

Job Description – Head of Sport and Health

Report to:	Designated SLT member with responsibility
Responsible to:	The Headteacher and Governing Body
Responsible for:	Deputy TLL, Teachers' i/c subject areas, Teaching staff and other relevant personnel within the department

Purpose of the Post

The teaching and learning leader will take lead responsibility for providing leadership and management for the subject/curriculum area to secure:

- High-quality teaching
- Effective use of resources
- Improved standards of learning and achievement for all

Duties and Responsibilities

Strategic direction

- Lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the subject / curriculum area.
- The day-to-day management, control and operation of course provision within the curriculum area, including effective deployment of staff and physical resources.
- Actively monitor and follow up student progress
- Implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety etc.
- Work with colleagues to formulate aims, objectives and strategic plans for the subject / curriculum area which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School.

Person Specification

- Lead and manage the business planning function of the subject/curriculum area and to ensure that the planning activities of the subject reflect the needs of students within the subject area, SIP/SAP and the aims and objectives of the School.
- Link with the Deputy TLL to ensure that the work in the curriculum area fully reflects the School's distinctive ethos and mission.
- Foster and oversee the application of I.C.T. in the subject, including the development of materials for Independent Learning.
- Ensure that Health and Safety policies and practices, including Risk Assessments, throughout the curriculum area are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Manager.
- Develop and implement policies for subject/curriculum area in line with our school's commitment to high-quality teaching and learning
- Promote the subject, its importance, and the value that it brings across the school
- Have a good understanding of how well the subject is being delivered and the impact it has on pupil achievement
- Use this understanding to feed into the school development plan and produce an action plan for the subject
- Promote pupils' spiritual, moral, social, cultural, physical and mental development alongside British values in the teaching of the subject
- Consult pupils, parents and staff about the subject and its effectiveness, and assess the feedback against the school's values, visions and aims
- Work with the special educational needs co-ordinator (SENCO) to ensure the curriculum matches the needs of different pupils, such as disadvantaged pupils and those with special educational needs and/or disabilities (SEND)
- Promote careers education through the subject and ensure that teaching and learning illustrates how the subject might lead to career opportunities
- Use additional staff in the subject area to ensure there is a framework for deployments and that teaching assistants are deployed effectively
- Liaise with our feeder primary schools on the transition of the subject to secondary school to ensure that progression is built into the curriculum
- Liaise with the local authority (LA) within subject groups on subject-related events, projects and activities

Person Specification

Leading the curriculum

- Liaise with the Deputy Head Quality Assurance to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Evaluation.
- To be accountable for the development and delivery of the subject / curriculum area
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- Actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- Ensure that the development of the subject is in line with national developments.
- Liaise with the Deputy Head Quality Assurance to maintain accreditation with the relevant examination and validating bodies.
- Develop and review regularly the vision, aims and purpose for the subject area
- Oversee the planning of the curriculum content, ensuring it is well sequenced to promote pupil progress
- Ensure the planned curriculum is effectively and consistently implemented across the school
- Make sure there is an effective system of assessment that oversees the progress of pupils to ensure the curriculum has a positive impact on pupils' learning
- Have an overarching responsibility for pupils' achievement and standards in the subject area

Leading and managing staff

- Work with the Assistant Head Staff Learning and Performance to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To be responsible for the efficient and effective deployment of the support staff working within the subject area.
- Undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated subject / curriculum area.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the curriculum area liaising with the Cover Manager/relevant staff.
- Participate in the recruitment process for teaching posts when required and to ensure effective induction of new staff in line with School procedures.

Person Specification

- Promote teamwork and to motivate staff to ensure effective working relations.
- Participate in the school's ITT, OTT, GTP programme, and where appropriate to participate in the school's ECT induction programme.
- To be responsible for the day-to-day management of staff within the designated curriculum area and act as a positive role model.
- Establish an effective team and hold regular meetings on the subject weekly/fortnightly to keep staff informed on any developments or changes
- Provide support to staff regarding teaching and learning, resources, and planning in the subject area
- Monitor teaching and learning by visiting lessons, scrutinising books, and talking with pupils to assess how well the subject area is being implemented and how well it is delivered across the school
- Provide feedback to staff based on the above observations to identify training needs and provide continuing professional development (CPD) in the subject area
- Coach and model team teaching
- Liaise effectively with exam boards to ensure that teachers understand and are familiar with the syllabuses that are being delivered
- Support teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises
- Take responsibility for performance management for your team, appraising staff in line with the school's appraisal policy
- Contribute to timetabling and manage setting pupils into attainment groups
- Liaise with Head/Deputy, other TLLs, Student Support Services and relevant staff with cross-school responsibilities, relevant non-teaching support staff, LEA staff, parents.

Efficient and effective deployment of resources

- Provide support with textbooks and library books in your subject area
- Create a safe, welcoming environment and take care of the classroom accommodation, ensuring classroom displays are stimulating, of high quality, and inspire curiosity in pupils
- Audit, check and manage resources to ensure they are up to date and match pupil and curriculum needs

Person Specification

- If applicable, manage the subject budget effectively to ensure it is spent on resources that add value and enhance the learning experience.
- Prepare appropriate resources for remote learning to ensure the curriculum can be delivered to pupils learning from home if necessary

Quality assurance

- Ensure the effective operation of quality control systems e.g. use of the MEA file.
- Establish the process of the setting of targets within the subject and to work towards their achievement.
- Establish common standards of practice within the curriculum area and develop the effectiveness of teaching and learning styles in all subjects within the curriculum area.
- Contribute to the School procedures for lesson observation.
- Monitor and evaluate the curriculum area in line with agreed School procedures including evaluation against quality standards and performance criteria.
- Seek/implement modification and improvement where required.
- Ensure that the subject's quality procedures meet the requirements of the Self Evaluation Form and the Strategic Plan.

Management information

- Ensure the maintenance of accurate and up-to-date information concerning the curriculum area on the management information system.
- Make use of, analyse and evaluate available performance data.
- Identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- Produce reports within the quality assurance cycle for the subject / curriculum area.
- Produce reports on examination performance, including the use of value-added data.
- In conjunction with the relevant KS Co-ordinator, to manage the subject's collection of data.
- Provide the Governing Body with relevant information relating to the subject performance and development.

Person Specification

Communications

- Ensure that all members of the subject / curriculum area are familiar with its aims and objectives.
- Ensure effective communication/consultation as appropriate with the parents of students.
- Liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
- Represent the subject / curriculum area views and interests.

Marketing and liaison

- Contribute to the School liaison and marketing activities, e.g. the collection of material for press releases.
- Lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.
- Actively promote the development of effective subject links with external agencies.

Pastoral

- Monitor and support the overall progress and development of students within the department.
- Monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- Act as a Form Tutor or Co-tutor and to carry out the duties associated with that role as outlined in the generic job description.
- Contribute to PSHE, citizenship and enterprise according to school policy.
- Ensure the Positive Behaviour Management system is implemented in the curriculum area so that effective learning can take place.

Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Person Specification

- To be a fully trained First Aider or be willing to be trained as an emergency First Aider and to undertake medical needs training and administering of medication.
- To supervise areas where students congregate during break time and lunchtime, maintaining Health & Safety practices.

Other Areas of Responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the DSL to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

General Duties

- To take part in the school performance review process.
- To support the Governing Body in its whole-hearted adoption of the School's policies, and aims.

Whilst every effort has been made to explain the main duties and responsibilities of the post, individual tasks may not have been identified. The post holder will be expected to undertake tasks which are commensurate with the position at the discretion of the Headteacher.

The Job Description may be varied to meet the changing demands of the school. It will be reviewed at intervals and may be subject to modification or amendment at any time after consultation with the post holder.

Person Specification

Please note: *All criteria below are essential.*

Criteria	Qualities
Qualifications and Experience	1. Degree in subject area of responsibility 2. Qualified teacher status
Experience	3. Successful experience of subject leadership 4. Experience of teaching all or most of the age range served by the School (11 – 18) 5. Participation in in-service courses and further professional study
Skills and Knowledge	6. Expert knowledge of the National Curriculum and developments, particularly in the subject area of responsibility 7. Successful experience of organising, promoting and evaluating curriculum development in the subject area, both with regard to methodology as well as content. 8. Evidence of commitment to and experience of raising standards and achievement. 9. Understanding of high-quality teaching and learning strategies in the subject, and the ability to model this for others and support others to improve 10. Awareness of local and national organisations that can provide support with delivering the subject 11. Ability to build effective working relationships with staff and other stakeholders 12. Ability to adapt teaching to meet pupils' needs 13. Ability to build effective working relationships with pupils 14. Knowledge of guidance and requirements around safeguarding children 15. Good IT skills

Person Specification

	16. Effective communication and interpersonal skills 17. Ability to communicate a vision and inspire others
	18. Evidence of the ability to oversee and promote effective participation of students in lessons for the subject area of responsibility.
Management of Staff and Department	19. Successful experience of organising, developing and motivating staff 20. Skills in articulating aims and formulating plans, and in communicating these both orally and in writing 21. An understanding and experience of developing and managing effective teams
Management of Resources	22. Successful experience of organisation and administration, including record-keeping and planning 23. Understanding of, and experience in, effective budget management
Equality Policies	24. Understanding of, commitment to and experience of promoting equal opportunities
Relationship with Schools Community	25. Successful experience of involving parents, the local community and industry in the life of a school and in pupils' learning 26. Skill in communicating effectively with Parents, Governors and the Headteacher. 27. An understanding of and commitment to the effective promotion of the School.
Personal Qualities	28. A commitment to achieving the best outcomes for all pupils 29. Uphold and promote the ethos and values of the school 30. Ability to work under pressure and prioritise effectively

Person Specification

	31. Maintain confidentiality at all times
	32. Commitment to safeguarding and equality