



### HEAD OF PHYSICAL EDUCATION JOB DESCRIPTION

**Post title**

Head of Physical Education

**Salary/Grade**

Classroom Teachers' Main Scale plus TLR 2c

**Purpose of the job**

To provide professional leadership and management for PE to secure high quality teaching, effective use of resources, and high standards of learning and achievement for all students.

Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).

To assist the Headteacher in the overall management and development of the school

**Reporting to**

Assistant Headteacher - KS3

**Responsible for**

The leadership and management of PE, including teaching staff and other specified personnel within the team

The provision of a full learning experience and support for students in PE.

**Liaising with**

Assistant Headteachers, Senior Leadership Team, Year Leaders, Pastoral and Inclusion Team and relevant staff with cross-school responsibilities, relevant support staff, LA representatives, external agencies and parents.

**Working time**

Full time as specified within the STPCD

**KEY FUNCTIONS**

- To ensure effective teaching in PE, so that lessons are challenging and exciting, evaluating the quality of teaching and standards of students' achievement, and setting targets for improvement
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- To provide all those with involvement in the teaching or support of PE the help, challenge, information and development necessary to sustain motivation and secure improvement in teaching



- To ensure students' attainment in PE at GCSE and potentially A Level and any other qualification offered is in line with the expectations of the school, and meets all the targets set by Governors and Senior Leadership
- To establish and maintain policies and practices to promote positive student behaviour and achievement in PE within the framework of the school policy for Positive Discipline
- To identify appropriate resources for PE and ensure that they are used efficiently, effectively and safely
- To support the Assistant Headteachers in the leadership and management of the PE Team
- Promote an extensive extra-curricular sports programme

### **SPECIFIC RESPONSIBILITIES**

- ☐ ensure that teachers are clear about the teaching objectives in lessons, understand the sequence of teaching and learning in the subject, and communicate such information to students
- ☐ provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different students
- ☐ aim to ensure that classes in PE are effectively managed so that students can learn in a supportive and calm working environment
- ☐ Ensure the extra-curricular proposition is varied and inclusive and presents opportunities for all
- ☐ monitor the use of the Positive Discipline policy in PE to ensure that staff are consistent and effective in their use of the policy
- ☐ support colleagues in the PE team in dealing with disciplinary issues, taking responsibility for managing behaviour in PE and in the related corridor areas
- ☐ lead the professional development of subject staff through example and support, and co-ordinate the provision of high quality professional development by methods such as coaching, drawing on other sources of expertise as necessary, for example, higher education, subject associations
- ☐ provide PE timetable information to the timetable Manager to produce an annual PE timetable, to ensure the best use of subject and other expertise
- ☐ ensure that PE meets the requirements of the examination boards with respect to invigilation, moderation and marking
- ☐ ensure the effective and efficient management and organisation of learning resources in PE and Sport.
- ☐ manage the PE capitation budget and resources, establishing staff and resource needs for the subject working with the AHT to allocate available subject resources



with maximum efficiency to meet the objectives of the school and subject plans and to achieve value for money

- monitor the processes which ensure that student attendance and punctuality in PE lessons is monitored and recorded in line with school and PE policy
- monitor the work areas used by PE, creating a safe, effective and stimulating environment for the teaching and learning of sport
- ensure curriculum coverage, continuity and progression in the subject for all students, including those of high ability and those with special educational or linguistic needs
- take part in the school performance management policy, appraising staff as required and using the process to develop the personal and professional effectiveness of the appraisee
- provide staff reference information as requested by the Headteacher
- organise and chair PE and Sport meetings, communicate information to staff and co-ordinate resulting action
- undertake other tasks as reasonably required by the Headteacher

### Person Specification: Subject Leader – PE

Criteria	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status (secondary age range)</li> <li>• Degree in P.E. or relevant subject</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of further study beyond degree</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Teaching P.E. at KS3 and KS4</li> <li>• Experience of BTEC &amp; KS4 GCSE course design delivery and assessment</li> <li>• P.E. assessment at KS3</li> <li>• Experience of raising attainment in a classroom environment</li> <li>• Understanding of strategies needed to establish consistently high aspirations and standards of results and behaviour</li> <li>• Evidence of improving the teaching and learning of P.E. through schemes of work and extra-curricular activities</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of teaching KS5</li> </ul>
<b>Skills &amp; Abilities</b>	Demonstrate high expectations which inspire, enthuse, motivate and challenge students to achieve their best: <ul style="list-style-type: none"> <li>• Excellent classroom teacher</li> <li>• Be able to drive a minibus</li> </ul>	



	<ul style="list-style-type: none"> <li>• Excellent behaviour management skills</li> <li>• Ability to tailor lessons to student needs</li> <li>• Ability to use assessment data to generate appropriate and effective intervention work</li> <li>• Demonstrate a strategic and creative approach to problem solving</li> <li>• Ability to build and maintain effective relationships through excellent interpersonal skills</li> <li>• Demonstrate excellent communication skills (verbally and written)</li> <li>• Ability to develop effective teamwork</li> <li>• Demonstrate inclusive approach to education</li> <li>• Ability to work under pressure, maintaining a high sense of perspective</li> <li>• Ability to manage own time effectively</li> <li>• Commitment to regular on-going professional development</li> <li>• Commitment to collaborative working practices</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Professional, enterprising</li> <li>• Outgoing, approachable, inclusive</li> <li>• Positive, adaptable</li> <li>• Energetic and enthusiastic</li> <li>• Self-motivated, self- confident, reliable</li> <li>• Generosity of spirit, sense of humour</li> <li>• Committed to improving outcomes for all students</li> <li>• Team Player</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of pastoral responsibility in a secondary school</li> </ul>

*The Charter Schools Educational Trust is committed to safeguarding the welfare of all children and young people and expects all its staff to share this commitment.*