



**A Specialist Science College**

<b>TLR Post Title:</b>	<b>Head of Physical Education</b>
<b>TLR Level:</b>	<b>2B</b>
<b>TLR Value:</b>	<b>£4,574</b>

### **Principal Responsibilities of all Heads of Department**

In addition to those professional responsibilities which are common to all teachers:

- a. the planning, preparation and regular review of the departmental curriculum and schemes of work in line with the stated aims and objectives of the department and school;
- b. ensuring that the department makes provision for children with special educational needs and those that are most able;
- c. keeping continuous records of attainment and progress of all students, monitoring standards of classwork and homework and ensuring that student assessments and reports are written promptly and according to the school's code of practice;
- d. setting work for absent colleagues and ensuring classes have the necessary equipment;
- e. supporting and monitoring the work of other members of the department and ensuring that good discipline is maintained in classes;
- f. involving colleagues in regular discussions about policy on work, marking, assessment and purchase of books and equipment;
- g. encouraging the professional development of members of the department through INSET and other appropriate means;
- h. preparing an annual report on the work of the department and providing other such information as the Headteacher may require from time to time;
- i. providing an annual estimate of expenditure, requisitioning books, stationery and equipment for departmental work;
- k. having general oversight of visits and journeys organised by the department;
- l. keeping abreast of current ideas and developments in the subject area;
- m. ensuring that students' work is displayed and that the subject teaching area is well maintained and provides a stimulating learning environment;

### **Principal Responsibilities of the Head of PE**

In addition to the responsibilities of all heads of subjects, the Head of Department will:

- a. liaise closely with other departments within school as necessary, including the premises team;
- b. be responsible for the appointment and oversight of visiting coaches.
- c. be responsible for the purchase, upkeep and repair of all equipment, and for ensuring that all statutory safety checks are carried out.

- d. ensure opportunities for learning through a comprehensive programme of extracurricular sporting activities. Organise interform and interschool matches, hosting as necessary;
  - e. share in the running of extra-curricular activities of the department;
  - f. ensure risk assessments are conducted and that staff receive appropriate CPD including First Aid qualifications, and that these are kept up to date;
  - g. liaise with premise manager regarding the upkeep and marking out of the field and the maintenance of the pavilion;
  - h. ensure that transport to the field is organized;
- further embed Healthy Active Lifestyle programme in the sixth form
- j. liaise with Sports partnership to continue to develop the sports leaders programme within school.

### **General Duties**

1. To carry out a share of supervisory duties in accordance with published rosters.
2. To participate in appropriate meetings with colleagues and parents relative to the above duties.

Notes:

- (i) The above responsibilities are subject to the general duties and responsibilities contained in the current School Teachers' Pay and Conditions Document.
- (ii) This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities the post-holder must use Directed Time in accordance with the School Teachers' Pay and Conditions Document.
- (iii) This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

### **Selection Criteria**

#### **A. General**

1. Enthusiasm for teaching and a commitment to education.
2. Sympathy with and willingness to support the Christian ethos of the school.
3. Ability to demonstrate an understanding of and sympathy with the equal opportunities policies of the school and of the LEA.
4. Understanding of pastoral needs of students from varied social and cultural backgrounds.

#### **B. Specialist**

1. Appropriate qualifications (e.g. degree in Sport science, QTS).
2. Successful teaching experience
3. Knowledge of National Curriculum requirements in the teaching of PE/Sport.
4. Evidence of in-service training relevant to this post
5. The ability to demonstrate an understanding of curriculum development
6. Contribution to extra-curricular activities is an essential part of the role.
7. Ability to coordinate a range of partnerships.

#### **PLEASE NOTE:**

Although the school is situated inside the congestion zone there is a back gate for staff to use which is outside the zone and avoids the charge.  
St Saviour's and St Olave's is a no-smoking school.