

The Hereford Academy

Deputy Head of Department PE - Job description

Line managed by: Head of PE

Summary: Responsibility for teaching, achievement and attainment in OCR and GCSE Physical Education. Organisation of the delivery of the subject in the school. To contribute to the development and maintenance of whole school strategy, policies and ethos.

All teachers are subject to the Conditions of Employment set out annually in the School Teachers' Pay and Conditions Document. These detail the professional and particular duties required of teachers, together with requirements for Management time, Working time and Guaranteed planning and preparation time. The school complies with these requirements in order to make reasonable demands of teachers. The responsibilities outlined in this job description are in addition to those covered in the 'Teacher' job description.

Specific Responsibilities

- Improve the quality of teaching, attainment and achievement for academic Physical Education courses.
- Monitoring and tracking students' progress on the Physical Education courses alongside the Head of Department.

Other responsibilities include:

A. Strategic direction and development of the subject

1. To demonstrate an enthusiasm for the subject which motivates and supports other subject staff and encourages a shared understanding of the contribution the subject can make to all aspects of students' lives.
2. To use relevant school, local and national data to inform targets for development and further improvement for individuals and groups of students in Physical Education.
3. To support, facilitate and monitor the progress of the PE short-term action plan (specifically OCR Physical Education) to ensure it makes a significant contribution to the whole-school short-term action plan.
4. To ensure, where appropriate, representation of the department at Head of Department meetings.

B. Teaching

1. To assist subject staff in the teaching of Physical Education, providing a role model for high quality teaching.
2. To provide regular feedback and INSET to staff teaching Physical Education on teaching, which recognises good practice and supports their progress.
3. To monitor and evaluate the department's examination specification and schemes of work for OCR Physical Education.
4. To provide quality assurance monitoring and intervention for all staff teaching OCR Physical Education.
5. To ensure all subject staff follow the agreed syllabus/ specification for OCR Physical Education.
6. To ensure that examinations or other suitable methods of assessment are devised and applied at appropriate times for OCR Physical Education. To ensure that all tests, examinations, interviews and assessments are based on the OCR Physical Education specification, and marked accurately.
7. To deputise for the Head of Department (when absent) in reviewing the standards of leadership and teaching in the subject area.

C. Leading and managing staff

1. To give necessary help and guidance to all subject staff.
2. To alert the Head of Department to any complaints regarding subject staff in Physical Education and discuss strategies for the support of teachers as required.
3. To act as a performance management team leader for identified teachers

D. Resource Management

1. To maintain efficient and effective management and organisation of learning resources in Physical Education, by developing or identifying new resources including ICT applications to the subject.
2. To ensure that the teaching area allocated to the department is kept in good order.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the headteacher reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Signed (Teacher) _____

Name in full (please print) _____

Signed (Headteacher) _____

Date: _____