



Head of Physical Education

"Brookfield Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment."

Personnel Specification:

The Postholder will be expected to have the necessary experience, knowledge and skills to undertake the duties linked to this post.

General Duties:

- Working in accordance with the school's curriculum statement.
- Being actively involved in curriculum review and development.
- Being involved in the planning and delivery of a PSHE programme.
- Being a Form Tutor.
- Being responsible to the Leadership Team and the Pastoral Managers.
- Teaching within the Physical Education Area.

Specific Responsibilities:

To be responsible and accountable for the performance of the Physical Education department, specifically:

Teaching and Learning

- To act as a role model to other members of the department.
- To lead developments in teaching and learning.
- To effectively monitor and evaluate the performance of the department.
- To develop the appropriate climate for learning through the setting of high expectations.
- To develop appropriate frameworks for marking and assessment.
- To ensure that the department's teaching meets the needs of all students, including the effective management of behaviour.
- To ensure appropriate curriculum and extra-curriculum provision.
- To use the outcomes of self evaluation to set the strategic direction of the department and create an appropriate development plan.
- To ensure that schemes of work are properly planned and delivered.

Performance Management and Personnel

- To act as Performance Management team leader for designated members of staff, and to line manage the department as a whole.
- To support, challenge and motivate members of the department, including support staff.
- To facilitate team working.
- To carry out lesson observations provide appropriate, developmental feedback.
- To participate in the selection and induction of new staff.
- To provide advice to the Leadership team on issues of threshold, upper pay spine, references, promotion and individual staff performance.
- To establish appropriate systems of management and delegation within the department.

Outcomes

- To use attainment data to set challenging targets for the outcomes of students at all three key stages.
- To monitor student outcomes and ensure the production of appropriate data at key points in the year.
- To use value added and other forms of data to compare the performance of different teaching groups within the department.
- To provide appropriate analysis of student outcomes for the Leadership team and Governors.

Resources

- To manage the departments resources effectively and ensure appropriate value for money.
- To ensure effective deployment of staff within the department.
- To ensure appropriate risk assessments are carried out for departmental activity.

To carry out any other reasonable task commensurate with the grading of the post.