

Bonus Pastor Catholic College**Job Description****Name:****Role:** Director of Sports**Report to:** Deputy Headteacher**Responsible for:** Subject staff within the department and Technicians where appropriate

Activity	Responsibility
Leadership	• Specific remit to be agreed upon appointment
Curriculum	• Undertake responsibility for developing, reviewing and keeping up to date appropriate syllabuses and schemes of work for all classes in all year groups • Ensure that the work set for students, including homework, is appropriate and challenging. • Consistent with school policy develop departmental policy and practice for assessing, recording and reporting student achievement in order to recognise student achievement and enable them to set targets for further improvement. • Assess and review course provision, content and methodology. • Keep up to date with and respond to national developments in the subject area and statutory requirements. • Produce a Subject Area Improvement plan with reference to and in support of the School Improvement Plan. • Ensure that the entries, moderating procedures, coursework submissions and expected grades are completed for all external examinations and statutory assessments at the correct times and records of results are maintained. • Ensure that for internal examinations the papers are set, reproduced, marked and moderated correctly. • Liaise and work with other subject areas, particularly within the faculty, as necessary. • Promote and encourage participation in extra-curricular activities to further the aims of the school.
Students	• Accept responsibility for the work and behaviour of students within the subject area. • Operate a clearly understood system of rewards and sanctions consistent with the School's Behaviour Management and Rewards Policy. • Actively monitor student progress and follow up concerns. • Monitor the work being completed in class and set for homework and report regularly to SLT on standards within the department. • Inform students on option choices and career opportunities where appropriate. • Ensure the every Child Matters Agenda is addressed and that the area is fully inclusive in its practice.
Monitoring	• Monitoring of standards to include: ➢ Regular monitoring of the assessment of students and moderation of assessments to ensure consistency. ➢ Monitoring achievement and progress of individual students and classes linked to individual, subject and whole school targets. ➢ Ensure coursework is of an acceptable standard and deadlines are adhered to. ➢ Ensure that prior attainment data is used effectively to secure progression

	• Monitor the quality of teaching to ensure that appropriate learning is taking place and that Assessment for Learning is embedded. • Complete an annual subject self evaluation
Communication	• Hold formal subject area meetings as scheduled in the school calendar, ensure an agenda is produced and action points forwarded to the Line Manager, Senior Faculty Leader and Headteacher. • Attend and contribute to Central Leadership meetings • Share good practice within and across subject areas. • Ensure all staff as necessary are serviced with information relating to student progress.
External Communication	• Provide Parents/Carers with information about curriculum requirements, coursework, deadlines, student attainment and progress towards targets. • Meet with parents as necessary to discuss issues arising from such information detailed above. • Liaise with Governors, examination boards, professional bodies and other external agencies as necessary.
Staffing	• Delegate tasks through negotiation within the department. • Ensure that appropriate work is set for supervised classes when staff are absent. • Monitor the quality of teaching and identify appropriate training needs. • Meet with teachers and support staff regularly to discuss their personal and professional development and progress • Carry out the Performance Management arrangements in place. • Ensure that trainee and Newly Qualified Teachers are appropriately trained, monitored, supported and assessed in relation to published standards. • Ensure that all staff within the area are familiarised with all policies and procedures in the area and school. • Work with the SENCO to ensure that IEPs are used to set subject specific targets and work is set appropriately to meet the needs of the individual student.
Budget/Resources	• Manage delegated budgets to include: ➢ Establish staff and resource needs for the subject and advise the Headteacher and Senior Leaders of likely priorities for expenditure. ➢ Operate an efficient stock control system and asset register and be responsible for the security and storage of equipment. ➢ Take responsibility for the learning environment in subject based rooms and for effective display. ➢ Ensure that health and safety procedures including risk assessment appropriate to the Department are updated and adhered to.

Note: this job description is based on the National Standards for Qualified Teacher Status (TTA) and is subject to the conditions of Employment contained within the School Teachers' Pay and conditions Document currently in force.

Signed

Date