



## Job Description



**NAME:**

**Salary:** TLR 2b

**1.0 JOB TITLE:** Head of PE (performing Arts)

**2.0 JOB PURPOSE:**

- 2.1 To raise standards of student attainment and achievement within PE/Performing Arts and to monitor and support student progress.
- 2.2 To be responsible for leading, managing and developing the curriculum area in PE/Performing Arts
- 2.3 To develop and enhance the teaching practice of all within the department of PE/Performing Arts
- 2.4 To effectively manage and deploy teaching and support staff, financial and physical resources within the department.
- 2.5 To support the needs of the whole School by developing a positive ethos and contributing effectively to the School Improvement Plan.
- 2.6 To contribute to improving Learning and Teaching across the school.

**3.0 PROFESSIONAL DUTIES**

To undertake the following specific responsibilities relevant to the role:

- 3.1 To undertake the duties and responsibilities of a classroom teacher as required by the Head teacher (see extract from School Teachers' Pay and Conditions Document detailed in the School Handbook).
- 3.2 To establish a faculty ethos that is positive and dedicated to success.
- 3.3 To actively lead the monitoring and follow-up of student learning and progress in PE/Performing Arts at all key stages.
- 3.4 To liaise with the middle leaders to ensure the delivery of a high quality and cost effective curriculum programme which complements the School Development Plan and is reviewed in line with the school Self Evaluation Process.
- 3.5 To be accountable for the development and delivery of PE/Performing Arts.
- 3.6 To lead curriculum development for the whole faculty.
- 3.7 To keep up-to-date with local and national developments in PE/Performing Arts and teaching practice and methodology.

- 3.8 To ensure staff development needs are identified and that appropriate CPD is designed to meet these needs.
- 3.9 To undertake Performance Management for all PE/Performing Arts staff to monitor and evaluate the quality of teaching and professional development within the curriculum area.
- 3.10 To contribute to the school procedures for lesson observation.
- 3.11 To promote teamwork and to effectively motivate staff to ensure good working relations.
- 3.12 To monitor and evaluate the PE/Performing Arts curriculum area in line with school procedures.
- 3.13 To assist in the development of appropriate cross curricular themes especially equal opportunities, PSHE and Citizenship.
- 3.14 To ensure the faculty quality procedures meet the requirement of self-evaluation.
- 3.15 To analyse and evaluate performance data and then produce a review on examination data.
- 3.16 To ensure effective communication and consultation with parents and carers of students.
- 3.17 Lead the monitoring and manage assessment and marking in PE/Performing Arts, ensuring consistency and that the school's policies are implemented.
- 3.18 Act as a role model of good teaching practice to all PE/Performing Arts teachers, modelling and coaching to enhance performance of all and deliver at the highest level.
- 3.19 Monitor and evaluate students learning and attainment against the department's set targets for all students.
- 3.20 To be responsible for the efficient and effective deployment of support staff within the department.
- 3.21 Promote the use of ICT in enhancing student learning and the development of the department.
- 3.22 To participate in the school's ITT programme.
- 3.23 To ensure that Health and Safety policies and practices, including risk assessments, are in line with the school and national requirements.
- 3.24 Promote activities which enhance the PE/Performing Arts curriculum either in or out of school.
- 3.25 Encourage pupil display of work.

- 3.26 Co-ordination and promotion of extra-curricular activities within PE/Performing Arts.

#### 4.0 LINE MANAGEMENT - RESPONSIBILITY TO AND FOR

- 4.1 Required by the School Teachers' Pay and Conditions Document to carry out the professional duties of a teacher under the reasonable direction of the Headteacher of the school and Leadership Link responsible for PE/Performing Arts.
- 4.2 Responsible for the management, direction and supervision as appropriate of designated employees and other people as specified by the head teacher, including Middle Leaders, Faculty Staff, and co-ordination of extra-curricular activities.

#### 5.0 CONDITIONS OF EMPLOYMENT

The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory Orders in terms of duties and working time (including those special provisions relating to the proportion of teaching time within working time for guaranteed time specifically for assessment, planning and preparation), also any local agreements, local authority circulars and guidelines giving interpretations of teachers' conditions of employment.

#### 6.0 SPECIAL CONDITIONS

- 6.1 **Safer Recruitment:** To, at all times, accept responsibility for safeguarding and promoting the welfare of children.
- 6.2 **Handbook:** I understand that all school policies in the staff secure area are available on the school Intranet and it is my responsibility to familiarise myself with these policies.
- 6.3 A teacher on the upper pay scale shall meet the performance threshold standards as specified in the School Teachers' Pay and Conditions Document.
- 6.4 The duties required of a teacher under this job description shall be such as require the exercise of a teacher's professional skills and judgement.

#### 7.0 REVIEW AND AMENDMENT

This job description is normally subject to annual review. It may be amended at the request of the Headteacher or the post holder but only after full consultation with the post holder.