

## **HUMMERSKNOTT ACADEMY**

### **JOB DESCRIPTION**

<b>POST TITLE:</b>	Head of Physical Education
<b>GRADE:</b>	This post is paid on Main Professional/Upper Professional Scale in accordance with the current National Teachers Pay and Conditions. In addition the post attracts a Teaching and Learning Responsibility allowance of 2b
<b>STANDARDS:</b>	The post holder is expected to have met and to maintain the following standards: National Teacher Standards and Post Threshold Standards (if paid on UPS)
<b>LINE MANAGER:</b>	Faculty Leader PE and Performing Arts
<b>JOB PURPOSE:</b>	<ul style="list-style-type: none"><li>• As form mentor and teacher to maximise the learning of all students</li><li>• To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.</li><li>• To provide the leadership and management required to secure high quality teaching and learning within PE.</li><li>• To bring staff together in the subject in order to create an effective team with a shared approach to teaching and Learning and vision which secures high outcomes for young people.</li></ul>
<b>LINE MANAGEMENT RESPONSIBILITY:</b>	For up to 3 members of the PE Team.

#### **KEY AREAS OF RESPONSIBILITY**

1. To carry out the duties of a classroom teacher and form mentor.
2. To treat students with respect and adhere closely to all Academy policies in relation to the safety and welfare of every child.

#### **Strategic Direction and Development of the work of the Faculty**

1. Working with teachers within the PE department to secure high standards of teaching and thus good progress in learning for all students.
2. Establishing a shared understanding and vision for PE such that every member of the team has an understanding of what they are seeking to achieve and what best practice in teaching and learning looks like.
3. Use all available data to ensure students and staff are set challenging targets and that the team aspires to achieve high outcomes at the end of each Academy year and across each Key Stage.
4. Ensure there is rigorous monitoring of progress towards these targets, the quality of provision, teaching and learning, curriculum (both intra and extra-curricular), assessment and quality of the learning environment and as a result there is a Subject Improvement Plan in to maximise students' enjoyment, engagement and attainment.
5. Work with the Faculty Leader in two important ways. Firstly, in developing policies in areas such as teaching and learning. Secondly to ensure the Faculty Leader is kept abreast of changes in subjects taught and are challenged in responding to the needs of the team.
6. To attend local, regional and national events which enable you to stay up to date and gain a knowledge and understanding of developments in both the curriculum and pedagogy as subjects in your faculty.
7. To comply with Health & Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others, including ensuring suitable risk assessments have been carried out.

**Specific Responsibilities in this area**

To be agreed

**Teaching and Learning**

1. Ensure that there is a common approach to curriculum planning within the subject in line with whole Academy policies, and that up to date Schemes of Work are in place in PE including long, medium and short term in line with National Curriculum and Examination Board Specifications and the Academy's key cross curriculum themes.
2. Working with the Faculty Leader to monitor the quality of teaching and learning, ensuring good practice is identified and shared and that where teaching is satisfactory, staff know how to improve and are challenged and supported to do so by colleagues, coaching and professional development and Performance Management.
3. To ensure all work is assessed appropriately and that this assessment information is used to inform planning.
4. To ensure standardised assessment tasks are in place and are used appropriately to review progress for individual learners.
5. To ensure staff maintain up to date knowledge of all external assessment arrangements and that all staff teaching the subject are aware of these.
6. To monitor progress towards the subject targets and what actions may be needed at an individual subject, class, year group level to ensure underperformance is addressed.
7. To report progress and interventions planned to the Faculty Leader.
8. To liaise with parents as appropriate.
9. To liaise with Assistant Principals, Student Support Staff and Individual Needs Co-ordinator to ensure that individual student needs are met and that appropriate reports etc. are prepared as requested.

**Leading and Managing Staff**

1. To ensure that all staff within the subject carry out the duties and responsibilities expected of them in line with national standards and Academy policies and procedures, providing the necessary induction, training and support where required either directly or through other members of the team.
2. To meet at least half termly with those staff you line manage in accordance with the Academy's line management arrangements.
3. Work with all staff to implement Academy policies in regard to expectations of students' conduct, dress and work.
4. To meet with and hold individual teachers to account for the progress of individual students in their classes.
5. To ensure that appropriate work is set for classes where a member of staff is absent in your own subject.
6. To ensure all staff are aware of the policies and procedures for all external assessment and that these requirements are met.

**Specific Responsibilities in this area**

To be agreed

**Development and Deployment of People and Resources**

1. In liaison with the Faculty Leader, allocate staff to teaching groups.
2. Carry out the Performance Management of staff under your line management, and make recommendations for pay progression where appropriate. Work with your Faculty Leader and others responsible for Performance Management to ensure the process is robust and completed in line with Academy policy and procedures.
3. Co-ordinate a professional development programme across the subject ensuring all staff have access to suitable training and support and thus maintain up to date subject knowledge.
4. To Support NQTs and ITT students within the subject area in line with whole Academy policies.
5. Manage your own subject's annual budget.

6. To ensure the physical learning environment is respected by staff and students and that the relevant members of the SLT are made aware of any defects. In addition, to make aspirations for further improvement, a central part of the improvement plan for the subject.

**Specific Responsibilities in this area**

To be agreed

*THE POST IS SUBJECT TO ENHANCED DISCLOSURE. THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS BEFORE AN OFFER OF APPOINTMENT IS MADE.*

**Hummersknott Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.**