



<b>Title of Post:</b>	<b>Head of P.E.</b>
<b>Post Status:</b>	Permanent
<b>Working Year:</b>	According to School Teachers Pay & Conditions Document
<b>Salary Scale/TLR</b>	TBC based on experience / to be set at 2b £4,831
<b>Accountable to:</b>	Senior Leadership Team
<b>Responsible for:</b>	Leadership and management of the department, to include the strategic direction, the quality of teaching and learning, outcomes (with respect to progress and attainment), and the representation of the department within the school. To take responsibility of all aspect of P.E. in relation to calendared, whole school activities.
<b>Notice Period:</b>	1 term

The appointment is subject to the current conditions of employment for teachers contained in the School Teachers' Pay and Conditions Document (copy available at [www.education.gov.uk](http://www.education.gov.uk)) and any other current applicable legislation. Reference should also be made to the 2003 National Agreement and the Teachers' Standards 2012 applicable (copy available at [www.education.gov.uk](http://www.education.gov.uk)).

The post holder will comply with Health and Safety requirements and specifically will take reasonable care of him/herself and other persons who may be affected by his/her acts or omissions at work (Health and Safety at Work Act 1974), and other relevant employment legislation and school policies.

The Local Governing Body, following recommendation by The Principal/Head reserve the right to amend the job description at any time after consultation with the post holder.

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document for a main-scale teacher.

### **General responsibilities**

All staff working within The Priory School Trust are expected to:

- Engage with, and promote, the schools' values, and ethos
- Be excellent practitioners and team members who set high professional standards;
- Work together effectively with colleagues and students by following the school's Code of Conduct.

## **Specific Responsibilities**

### **A. Strategic direction and development of the subject**

1. To establish a Strategy and purpose for the department, through procedure and practice, reflecting the school's commitment to high achievement through excellent teaching and learning.
2. To use relevant school, local and national data to establish clear targets for achievement in the subject, holistically and for all groups
3. By considering the Strategy, the School Development Plan, school SEF and department self-evaluation plan, to establish, annually, a Departmental Development Plan.
4. To establish actions for improvement (in the DDP) and to regularly monitor and evaluate the impact against targets and time-scales.

### **B. Teaching, learning and assessment**

1. To lead the subject staff in the teaching of the subject, and provide a role model for high quality teaching and learning in the subject, in line with the SDP. This will include providing regular feedback and professional development to all subject staff on teaching and learning which recognises good practice and supports their progress.
2. To use a variety of methods to monitor and evaluate the teaching and learning offered by the subject staff, and take appropriate action to improve further the quality of teaching and learning.
3. To keep abreast of new developments in content and teaching style, including use of new technologies.
4. To ensure that all subject staff understand, and are actively implementing, the key aspects of the school's behaviour and inclusion policies.
5. To monitor and evaluate the department's specification and schemes of work, ensuring staff are following said schemes and ensuring consistent implementation.
6. To ensure that examinations or other suitable methods of assessment are devised and applied at appropriate times. To ensure that all tests, examinations and assessments are based on the department's specification and marked according to a scheme common to the whole year group.
7. To initiate and organise curricular, extra-curricular and educational enhancement activities related to the subject. e.g. House sports and The House run.
8. To provide regular feedback to the SLT link to help the school evaluate its practice, including the Results' Analysis and self-evaluation process in the appropriate form.
9. Actively promote sports related activities and further engage and enthuse the student body to become involved.

### **C. Leading and managing staff**

1. To lead and manage the staff in the department.
2. To communicate an enthusiasm and passion for the subject which encourages, motivates and supports other staff.
3. To help in the selection of relevant staff (both teaching and support staff) for the department.
4. To be responsible for inducting NQTs and new staff.

5. To be responsible for all aspects of the management and quality of the peripatetic tutors where our students access extra tuition on school site.
6. To secure and develop the collaborative effort of the subject staff, through joint planning, sharing best practice and resources, so that involvement, commitment and team spirit are promoted.
7. To ensure that subject staff are familiar with and follow all school and departmental policies.
8. To assist the Principal in drafting reports and references on present and past members of the department.
9. To act as the point of contact when complaints are expressed and to investigate and resolve the complaint, involving SLT where appropriate.
10. To lead the use of performance management in order to develop the personal and professional effectiveness of subject staff, ensuring objectives are appropriate for the individual and to challenge the performance where necessary.
11. To take initial responsibility for the pastoral care and welfare of all departmental staff.
12. To attend, where appropriate, representation of the department at middle leadership meetings.
13. To hold regular departmental meetings; keeping subject staff up-to-date with decisions and proposals made by different groups to seek departmental views of these.
14. To display a developing and professional knowledge base together with the ability to identify the key implications for subject development.
15. Where required, to add expertise, support and advice to other teachers in the Trust.

#### **D. Resource Management**

1. To maintain efficient and effective management and organisation of learning resources, by developing or identifying new resources including ICT applications to the subject.
2. To administer efficiently and effectively the resources and capitation of the department.
3. To ensure that the teaching area allocated to the department is kept in good order.
4. To ensure colleagues create a stimulating learning environment for the teaching and learning of the subject.
5. To be aware of and respond to any health and safety issues raised by materials, practice or accommodation related to the subject.
6. To discuss departmental timetable schedules with all members of the department and to ensure a fair and realistic distribution of teaching load in accordance with information issued by SLT.
7. To plan the deployment of staff expertise to achieve the targets in the SDP.

This job description may be modified by the Principal, with the post holder's agreement, to reflect or anticipate changes.

"Whilst acknowledging this job description covers the main areas of the role, the Principal reserves the right to require the post-holder to carry out additional tasks, which are reasonable and within the scope of the role already held."