

## **HD Shanghai Bilingual School - Head of Physical Education: Primary School**

**Position:** Head of Physical Education in HD Shanghai Primary School

**Reporting to:** Primary Principals, General Manager and Sports Union Administrators

**Position Level:** Senior Teacher

### **Key Responsibilities:**

#### **Section 1: Leadership**

- to actively nurture and strengthen the ethos and values of HD Shanghai Bilingual School, and to ensure that empathy, courage and wisdom are promoted throughout the school community
- to identify opportunities for team building within the physical education department, and to actively facilitate the growth of positive and productive working partnerships
- to work closely with national and international school leaders to align physical education and sports provision with strategic plans
- to assist school leaders with school strategic planning
- to assist school leaders with the day-to-day operation of the school
- to attend and participate in leadership meetings as appropriate
- to delegate tasks and roles to relevant physical education department members as appropriate
- to convene, lead and report on physical education department meetings as required

#### **Section 2: Teaching and Learning**

- to be a pedagogical leader of the school by demonstrating an excellent work ethic, and by fostering a culture of high expectations in which both staff and students are inspired to fulfil their potential
- to lead, coordinate and review the development and implementation of physical education and sports programmes at school, including, but not limited to:
  - curriculum planning
  - monitoring the provision of high-quality learning opportunities for all students across all areas of the physical education programme, including PE classes, extra-curricular activities, team training sessions, lunchtime clubs, outsourced sport classes & inter-school and off-campus competitions
  - ensure appropriate resourcing for scheduled physical education and sports activity in the school
  - maintaining oversight of the development, implementation and moderation of assessment tools and practices
  - developing and supporting appropriate teaching interventions to raise student attainment across the cohort
  - reporting to stakeholders
- to provide training to new staff where appropriate and to identify opportunities for teacher professional development in line with the strategic vision of the school



SHANGHAI HD BILINGUAL SCHOOL

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- to lead, monitor and evaluate HDSH physical education and sports curriculum planning and provision by conducting and facilitating curriculum design and adaptation, reviewing instructional plans, and monitoring student progress
- to lead, monitor and evaluate teaching practice through conducting lesson observations and teacher conferences, and by providing constructive feedback as appropriate
- to participate in probationary teacher observations, staff appraisals and staff development plans under the direction of senior primary leaders
- to participate fully in the HDSH co-curricular and whole-school activity programme
- to undertake duties as reasonably requested by Principals or General Manager

### Section 3: Administration

#### 3.1 Operations

- to liaise effectively with school leaders, school PE staff and outsourced agencies to plan and coordinate the content and staffing of physical education and sports programmes and classes in Tong De, Casa/Prep/KG and Primary, including
  - leading the creation of a schoolwide timetable for physical education and sports provision, maximising the efficiency of allocated human resources in the most cost-effective way
  - effective collaboration with GMO, Principals, Sports Union and Business Units to conduct budget and headcount planning for the school
- to establish a clear rationale and process for school team selection, management and training, ensuring a clear reporting line from vendors to the PE Coordinator(s), and maintaining oversight of all school team activity
- to plan and coordinate L.E.O.T.C. excursions, including overall management, curriculum planning, supplier negotiation, project preparation, government filing, parent information sessions etc.
- to work with Principals and GMO to plan and coordinate Sports Union provision in line with school budget and headcount allocations, including vendor contracts, finance applications and budget tracking
- to coordinate PE related purchases (e.g. sports uniforms, team kits etc.) and communicate with parents as appropriate
- to maintain oversight of all outsourced PE classes to ensure high quality provision
- to actively cooperate with the Education Bureau to fulfil all requirements, including preparation of documents and facilitating inspections related to the PE curriculum
- to establish and oversee processes for the procurement of outsourced staff, and to provide training where necessary

#### 3.2 Facilities

- to ensure all facilities are well maintained, and to report maintenance needs and safety concerns to School Operations and Principals as appropriate
- to ensure the smooth and safe operation of the swimming pool by effective collaboration with lifeguards and pool management officials

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EDUCATION CREATES CHARACTER

### 3.3 Communication

- to establish and maintain an effective relationship with the Sports Union, including management of the contributions of the Sports Union to the PE curriculum, and to act as a single point of contact for the whole school between Sports Union and General Managers & Principals
- to act as a link between the school and parents on PE related matters in order to facilitate effective and clear communication, and to clarify the roles of the school PE team and the Sports Union
- to support and implement all school policies, including but not limited to, HDSH Code of Conduct, HDSH Language Policy, etc.
- to play a full part in the corporate life of the school and to support the school's image in the community

#### **Connections with Stakeholders**

- to participate in whole-school activities outside physical education lessons, helping to deliver a broad curriculum and build a strong sense of school community
- to collaborate effectively with Admissions and Marketing to promote the values, vision and ethos of HDSH within the wider community by
  - delivering high-quality professional presentations at Parent and Community Information Sessions
  - writing content for the school WeChat platform
  - preparing promotional material for English
  - liaising with other school leaders to coordinate School Open Days
- to liaise with Cohort Leaders, the Pastoral Care team, the school psychologist/counsellor and other relevant staff to ensure the highest standards of welfare and safeguarding of all students
- to fulfil all requirements of the HDSH physical education teacher job description to an exemplary standard