



JOB OVERVIEW

JOB TITLE	Head of Physical Education & Extra Curricular Activities
ROLE	Academic Position
NEXT REVIEW	July 2027
JOB LOCATION	Bandar Seri Begawan, Brunei Darussalam
GENERAL DESCRIPTION	To lead, develop and to take direct responsibility for the provision of Physical Education and Extra Curricular Activities across the school. To manage PE staff within the school. Lead and coordinate school teams.
REPORTS TO:	Head of Secondary

PERSON SPECIFICATION

This is an excellent opportunity for a dedicated and ambitious individual to be a part of the Academic Faculty of Miftah An-Nur Islamic International School. This is a unique opportunity to join a forward thinking and expanding school, which is committed to leading excellent practice and innovation within the rapidly changing education landscape.

Qualifications & Experience

- PGCE from the UK, Canada, USA, Australia or New Zealand or local equivalent
- Minimum 2 years teaching experience
- Reputable further certification to teach physical education (desirable)
- Experience of teaching health and physical education
- Experience of collaborative lesson planning with teachers to support PE

Skills and Knowledge

- Knowledge of the English National Curriculum
- Knowledge of effective teaching and learning strategies
- A good understanding of how children learn
- Ability to adapt teaching to pupil's needs
- Ability to build effective working relationships with pupils
- Knowledge of guidance and requirements around safeguarding children
- Knowledge of effective behaviour management strategies

Personal Qualities

- A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school
- High expectations for children's attainment and progress
- Ability to work under pressure and prioritise effectively
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding and equality

PROFESSIONAL ACCOUNTABILITIES



- Be accountable for the development and delivery of the department's curriculum;
- Develop teaching and learning within the department, promoting and implementing effective teaching and learning strategies;
- Develop and review all subject documentation, e.g. subject syllabi, resources and schemes of work
- To ensure all PE activities are risk assessed and appropriate risk management measures are evaluated
- Oversee the assessment and reporting of pupils' attainment and progress within the department;
- Rigorously quality assure the work and performance of the department, including regularly monitoring the quality of teaching;
- Identify department areas of strength and areas for improvement;
- Set departmental targets to address areas for improvement;
- Oversee day-to-day management, control and operation of subject provision within the department, including effective deployment of staff, pupils and physical resources;
- Manage the available resources of staff, finance, space and equipment efficiently within the limits, guidelines and procedures laid down, including deploying the department budget;
- Ensure that the department's teaching commitments are effectively and efficiently timetabled and roomed in liaison with the relevant member of SLT;
- Make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department, liaising with the relevant staff to secure appropriate cover;
- Lead the development of effective subject links with partner schools and the community, attending where necessary meetings/events in other establishments;
- Promote the department at Open Days/Evenings and other events, collecting and producing materials for marketing purposes;
- Offer additional learning opportunities for pupils which includes out of school experiences and/or visits;
- Facilitate a rich variety of extracurricular sporting opportunities which include regular practices, sessions with external expert coaches and engagement in a comprehensive programme of fixtures with other schools.
- Lead school teams for a range of sports

Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development
- Take part in the appraisal and professional development of others, where appropriate

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Safeguarding

- Work in line with our safeguarding and child protection policies



- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

SPECIAL CONDITIONS

- To perform and carry out additional duties which includes but not limited to attending and participating in school related extracurricular activities, school meetings and functions, outside of normal school hours and school days

Please note that this is illustrative of the general nature and level of responsibility of the role. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Line Manager.