



## **POSITION: Head of Secondary PE and Sports**

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### ABOUT US

Huili School Shanghai provides pupils access to an education rooted in the traditional values and the progressive approach to learning synonymous with Wellington College. The vision is to inspire pupils to become intellectual, independent, individual and inclusive; our Huili identity. This will be based on a model that establishes a strong understanding of the rich and deep heritage and culture of China and being Chinese, while also establishes the values, aptitudes and knowledge needed to be an effective global citizen. We aim to prepare pupils for success during and after life at the school.

Within a culture of shared vision, mutual respect, connection and belonging, open communication and inclusive practice, the teacher will form an integral part of a close team who aspire to continually develop and evolve in their personal and professional development.

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### Basic Information

<b>JOB TITLE</b>	Head of Secondary PE and Sports	<b>DEPARTMENT</b>	Academic
<b>LOCATION</b>	Shanghai	<b>POSITION TYPE</b>	Full-time
<b>SUPERVISOR</b>	Director of Sports		
<b>ANNUAL LEAVES</b>	According to School Calendar		

### MAIN PURPOSE

1. Managing the delivery, assessment and ongoing development of the Physical Education Curriculum development for Secondary School Students
2. All examination PE
3. Line managing members of the PE teaching staff assigned to Secondary School classes
4. Contribute and lead aspects of the extensive extracurricular programme (CCAs and sport fixtures)
5. Liaising between the Head of Primary and Director of Sports and PE
6. Contributing to the overall vision and development of the department

### KEY RESPONSIBILITIES:

#### The Purpose of the Position:

1. To ensure provision of an appropriately broad, balanced, relevant and differentiated PE and Sports curriculum for students
2. To lead and develop all aspects of Secondary PE
3. To develop and enhance the teaching practice of other PE staff members
4. To monitor and support the overall progress and development of all students
5. To effectively manage and deploy teaching/support staff, financial and physical resources within the department
6. To ensure safety and wellbeing processes and support structures are in place, known and upheld

These guidelines are written in support of the role and include but are not limited to the following key tasks and accountabilities.

### **Leadership and management**

1. Leading the team of staff linked to teaching Physical Education and Sport in the Secondary School; exercising consultative and instructional leadership
2. In consultation with the Director of PE and Sport, managing the deployment of staff and resources within the department according to the opportunities and limitations of the timetable
3. Work with the Director of PE and Sport to contribute to whole school action plans
4. Maintaining effective communication and collaboration with the Secondary PE and Sports Teaching staff
5. Ensuring collaboration between the Secondary PE and Sport Department with other groups within the school
6. Promoting the success of student leaving within the broader school community
7. Providing thorough and timely organisation and communication of PE and Sports related events
8. Be an active member of the Secondary School Leadership Team

### **Teaching and Learning**

1. Leading the planning; producing, evaluating, developing and updating of curriculum policy documents and schemes of work for relevant Key Stages, guiding and monitoring and evaluating their implementation and standards achieved within the subject
2. Liaise and work closely with the Head of Primary PE and Sport when planning the whole school curriculum map, long-term progression of students, facility use and staff development
3. Embed and develop examination PE at IGCSE and IB level.
4. Overseeing and monitoring the teaching and learning taking place within the department fostering a culture of effective feedback and staff development
5. Ensuring that all students are making expected progress within subject areas and individual student needs are being addressed in lessons
6. Leading the development of effective forms of assessment, record keeping and target-setting for all students
7. Ensuring continuity, consistency and progression are maintained across the subject
8. Liaising with other subject leads to develop cross-curricular links
9. Monitoring the performance of other department members by such means as peer and self observation
10. Remain up to date with international developments in the subject area with regards to curriculum development, teaching practice and methodology
11. Coordinate and monitor the quality of student reports within the department and contribute

to the reporting system

### **Resources, CCAs, fixtures and events**

1. Resourcing the curriculum needs are undertaken within an allocated budget. Ordering materials and stock; checking, controlling, distributing materials and stock on arrival and as required. Maintaining an inventory of equipment, and ensuring such equipment is maintained and stored securely.
2. Liaise and work closely with the Director of PE and Sport when organising Secondary sporting trips and fixtures within the department to ensure that follow the relevant school policies and procedures.
3. To encourage and promote physical activity and sports with the CCA programme.
4. To work closely with the Director of Sport with the planning and oversight of the sports teams and fixtures throughout the school year (sporting tours, hosting events etc.)
5. To liaise and work closely with the Director of PE and Sport when organising whole school events such as sports days and swim galas.

### **General**

1. Comply with reasonable requests made by the Director of Sport and members of the Leadership Team
2. Support the school's House activities, taking a proactive approach to the development of this part of student life
3. Actively seek to enable authentic student leadership opportunities in conjunction with the broader Secondary School leadership team
4. Due to the nature of sporting events and fixtures in Shanghai. It would be expected for the Head of Secondary PE to complete fixtures on Saturday morning when required.

### **Child and Staff Protection and safety**

1. Actively support and adhere to all school's policies and procedures including but not limited to the Safe Guarding Policy,
2. Plan for, enable and track relevant training requirements for members of the Secondary PE teaching team
3. Ensure lessons, activities and trips are inclusive, safe and secure for students.