaching and learning. • Be prepared to have difficult conversations with staff. 	<ul style="list-style-type: none"> • Track record of having improved teacher performance through monitoring and intervention. • Experience of the staff appraisal process.
Developing Self and Others	
<ul style="list-style-type: none"> • Have a commitment to invest time in others and want to be succeeded. • Confident at communicating with both staff and parents. 	<ul style="list-style-type: none"> • Track record of having improved teacher performance through coaching and mentoring. • Commitment to develop own learning.
Professional Attributes	
<ul style="list-style-type: none"> • Highly motivated. • Maintain high professional standards. • Excellent communication skills. • Commitment to own professional development. 	