

Job Description

Post Title:	Teacher of Physical Education (Girls)
Purpose:	<ul style="list-style-type: none"> • To raise standards of student attainment and progress within the whole curriculum area and to monitor and support student progress. • To be accountable for student progress and development within Physical Education • To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school • To further extend extra – curricular opportunities.
Reporting to:	Head of Physical Education
MAIN (CORE) DUTIES	
Operational/ Strategic Planning	<ul style="list-style-type: none"> • To be an inspirational Physical Education teacher • To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department. • To contribute to the curriculum area and department's development plan and its implementation. • To actively monitor and follow up student progress • To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety, Accommodation Strategy, etc. • To work with colleagues to assist with formulating aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School. • To ensure that Health and Safety policies and practices, including Risk Assessments, are adhered to.
Curriculum Provision:	<ul style="list-style-type: none"> • To liaise with the Head of Department and Deputy Head i/c Teaching and Learning to ensure the delivery of an appropriate, comprehensive, high quality curriculum programme which complements the School Improvement Plan/School Evaluation. • To be accountable for the delivery of Physical Education at all levels
Curriculum Development:	<ul style="list-style-type: none"> • To assist in the process of curriculum development. • To keep up to date with national developments in the subject area and teaching practice and methodology. To ensure the continued relevance to the needs of students, examining bodies and the school's aims and strategic objectives.

<u>Staffing</u> Staff Development: Recruitment/ Deployment of Staff	<ul style="list-style-type: none"> • To take part in the school's staff development programme by participating in arrangements for further training and professional development. To continue personal development in relevant areas including subject knowledge and teaching methods. • To engage actively in the Appraisal and Quality Assurance review process. • To ensure effective deployment of classroom support. • To work as a member of a designated team and to contribute positively to effective working relations within the school.
Quality Assurance:	<ul style="list-style-type: none"> • To contribute to the process of monitoring and evaluation of the curriculum in line with school procedures, including evaluation against quality standards and performance • To seek/implement modification and improvement where required.
Management Information:	<ul style="list-style-type: none"> • To ensure the maintenance of accurate and up-to-date information and records on the management information system. • To track student progress in physical education. • To make use of analysis and evaluate performance data provided to inform teaching and learning.
Communications:	<ul style="list-style-type: none"> • To ensure effective communication/consultation as appropriate with the parents of students. • To follow agreed policies for communications in school.
Marketing and Liaison:	<ul style="list-style-type: none"> • To contribute to the School liaison and marketing activities, e.g. Open Days/Evenings/Parents' Evenings. • To actively promote the development of effective subject links with external agencies.
Management of Resources:	<ul style="list-style-type: none"> • To cooperate with other staff to ensure a sharing and effective usage of resources to benefit the School, department and the students. • To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources.
Pastoral System:	<ul style="list-style-type: none"> • To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description. • To ensure the Behaviour Management system is implemented in the department so that effective learning can take place.
Teaching:	<ul style="list-style-type: none"> • To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
Additional Duties:	<ul style="list-style-type: none"> • To offer and support extra-curricular activities • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.

Head of Personal Development – Job Description

Job Description	
Job Title: Head of Personal Development	
Salary: TLR 2b	
Reports to:	Deputy Headteacher
Responsible for:	<ul style="list-style-type: none"> • Lead on the provision of the Personal Development curriculum through the PD curriculum and the tutor programme. • Lead on statutory Relationships and Sex Education and Religious Education
<p>Responsibilities:</p> <p>Lead the provision of Personal Development through the curriculum and the tutor programme</p> <ul style="list-style-type: none"> • Maintain an overview of the PD curriculum and tutor programme to ensure that the school is meeting the needs of our students and is in line with the requirements of the Personal Development element of the Ofsted framework. • Design, implement and quality assure the schools' programme of Personal Development • Support tutors and teachers by providing the resources and support that they need to enable them to teach the Personal Development program effectively • Organise and evaluate a careers programme that encompasses the Gatsby Benchmarks • Audit the schools' Relationships and Sex Education provision to ensure that it is in line with the mandatory curriculum that came into place in September 2020. • Map the whole school Personal Development/RE provision to ensure full coverage of all aspects during Key Stage 3 and 4 through all subjects areas and the tutor programme. • Maintain the Personal Development and Careers sections of the school website so that it provides information relating to the school curriculum offer • To lead the development of a curriculum which develops responsible, respectful and active citizens who are able to play their part and become actively involved in public life as adults • To promote and deepen pupils' understanding of the fundamental British values of democracy, individual liberty, the rule of law and mutual respect and tolerance • To ensure that students are provided with high quality independent careers advice • To organise, implement and evaluate the Year 10 work experience programme <p>General responsibilities</p> <ul style="list-style-type: none"> • Participate in appropriate professional development to maintain an up-to-date working knowledge of all aspects of the Personal Development curriculum • Provide written and verbal reports to governors and the Senior Leadership Team as required • Attend Head of Department meetings • Attend Head of Year meetings as necessary in order to support and evaluate the delivery of the Personal Development curriculum. 	

Person Specification: Head of Personal Development

	Essential	Desirable
QUALIFICATIONS:		
Qualified teacher status	•	
Evidence of commitment to further professional development	•	
EXPERIENCE:		
➤ Pastoral experience in a tutor role	•	
➤ Successful experience of delivering PSHE/PD	•	
➤ Successful experience of planning resources and materials for other teachers to use		•
➤ Successful experience in leading other staff to achieve a common purpose		•
INTERVIEW AND / OR LETTER		
KNOWLEDGE, SKILLS AND ATTRIBUTES:		
Candidates should be able to show that they have:		
➤ able to motivate staff and inspire students	•	
➤ excellent communication skills for a variety of audiences	•	
➤ self-confidence, loyalty, personal impact and presence	•	
➤ a commitment to enabling all students to have access to high quality SMSC provision through discrete lessons and across the curriculum	•	
➤ good knowledge and understanding of current statutory requirements and good practice for Personal Development education in secondary schools.		•
➤ clear awareness of whole school management issues	•	
➤ the ability to relate well to students, parents, staff and governors	•	
➤ high levels of commitment, enthusiasm and motivation	•	
➤ ability to sustain and develop current mechanisms for SMSC including careers	•	
➤ high level of emotional intelligence	•	
➤ able to establish priorities and work under pressure	•	
➤ the ability to keep things in perspective	•	

In addition to the above, you will also be expected to demonstrate how you meet the following general criteria:

Committed to safeguarding and promoting the welfare of children

Ability to relate well to children and young people

Ability to work effectively in a team and relate to all people

Ability to stay focused whilst being able to problem solve and use own initiative as appropriate

Ability to organise, prioritise and complete tasks efficiently and effectively

Ability to communicate effectively and to impart clearly knowledge for the benefit of others

Flexible, adaptable and professional approach to work

Openness to new ideas

Punctual, reliable and an ability to keep to deadlines

Ability to maintain confidentiality