



ST MICHAEL'S CATHOLIC HIGH SCHOOL
SUBJECT LEADER OF PHYSICAL
EDUCATION
JOB DESCRIPTION

1. **JOB TITLE:**
SUBJECT LEADER OF PHYSICAL EDUCATION
(Please refer also to the Classroom Teacher Job Description)

2. **JOB PURPOSE:**
To ensure that the negotiated aims of the Physical Education Department (which reflect those of the school) are achieved by enabling the staff to deliver the curriculum effectively.

3. **ACCOUNTABLE FOR:**
Particular responsibilities assigned to him/her, as decided by the Headteacher /Line Manager.

KEEPING CHILDREN SAFE

It is the duty and responsibility of every member of staff (teaching and non-teaching) to monitor the welfare of every child and act swiftly in their interests when a need is recognised. The actions of every staff member and responsible adult matter too, for every child.

All members of school staff (teaching and non-teaching) employed to work on school premises and in contact with children must read, understand and comply with the School's policy on child protection and procedures for safeguarding children.

4. **ACCOUNTABLE TO:**
Headteacher/Line Manager

5. **KEY ACCOUNTABILITIES:**
1. To support the school's ethos and aims as expressed in the School's Mission Statement and Aims.
 2. To undertake professional duties as described in the Teachers Pay & Conditions document.
 3. To safeguard and promote the welfare of children in his/her care.

4. To undertake particular responsibility as Subject Leader for the following areas:
 - 4.1 To formulate, communicate and implement a clear vision for Physical Education at St Michael's Catholic High School.
 - 4.2 To manage all aspects of KS3/KS4/KS5 (including the development of Schemes of Work, the monitoring of short term planning, resources and materials) and to keep abreast of all whole school developments relating to the effective delivery of the curriculum and support of the individual student (e.g. Pastoral & Academic Monitoring System 'PARS')
 - 4.3. Responsible for continuity and progression/assessment in KS3/KS4/KS5
 - 4.4. To act as coach and mentor to new members of the Department and to work with Senior Managers on the School Induction Programme for New Teachers
 - 4.5 To lead regular Departmental Meetings and briefings
 - 4.6. To attend regular Subject Leaders' Meetings and any other meeting as required
 - 4.7. To promote high standards of students' behaviour, equipment, work and ensure health and safety procedures are observed
 - 4.8. To attend relevant CPD courses to enhance teaching (Agreed by Line Manager).
 - 4.9. To take a leading role in the Extra Curricular programme offered by the Physical Education Dept.
 - 4.10. To ensure that the work of the PE Dept has a significant impact across the whole school.
 - 4.11. To provide students with a creative and stimulating learning environment
 - 4.12. To complete the annual exam analysis, Self Evaluation and Department Improvement Plan
 - 4.13. To maintain a robust tracking system that monitors student progress, identifies gaps in progress between groups, and highlights underachievement.
 - 4.14. To Assure the Quality of Education offered by PE through undertaking regular learning walks, work scrutinies and Lesson Observations
 - 4.15. Carry out annual Performance Review and appraisal of all members of the PE Department

- 4.17. To be responsible for the upkeep and maintenance of Departmental resources, ordering and managing the Departmental budget.
- 4.18. To ensure exam and NEA entries are accurate.
- 4.19. Keep up to date with developments in education at a local and national level that will impact the teaching of PE.
- 4.20. To ensure the curriculum followed at KS3, 4 and 5 is compliant with the requirements of the National Curriculum.
- 4.21 To ensure that the PE curriculum is inclusive, coherent, well sequenced and ambitious.
- 4.22 To maintain strong links with other schools through participation in inter-school competitions and tournaments eg County Athletics League
- 4.23 To ensure that pupils' conduct at these events is of the highest standard and is representative of the Mission and Ethos of St Michael's Catholic High School
- 4.24 To undertake a regular 'On Call' duties in line with other Core Subject Leaders
- 4.25 To delegate agreed responsibilities to the 2i/c of PE and other postholders.

To undertake any reasonable additional duties or responsibilities at the discretion of the Headteacher.