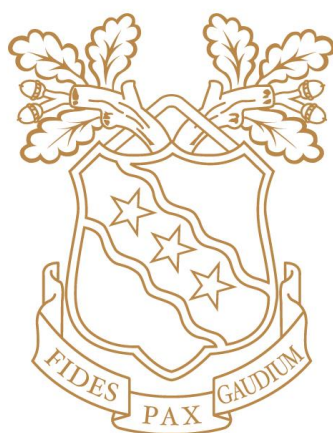


JOB DESCRIPTION

Head of Faculty (Sport and PE)



SCARISBRICK HALL SCHOOL

A Head of Faculty holds Senior Teacher status at Scarisbrick Hall School, and is accountable for the quality of teaching and learning across the school. Each Head of Faculty will also undertake responsibility for whole school curriculum leadership, as seen fit by the Headmaster.

From the Headmaster

Dear Applicant,

Thank you for applying for the position of Head of PE and Sport at Scarisbrick Hall School. This role is a new position at the school and the successful applicant will be in the enviable position of leading a team of strong core PE staff as well as professional coaches.

Scarisbrick Hall School is a heavily oversubscribed through school from birth to eighteen with PE offered at examination level up to Sixth Form. After opening three new MUGA pitches in 2017 we have just submitted planning permission for a new sports complex on our 50-acre campus. The plan includes a large sports hall, pool, full size all weather pitch and other sports facilities.

We are an incredibly ambitious school and already have professional coaches in place across our core sports to support the PE staff. With a lake and expansive woodland on site we have the opportunity to significantly develop our outdoor provision as well as our core offering.

The interview process will be a two-part process as we fully expect a very competitive field. The first part of the process will give applicants an opportunity to meet myself and the Directors of the school to see the campus and discuss the role further.

Should you feel that this role resounds with you, I look forward to reading your application form.

Warmest regards

A handwritten signature in dark ink, appearing to read 'J Shaw', with a stylized flourish extending to the right.

Mr J Shaw
Headmaster
Scarisbrick Hall School

Leadership & Management

- Lead the faculty team by providing a professional, positive, pro-active and creative approach
- To participate in the Performance Management process as a reviewee and, where appropriate, as a reviewer and to support staff in achieving their Performance Management targets
- Support the Leadership Team in implementing whole school practice
- Model effective learning and teaching
- Lead curriculum change
- Resolve conflict/difficulties between colleagues
- Promote the well being/morale of colleagues
- Manage staff career development
- Tackle underperforming teachers/colleagues
- Manage and delegate job roles within the faculty
- Manage departments/key stages within the faculty
- Manage and organise the technical support services where appropriate
- Represent the views of the faculty in different forums
- Ensure all colleagues are involved in faculty and whole school consultation
- Contribute to whole school strategic planning through completion of relevant parts of the SEF/Development plan
- Manage faculty finances and resources
- Manage and organise the resources required to teach each subject area
- Organise class/group lists
- To be aware of the health and safety of all members of the school community and to deal with or report any areas of concern immediately
- To complete any additional responsibilities as required by the Headmaster relating to whole school management of the curriculum

Achievements and Standards

- Analyse baseline data and exam results to ensure students and staff are working towards aspirational targets
- Track and monitor individual students and different cohorts of students and make appropriate interventions to tackle under-achievement of students' work
- Monitor the quality of achievement through sampling student work
- Ensure that benchmarking of students is implemented within the Faculty
- Take responsibility for overall behaviour management within the Faculty to ensure a safe, secure and structured learning environment
- Utilise MIDYiS data to set value added benchmarks for the Faculty
- Monitor the effectiveness and quality of reports across the Faculty

The Quality of Provision

- Ensure that schemes of work are in place that meet the academic needs of all students
- Lead departmental self evaluation

- Update DIP in the light of departmental self evaluation, whole school self evaluation and SIP
- Observe and review the quality of teaching in the faculty
- Encourage staff to share good practice
- Promote a stimulating learning environment which encourages students to learn
- Try to provide the latest learning resources for students and teachers
- Promote cultural entitlement through the provision of a broad range of enrichment activities (e3) including school trips where appropriate

Professional/Personal Development and Well Being

- Develop a team ethos
- Provide opportunities for staff to discuss their own personal development and well being
- Ensure that staff are given a full range of teaching experience and allowed to develop different aspects of their teaching
- Induct new staff and beginner teachers in line with whole school policies
- Support staff in receiving appropriate CPD which meets the needs of both the individual, the Faculty and the school
- Assist with the appointment of new staff
- Establish effective communication in the area through for example, the timely preparation of agendas, chairing of meetings and publication of minutes
- Support staff who may have to deal with challenging parents

Learners, Parents/Carers and Stakeholders

- To carry out any pastoral support roles (including being a tutor) as required
- Evaluate the views of students, parents and stakeholders and act on recommendations where appropriate
- Liaise with parents, carers and stakeholders in order to facilitate the flow of information about students
- Oversee links with specialist staff and units
- Oversee mentoring and coaching
- Make presentations to stakeholders

Specific to This Role

- To develop a whole school strategy for sporting excellence and physical wellbeing
- To lead the work of the Faculty in all the internal external assessments
- To line manage additional adults attached to the faculty to ensure that best use is made of this resource in improving student achievement
- Contribute to the Senior Leadership Team as appropriate
- Fully prepare the Faculty for ISI inspection
- Lead, co-ordinate and appoint leading coaches and staff to the Faculty team