



Job Description

Head of Physical Education

Responsible to:

Head of Faculty for Expressive Arts

Responsible for:

The provision of a full learning experience and support for students in the department. To encourage participation in and the development of extra-curricular activities to further develop student abilities and achievements in a wide range of sporting opportunities.

Liaising with:

Head of Faculty
Heads of Department/ Subject
Achievement Coordinators (pastoral leaders)
Teachers
External clubs and Community users
Parents
Students

Duties:

To additionally carry out duties of a teacher as is set out in the Statutory Teachers Pay and Conditions Document (STPCD) 2012 subject to any amendments due to government legislation.

Purpose:

To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students

- To lead, facilitate and encourage a learning experience which provides students with the opportunity to achieve their target grades.
- To ensure an at least consistently good standard of learning and teaching across the department and to encourage the development of outstanding lessons delivered.
- To lead colleagues in raising standards of student attainment.
- To provide outstanding opportunities to showcase the students' talents in Physical Education.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
- To monitor and support the overall progress and development of students as a Teacher/Form Tutor.

Allowance Attached to the Post:

Leadership Scale 2

Disclosure Level:

Enhanced

RESPONSIBILITIES

Operational/Strategic Planning

- 1.1 To strategically develop appropriate specifications, resources, schemes of work, marking policies and teaching strategies.
- 1.2 To produce, monitor and evaluate the department plan and its implementation.
- 1.3 To plan and prepare courses and lessons at Key Stages 3, 4 and 5.
- 1.4 To contribute to school-wide planning activities.
- 1.5 To follow school policies and procedures.
- 1.6 To oversee the Department Co-curricular and Fixtures Programmes to ensure the continued development of high levels of participation and Pathways to Excellence.
- 1.7 To monitor all Department teaching areas to ensure consistently high expectations are maintained.

Curriculum Provision

- 2.1 To ensure that the curriculum area provides a range of consistently good/outstanding quality of teaching and learning which complements the school's strategic objectives.

Curriculum Development

- 3.1 To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's strategic direction.

Human Resource Management

- 4.1 To take part in the staff development programme by participating in arrangements for further training and professional development.
- 4.2 To continue personal development in the relevant areas including subject knowledge and teaching methods. To target specific sporting activities to ensure consistently high standards of delivery across all sporting activities.
- 4.3 To engage actively in the Performance Management process including leading this process for colleagues.
- 4.4 To ensure the effective/efficient deployment of classroom support.
- 4.5 To work as a member of a designated Pro Team and to contribute positively to effective working relations within the school.

Quality Assurance

- 5.1 To implement Bohunt School's Quality Assurance procedures and to adhere to those.
- 5.2 To monitor and evaluate the quality of provision in the department in line with agreed policies and procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- 5.3 To review and monitor methods of teaching and programmes of work.
- 5.4 To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and student support functions of the school.

Management Information

- 6.1 To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMs, registers, etc.
- 6.2 To actively track student progress and use information to inform learning and teaching and implement the necessary interventions.

Communications

- 7.1 To communicate effectively with the parents of students as appropriate.
- 7.2 Where appropriate, to communicate and cooperate with persons or bodies outside the school, including other user groups who use Bohunt sporting facilities.
- 7.3 To follow agreed policies for communications in the school.

Marketing and Liaison

- 8.1 To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, consultation events with partner schools, etc.

Management of Resources

- 9.1 To contribute to the process of the ordering and allocation of equipment and materials.
- 9.2 To identify resource needs and to contribute to the efficient/effective use of physical resources.
- 9.3 To cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, curriculum area and the students.

Student Support

- 10.1 To be a Form Tutor to an assigned group of students.
- 10.2 To promote the general progress and well-being of individual students and the Form Group as a whole.
- 10.3 To liaise with the relevant Achievement Coordinator to ensure the implementation of the Student Support system.
- 10.4 To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- 10.5 To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- 10.6 To contribute to the preparation of Raising Attainment Plans and other reports as required.
- 10.7 To alert the appropriate staff to problems experienced by students.
- 10.8 To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- 10.9 To foster positive attitudes to learning.
- 10.10 To apply the Engagement policy so that effective learning can take place.

Teaching

- 11.1 To teach students according to their educational needs, including the setting and marking of all class work and coursework carried out by students in the school and elsewhere.
- 11.2 To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- 11.3 To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- 11.4 To ensure that ICT, Literacy and Numeracy are reflected in the teaching/learning experience of students.
- 11.5 To undertake a designated programme of teaching.
- 11.6 To ensure a high quality learning experience for students, which meets internal and external quality standards.
- 11.7 To prepare and update subject materials.
- 11.8 To use a variety of delivery methods which will stimulate learning appropriate to students'

needs and demands of the specifications.

- 11.9 To maintain discipline in accordance with the school procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. To ensure consistent use of the School Behaviour Policy across the Department.
- 11.10 To undertake assessment of students as requested by external examination bodies, curriculum areas and school procedures.
- 11.11 To mark, grade and give written/verbal and diagnostic feedback as required.

Personal Responsibilities

- 12.1 To play a full part in the life of Bohunt School, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- 12.2 To support the school in meeting its legal requirements for worship.
- 12.3 To actively promote school policies and procedures.
- 12.4 To be responsible for own continued professional development.
- 12.5 To comply with the school's Health & Safety policy and undertake risk assessments as appropriate. To ensure all Departmental areas are regularly safety checked to comply with latest guidelines for Safe Practice in Physical Education and Sport.
- 12.6 To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.
- 12.7 To undertake duties before the school day, at break, at the end of the lunch period and after the school day on a rota basis.
- 12.8 To attend meetings scheduled in the school calendar punctually.
- 12.9 To set cover work during any leave of absence.

NOTES

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.

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.

Date of Review: January 2018