
Head of Physical Education (Senior School)

Job Description

Core Purpose:

The core purposes of the Senior School Head of Physical Education Department are two-fold. One is to lead the Senior School Physical Education department through its curricular responsibilities and secondly to co-lead the Senior School after-school Athletics Program (with the Athletics Director, who assumes whole-school responsibility for the sports programme).

As Senior School Head of Department the core purpose is to

1. Lead the Departmental Team, providing support and guidance to ensure that teaching is in line with IB MYP and DP programme requirements and includes current thinking and research
2. Ensure that teachers and students enjoy an intellectually stimulating, challenging and enjoyable learning experience both in and beyond the classroom
3. Lead and manage the day-to-day operation of the Department with regards to curriculum, assessment, teaching and learning, purchasing, asset management and personnel matters
4. Monitor and improve the quality of teaching and learning in the Department, ensuring students experience high quality teaching and demonstrate regular progress in their learning.

As Senior School Assistant Athletic Director the core purpose is to

1. Provide leadership through the planning, implementation, coordination, supervision, communication and evaluation of after-school athletic programs for Senior School students, working closely with the Athletics Director, who assumes whole-school overall responsibility for this area.
2. Promote extracurricular athletic activity that fosters skill development, understanding of sports, and appreciation for a variety of athletic activities and programs, teaming, and sportsmanship for students and adults.

Work outside of school hours and on weekends will be required.

ISB Philosophy and Objectives:

It is expected that all teachers will become familiar with the school mission, working to promote these in all aspects of their role.

“We all want to learn more;
We all do it in different ways;
We all have fun learning;
We all help.”

Line Manager:

Principal of Senior School (for Academic PE)
Athletic Director (for Sports)

Responsible for:

Grade 9 to 12 MYP and DP PE; Senior School Athletic Program

Responsibility Allowance:

Level 3 (CHF 9,000 per year)

Responsibility release time:

20% reduction

Contractual Term:

This leadership role is for a period of 2 years (from 1 August 2021 to 31 July 2023). The school may, at the end of this two year period, extend this appointment for additional two year periods, beyond this date.

Responsibilities:

Teaching and learning

- Ensure all departmental practices are in line with ISB's expectations and requirements
- Contribute to, implement and monitor school-wide curriculum expectations for the teaching and learning within the Department
- Identify and adopt the most effective active, creative teaching approaches for ISB students in line with current best practice and the ethos of our school
- Teach across the age and ability ranges from Grade 9 to 12, as required
- Lead the Department to apply consistent standards in the planning, instruction, and monitoring and review of curriculum documentation in line with ISB practices and the requirements of IB programs
- Developing and supporting interdisciplinary planning across subject areas as required
- Oversee the creation of stimulating learning environments across all departmental classrooms
- Identify and take advantage of opportunities to use resources offered within and beyond Basel to involve ISB students in the wider community
- Liaise with Learning Support and EAL teachers to ensure students receiving these services are adequately supported by teachers
- Ensure compliance with all rules regarding safety in the classroom, in gyms, on fields and other learning sites
- If appropriate, ensure that the storage of all materials and equipment is in line with health and safety good practice
- Ensure that members of the Department set and mark homework and assessments regularly in line with school and departmental policy
- Ensure that members of the Department identify and teach study skills/strategies that will develop pupils' ability to work independently, creatively and collaboratively
- Ensure members of the Department follow-up on comments, patterns and general data arising from students' feedback performance and results from examinations.

Recording and assessment

- Ensure adherence and compliance with [ISB Assessment Beliefs](#)
- Set clear targets for raising achievement
- Ensure that assessment data is recorded appropriately (enter on Veracross where required) and that members of the Department use such data effectively to ensure students progress at the expected rate
- Ensure compliance with established systems for identifying, assessing and reviewing student progress
- Monitor the effective setting, marking and reporting of internal assessments and examinations, including the implementation of moderation procedures, if appropriate
- Support teachers with the implementation of effective differentiation strategies to support all students' progress and performance
- Attend parent conferences and ensure that all teachers in the Department keep parents informed about their children's progress, both formally through regular assessments and written reports, and informally through effective face-to face and remote communication
- Maintain a high standard of report writing throughout the Department by reviewing teachers' reports on a regular basis (currently twice per year)
- Use internal and external data to improve professional practice and to inform which students require additional support or challenge.

Leadership

- Represent the Department and contribute to the school's academic strategy by participating fully in Heads of Department meetings
- Lead the staff development and quality assurance process for all members of the Department and ensure that the Principal is aware of any significant concerns around teacher quality or competence, so that appropriate additional support can be given
- Generate an environment of trust and develop practices that ensure ongoing professional collaboration between teachers within and beyond the team
- Lead ISB's Professional Learning Process in line with [*ISB's Teacher development, growth and support guidelines*](#)
- Encourage all members of the Department to recognise and fulfil their responsibilities to keep up-to-date with developments in their subject and in teaching best practice
- Identify and provide opportunities for teachers and the team to participate in PD in line with ISB Professional Development Policy
- Promote interest in and enjoyment of learning languages through regular trips, exhibitions and clubs
- Contribute to ISB's Curriculum Publications, ensuring that these are regularly up-dated working documents
- Identify and manage the resources and equipment needed to meet the needs of the Department and identify priorities for expenditure
- Insist upon high standards throughout the Department, including the meeting of deadlines, marking, report-writing and the maintenance of a stimulating learning environment
- Assist in the recruitment of departmental teaching staff
- Work collaboratively with school leadership to establish priorities related to purchasing educational materials and equipment for the Department. Work with the Finance and Purchasing team to generate orders according to established practices and timelines

After-School Athletics

- Proactively promote student interest in the Senior School after-school sports program and ensure the school community has ready access to current information regarding the program (try-outs, teams, practices, match reports, etc.)
- Create events around the after-school sports program which create a sense of school spirit and a sense of community between teachers, students, and parents
- Promote sports events to ensure the school community - parents, teachers and students - attend and support our student athletes
- In coordination with the Athletics Director, identify equipment and resource requirements for the Senior School athletic program
- Keep an updated inventory of all Senior School athletic equipment and uniforms (for soccer, volleyball, skiing and basketball) and keep supplies, equipment, and uniforms in satisfactory condition
- Coordinate and manage the Senior School athletic facilities and ensure the appropriate set-up is completed for practices and game/tournaments (i.e. line markings are in place, necessary equipment is available, etc.)
- Actively participate in the after-school sports programme by managing and coaching at least two ISB athletics squads each academic year. The coaching of sports teams will take place outside of normal school hours (evenings and weekends). Assist in running the communication for these teams and where external coaches are involved.
- Meet regularly with the Athletics Director
- Celebrate achievement and recognize success gained by Senior School students in sporting events through assemblies, newsletters, bulletins, etc.

- Assist the Athletic Director in organizing and running tournaments; this may involve receiving teams at train station/airport and help with hosting co-ordination
- Responsible for covering tournament organization or travel with a team at short notice if previously assigned personnel are unavailable
- Supervise Senior School home hosted games when not coaching
- Administer the school athletic code in a fair and consistent manner that is within the intent of the code
- Contribute to a positive school climate/work environment
- Carry out additional activities, as requested, in line with the general expectations of this position within school and job description

Standards and quality assurance

- Support and adhere to the ISB's Code of Conduct, at all times
- Support the ISB Mission
- Support and monitor [*ISB Teacher development, growth and support*](#) guidelines
- Set a good example in terms of dress, punctuality and attendance
- Attend and participate in work day, after school and evening information sessions, as required
- Play an active leading role in staff training
- Lead team meetings and attend staff meeting
- Assist in the management of effective cover procedures for the Department

Professional Qualifications and Qualities:

- Bachelor's degree or equivalent
- Classroom teacher certification/qualification to teach the relevant grade levels and subjects;
- A minimum of four years recent and relevant experience in a comparable school environment
- Knowledge of the IB programmes
- Excellent communication skills in English, both oral and written
- Excellent interpersonal and organisational skills
- The ability to work well independently as well as with students, parents and staff members;
- IT competence and experience as well as the ability to acquire knowledge of the ISB database and other teaching applications will be required
- Maturity and commitment to exercise sound judgment
- The ability to work with tact and discretion and to maintain appropriate confidentiality
- Demonstrated reliability in current position including an excellent attendance record
- Must be able to meet the physical demands of the position
- Able to demonstrate flexibility, reliability and initiative both individually and as a team member in support of school activities both within and outside of the classroom

Other Duties and Responsibilities:

- All teachers at International School Basel are also expected to contribute to the holistic life of the school through their involvement in our Activity Programme and through their participation in our thriving school community. This may also include carrying out additional activities, as requested, in line with the general expectation of this job description

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