



Headteacher: Georgina Littler  
Executive Headteacher: Rachael Warwick

## Didcot Girls' School

### Job Description: Head of Department

#### Head of Department – PE

Responsible to: Headteacher and SLT Link

Responsible for: The curriculum; quality of teaching and learning; and progress of students within the subject.

Working Time: Additional 6 periods of Leadership & Management time each fortnight

#### Job Purpose:

- As team leader, to ensure that standards are consistently high, and that an aspirational, can-do culture characterises your department
- To develop and enhance the teaching practice of others through excellent role modelling, support, and in-department CPD
- To ensure the provision of a broad, balanced and differentiated curriculum which inspires students
- To monitor and support the overall progress of students within the subject
- To lead the process of raising standards of achievement and attainment within the department
- To overview a rich provision of extra-curricular opportunities within PE

#### Principal Responsibilities

##### Teaching & Learning:

To monitor, evaluate and develop:

- overall standards of teaching and learning within the subject
- standards of achievement and attainment for all groups of students within the subject
- use of performance data for progress monitoring and intervention

##### Operational / Strategic planning & Quality Assurance:

- Lead on management, provision and standards across all Key Stages, alongside the Second in PE
- Directly lead on management, provision and standards at Key Stage 5 in Didcot Sixth Form
- To establish short, medium- and long-term plans for the development and resourcing of the subject and communicate these effectively
- To monitor student progress and intervene where issues are identified
- To implement school policies and procedures, including Health and Safety and ensure risk assessments are in-line with national requirements
- To ensure effective operation of quality assurance systems and to monitor and evaluate the subject in line with school procedures
- To produce examination analysis reports, evaluate performance data and take appropriate action on issues arising from the data Produce the department SEF, with reference to the whole school SEF
- Produce the Department Learning Development Plan, with ref to the SDP
- Produce the department timetable and plan for effective deployment of staff



**Curriculum Provision and Development:**

- To ensure the coherent delivery and development of the curriculum at all key stages
- To co-ordinate provision for a key stage or year group
- To ensure the curriculum provides for all groups of learners
- To actively monitor, keep up to date with, and respond to curriculum developments at national, regional and local levels
- To ensure that IAG is well managed for students as needed

**Staff Development, Recruitment & Wellbeing:**

- To support, guide, motivate and inspire team members and support staff
- To promote teamwork and effective communications
- To develop other TLR holders within the department as effective leaders in their areas
- To ensure staff development needs are identified and supported
- To undertake Performance Development reviews and to act as a reviewer
- To assist the Headteacher with appointment of department colleagues

**Communication:**

- To help ensure all members of the department are familiar with its aims and objectives in context with the school's core values and annual SDP objectives
- To ensure effective communication & consultation with students and parents
- To liaise with partner schools and schools within the Trust, Higher Education, Industry, Awarding Bodies and other relevant external bodies
- To represent the views and interests of the subject/key stage

**Care Guidance and Support:**

- To monitor and support the overall progress and development of students within the subject
- To help monitor students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary
- To ensure the Behaviour for Learning and Standard Operating Procedures are implemented in the subject so that effective learning can take place
- To act as a Form Tutor and to carry out associated duties
- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher
- To undertake any other duty as specified by School Teachers' Pay and Conditions Document (STPCD) not mentioned in the above

**General Duties:**

You will be expected to carry out the professional duties of a teacher as outlined in the STPCD currently in operation, or any subsequent legislation

**Notes:**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified

Employees will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description

May 2021

