

LeicesterHigh
SCHOOL
FOR GIRLS



HEAD OF PHYSICAL EDUCATION

Giving Girls Education, Confidence and Opportunity



Our School

At Leicester High School for Girls, we specialise in bringing out the very best in girls aged 3-18. We educate girls to their full potential, whilst building their confidence through a wide range of opportunities; thus Giving Girls Education, Confidence and Opportunity.

One of our special qualities is that we educate girls continuously from age 3 when they enter our Early Years, to Sixth Form when they leave as fully-rounded, confident young women who can take their place in the world of the 21st Century.

We are not a large School so everyone is someone. Girls can be themselves at Leicester High. Voices and opinions are heard and listened to with the result that self-confidence is developed. They discover and fulfil their potential and leave us believing that there is nothing they cannot do. The positive impact of education in an all-girls' environment lasts for life.

Our Aims

At Leicester High School for Girls, through our teaching and provision, we aim:

- To create a friendly, caring community where every individual is valued.
- To develop intellectual curiosity, academic excellence and a life-long love of learning.
- To discover and nurture individual talents, creativity and self-belief.
- To develop personal values of respect, acceptance, understanding and determination.

Leicester High School has a Christian Foundation and is open to girls of all faiths, or none.

The Head of Physical Education is to provide leadership in the development and management of all aspects of the teaching and learning process in the PE Department in line with the School's overall aims, objectives and strategic plans.

The Head of Physical Education is responsible to the Deputy Head.

The following major roles and responsibilities will form part of the job description at the School which may be subject to change, over time, owing to the demands of the role and the discretion of the Deputy Head.



The Role

JOB DESCRIPTION

Overall Responsibility:

- For the standard of the teaching and learning process in the PE Department within the overall aims of the School;
- To provide leadership in the development and management of all aspects of the teaching and learning process in the PE Department in line with the School's overall aims, objectives and strategic plans;
- To secure better learning and progress through improving the quality of teaching within the PE Department;
- To support members of the PE Department in all appropriate ways;
- To act as a role model for the dissemination of good teaching practice in PE;
- To promote teamwork and to motivate staff to ensure effective working relations;
- To teach pupils according to their educational needs and abilities;
- To develop and promote PE throughout the School;
- To directly line manage members of the Department, as well as establishing clear expectations and constructive working relationships among staff within the PE Department through collaboration and mutual support;
- To take responsibility for running extra-curricular activities throughout the academic year;
- To prepare students for competitions and fixtures;
- To organise competitions and fixtures;
- To support fully the School's aim to provide a relevant and stimulating syllabus that will engage and motivate girls;
- Teach PE in the Junior Department when required;
- Liaise with the Junior Department on the PE Curriculum.

Specific Responsibilities Curriculum

- To monitor actively and respond to curriculum developments and initiatives;
- Plan, implement and review schemes of work in PE;
- Ensure that the PE Department is represented in all matters within School relating to the curriculum;
- Oversee the writing of curriculum statement for reports;
- Provide information on GCSE specifications;
- Attend GCSE Information Evenings for Years 9;
- Contribute to Open Days and Open Morning/Evening marketing initiatives;
- Develop the use of ICT within the PE Department;
- Implement cross-curricular and other School policies currently in force;
- Professionally develop members of the PE Department.

Assessment and Monitoring:

- To identify and share good practice within the department;
- Define and establish a common marking policy across the department in line with the School's policy;
- Implement an agreed policy for monitoring, assessing and reporting pupil progress within the framework of the School's policy;
- Conduct departmental work scrutinies on a regular basis;
- Monitor pupils' progress regularly;

JOB DESCRIPTION CONT'D

Assessment and Monitoring Continued:

- Ensure appropriate arrangements are made for testing and reporting;
- Organise the systematic monitoring of the quality of teaching through observation of lessons (at least termly) and debate about good practice;
- Compile all controlled assessment marks for the public examination boards;
- Analyse and interpret internal and external examination results and test data (INCAS, MidYis, YELLIS and ALIS) to inform departmental target setting and forward planning;
- Identify and support Highly Able students and SEND students within the PE Department;
- Evaluate public examination results in an annual report to the Headmaster.

Policies and Planning:

- Produce and maintain a comprehensive PE Department Handbook in consultation with colleagues, carrying forward School aims and policies, available for all teachers and including suitable schemes of work for pupils of all ages and abilities;
- Produce the PE Departmental development plan in the context of whole School Development Plan;
- Produce the annual departmental review and evaluation and lesson observation audit;
- To keep up-to-date with national developments in PE-related practices and methodology.

Staff Management:

- Develop the professional expertise within the department by identifying in-service training needs and opportunities. Develop and train staff in the department, act as line-manager for Professional Development in the PE Department and, where appropriate, supervise student and newly qualified teachers;
- To mentor and coach departmental staff;
- Oversee a programme of lesson observation within the department and with other departments in School to ensure inclusive practices and best use of expertise within the department;
- Hold regular PE Departmental meetings (fortnightly), which enable all staff to contribute to planning and policy making, and ensure that records of such meetings are kept and a copy sent to the Headmaster and Deputy Head;
- Allocate additional responsibilities effectively and equitably within the department.

Liaison:

- Organise GCSE examination entries with the Examinations Officer;
- Liaise with the Head, Deputy Head, Assistant Head and Examinations Officer in all matters concerned with the timetable, curriculum, assessment and internal examinations;
- Liaise with parents regarding departmental issues;
- Develop effective links with the wider community and external organisations as appropriate, such as forging links with local and national university Science Departments;
- Liaise with the ICT co-ordinator with regard to the IT needs of the PE Department.

JOB DESCRIPTION CONT'D

Resource Management

- Assess the resourcing needs of the department and produce an annual budget bid;
- Keep the department within the agreed budget;
- Ensure that the stock and equipment are readily available and used economically.

Publicity

- Promote and publicise the work and achievements of the PE Department by liaising with the Marketing Manager on a regular basis providing stories for Twitter and the School website;
- Oversee the programme of extra-curricular activities, trips and visits offered by the PE Department;
- To organise and run a biennial whole school ski trip.

Health and Safety

- Regularly renew and update the Health and Safety policies and procedures of the PE Department;
- Carry out risk assessments in line with the School's Health and Safety policy;
- Oversee arrangements for the safety of pupils and staff in school and on visits and excursions.

Other Responsibilities

- Any other duties delegated by the Headmaster.

Additional Responsibilities

- Carry out the duties of a Form Tutor as required;
- Carry out the duties of a Subject Teacher;
- Carry out a share of supervisory duties in accordance with published schedules.

Working at LHS

Our small size means everyone is someone at LHS and we pride ourselves on our family feel.

We specialise in bringing out the very best in girls aged 3 to 18 and our School philosophy of Education, Confidence and Opportunity is key to all we do, from our Early Years to our outstanding Sixth Form.

All LHS staff contribute towards the goal of providing a supportive, challenging and fun environment which enables our girls to achieve their potential.

All staff have access to a wide range of benefits which include:

- 17 weeks of holiday for teaching staff
- Generous maternity, paternity and adoption leave
- Subsidised lunches
- Private healthcare
- Staff discount on School fees
- A structured CPD programme
- Free car parking on site
- Discounts from local businesses through our Shop Local Card.
- Pension: We have different pension schemes covering different groups of staff which provide valuable benefits on retirement, as well as a death in service benefit.

Application

Your application should be submitted via either the Tes or eTeach website, with a covering letter addressed to the Headmaster, Mr Alan Whelpdale at the following email address: headmaster@leicesterhigh.co.uk

This post has an April 2024 start.



The Application Process
