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**HEAD OF PE**

**JOB DESCRIPTION**

**Job Title:** Head of Physical Health Education/PE

**Responsible to:** Principal/Deputy Principal

**TEACHER AND TUTOR**

To fulfil the roles of teacher and tutor as described in the generic job description.

**HEAD OF PE**

The Head of PE Department is responsible for making clear and effective decisions about: planning, implementing and evaluating the curriculum and extra-curriculum; leading and managing PE teaching and non-teaching staff; and organising department resources, developing squads and teams. To have overall responsibility for the standard of pupils’ work, outcomes and behaviour in the department, and have an understanding of effective and positive pastoral care.

**DEPARTMENT PLANNING**

In consultation with the Principal:

* To construct a subject Development and Improvement Plan, based on the School Development and Improvement Plan, defining short, medium and long term goals of the department area;
* To oversee the implementation and evaluation of the Development and Improvement Plan; and
* To prepare the PE department for internal and review and evaluation and the COBIS/IBO inspection.
* To prepare and plan termly inter house competitions across the Primary school, and the Senior school in liaison with the MYP/DP Coordinator.

**CURRICULUM**

1. To construct and oversee schemes of work in PE which satisfy statutory requirements and are compatible with the school’s aims, policies and ethos.
2. In consultation with members of the PE department and MYP Coordinator and Primary Director of Studies, to evaluate the schemes of work and modify them in the light of new attitudes and approaches, changed examination syllabi, or altered school or national policies.
3. To ensure that a high quality extra-curricular sport curriculum meets the needs of students of all abilities.
4. To ensure that schemes of work are differentiated to meet the needs of individual pupils.
5. To liaise with the SENCO over pupils with special educational needs.
6. To ensure that schemes of work show continuity and progression in:

* Curriculum objectives and content;
* The improvement of cross curricular skills; and
* Teaching and learning strategies

1. To ensure that schemes of work for PE build on skills, attitudes, knowledge and concepts developed in the primary school and progress through to post-16.
2. In consultation with the curriculum coordinators, to assist in the improvement of cross-curricular themes, skills and dimensions.
3. To promote teaching and learning strategies within the PE department that stimulate pupil interest and involvement in learning and meet the needs of individual learners, drawing on good practice in different areas of the faculty.
4. Acquire a range of appropriate educational resources.
5. To assist the Librarian in the acquisition of stock which supports the curriculum.
6. To develop and monitor assessment procedures compatible with the school policy and statutory requirements.
7. To evaluate the suitability of courses offered by the different examination boards and choose those which meet the needs and aspirations of pupils.
8. To ensure the arrangement of educational visits which aim to support curriculum objectives.
9. To contribute as necessary to the planning of the school timetable.
10. To advise on the most effective deployment of departmental personnel.
11. To maintain constant awareness of improvements in PE and bring these to the attention of the Headteacher.
12. To liaise with other Heads of Department and the Curriculum Manager over whole school curriculum planning.
13. To liaise with the SLT in preparing the school calendar.

**PUPILS**

1. To establish and maintain high levels of expectations in pupils.
2. To ensure that the school guidelines on behaviour, presentation of work and completion of homework are implemented, where relevant.
3. To establish procedures for the assessment and recording of pupil progress in line with school policy.
4. To ensure that pupil records are passed on from year to year.
5. To organise teaching groups into sets where appropriate.
6. To ensure that pupils and their parents are provided with information and guidance about courses offered by the PE department at MYP and IB DP.
7. To supervise the completion of reports and Individual Action Plans.
8. To ensure liaison with the pastoral and learning support staff over individual pupil needs, especially during times of stress.
9. To monitor attendance and punctuality and ensure that pupils use their organisers.
10. To assist in the discipline and congratulation of individual pupils.

**MANAGEMENT OF STAFF**

The Head of PE Department should demonstrate the ability to lead, motivate and get the best out of others. They should engender a common sense of purpose, shared vision and sense of mission within the department.

1. To assist with recruitment and appointment.
2. To assist in the preparation of job descriptions and delegate appropriate responsibilities and duties to members of the departments.
3. To make arrangements for the induction of newly appointed teachers.;
4. To provide a full programme of guidance and support for newly qualified teachers, those returning to teaching and those taking part in other training programmes.
5. To prepare reports on newly qualified teachers.
6. To liaise with the Deputy Headteacher (T&L) in promoting the professional improvement of teachers within the departments.
7. To conduct the appraisal process.
8. To identify strengths and areas for improvement of staff and take appropriate actions to encourage high morale.
9. To bring to the attention of the SLT line manager areas of concern in the professional capability of teaching and non-teaching staff.
10. To implement school procedures for the monitoring and evaluation of the work of teachers in the Geography department.
11. To ensure that lesson plans are prepared, schemes of work are followed, pupil work is assessed and the credit system is used by staff.
12. To establish structures for departmental consultation, communication and evaluation.
13. To hold effective departmental meetings and ensure that minutes are distributed to members of the departments, the Principal and SLT line manager.
14. To ensure that the departments are represented at cross-curricular group meetings.
15. To organise work for absent staff, ensuring that suitable work is set and resourced.
16. To assist in the deployment of support teaching staff.
17. To meet with the representative on the Senior Leadership Team and exchange information.
18. To have a thorough, professional knowledge of departmental staff, to take interest in their well-being and to offer guidance as appropriate.

**RESOURCES AND ACCOMMODATION**

1. To ensure that resources within the PE department are relevant to curriculum and extra-curricular needs and are well maintained.
2. To prepare an annual departmental budget and ensure appropriate financial records are maintained.
3. To ensure the purchase, maintenance and appropriate allocation of resources.
4. To ensure that the stock records are accurately maintained.
5. To outline standards for the proper care of the accommodation, furniture and equipment and to demonstrate the economic, efficient and effective use of resources.
6. To ensure that the learning environment is enhanced and that:
7. Classrooms etc. are left tidy and clean; and
8. Pupil work is regularly displayed within and outside the classroom.
9. To liaise with the Health and Safety representative in ensuring that pupils and teachers work in a safe and healthy environment.
10. To liaise with the Business Manager regarding all issues related to finance.

**EXAMINATIONS**

1. To ensure liaison with the Examinations Officer over entry procedures.
2. To ensure that all necessary course work has been forwarded to the IBO, if required.
3. To liaise with and arrange the visit of external moderators, if required.
4. To monitor examination results within the faculty and prepare a report to the Principal, if required.
5. To prepare internal examination question papers in consultation with other members of the faculty.
6. To organise PE teacher assessments of pupils in the National Curriculum in the Primary and IB MYP/DP in the senior school.

**THE COMMUNITY**

1. To ensure good and positive dialogue with parents in accordance with school policies.
2. To assist in the induction of pupils at all levels of entry into the school.
3. To contribute to reports to Governors when required.
4. To maintain a dialogue with the support services and advisory staff.
5. To promote those links with the local community which enhance curriculum provision.

**ADDITIONAL RESPONSIBILITIES AS HEAD OF DEPARTMENT**

1. To monitor and evaluate the work of staff within PE.
2. To contribute to strategic whole school planning, monitoring and evaluation.

**GENERAL**

* To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
* To comply with individual responsibilities in accordance with the role, for health and safety in the workplace
* The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
* The duties above are neither exclusive or exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

**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.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Principal.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

**Agreed by: …………………………………………………….. (Postholder)**

**And: ………………………………………………………………(Principal)**

**Date: ………………………………………………………………**