COLSTON'S

INDEPENDENT CO-EDUCATION

FROM NURSERY TO SIXTH FORM

Head of Department: Physical Education

Job Description

Purpose of role:	The Head of Department is the curriculum team manager who shares with the Senior Management Team and Directors of Faculty the school's responsibility for delivering to the pupils the curriculum within a designated subject area, ensuring that each pupil receives positive encouragement to develop their potential to the full according to the stated aims of the school.
Reports to:	Director of Faculty – Expressive and Performing Arts
Direct Reports:	Teachers within the PE Department

Summary of role:	**1. Operational / Strategic Planning** **2. Leading and Managing Staff** **3. Teaching and Learning** **4. Information and Data Management** **5. Communication and Liaison** **6. Management of resources**
Main duties and responsibilities:	**1. Operational / Strategic Planning** • Set, with the Director of Faculty, and manage the delivery of the department development priorities. • Set and deliver departmental policies and procedures. • Responsible for ensuring that the appropriate syllabuses are taught and that the necessary resources are available for all colleagues in the department. • Proactively manage all examination processes within the department. **2. Leading and Managing Staff** • Day-to-day management of all members of the department; from recruitment to performance management and professional development. • Promote a positive culture to support change and lead development within the department. • Develop leadership capacity in others through effective delegation, mentoring and coaching. • Chair departmental meetings on a regular basis ensuring the coordination of department policies.

	3. Teaching and Learning • Promote a high standard of teaching enabling the highest possible academic achievement from pupils of all abilities; encourage effective and creative teaching and learning. • Monitor performance and the correct application of school policies through lesson observations, learning walks, work scrutiny and by reviewing schemes of work, pupil voices and handbooks. **4. Information and Data Management** • Analyse departmental data to ensure the effective management of the department and enable continual improvement. • Ensure effective monitoring of pupil attainment and progress. • Ensure effective communication with parents and pupils. **5. Communication and Liaison** • Represent the department at all levels: curriculum development, whole school initiatives and external contacts. • Communicate and deliver departmental development priorities. **6. Management of resources** • Ensure management of departmental resources in line with agreed budgets and in line with school priorities. • Submit the departmental budget for approval and ensure the effective use of all resources.

Review

This role profile is not exhaustive: it will be subject to periodic review and may be amended to meet the changing needs of the business. The post holder will be expected to participate in this process and Colston's School would aim to reach agreement to the changes.

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