

JOB DESCRIPTION

Job Title	Head of PE
Hours of Work	Full Time
Department / Group	PE
Line Management	Senior Leadership Team / Line Manager

This job description is not intended to be exhaustive and is a general outline of the typical duties and responsibilities expected to be carried out whilst accepting that these may change at the discretion of the Headteacher and Trustees.

The post-holder will uphold the ethos, policies and practices of the school and maintain high standards in their own attendance, punctuality, personal and professional conduct.

Rooks Heath is part of Tithe Academy, a Multi Academy Trust and sponsors a local primary school and an Alternative Education provider. There may be occasions when you will be required to spend time at another school in the Trust.

Tithe Academy is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

PURPOSE OF THE POST

To lead the PE Department, continuing to raise standards and improve exam results, through effective curriculum delivery in this area.

This post is subject to the contract of employment between the teacher and the Trustees of Tithe Academy and the provisions in the General Guidance on Job Description/Conditions of Service of Teachers as included in the document on Teachers' Pay and Conditions.

Tasks, Duties and Responsibilities

Key Tasks:

1. To provide leadership that ensures effective teaching and learning in the PE Department.
2. To ensure effective delivery of the National Curriculum PE in KS3 and KS4.
3. To be responsible for the co-ordination, organisation and administration of the PE Department.
4. To make a full contribution to the life of the school.

Leadership of the Department:

1. To provide the vision that will lead the PE Department.
2. To lead, by example, the work of the PE team and the students.
3. To ensure the good learning of all students in the PE Department.
4. To identify, monitor and ensure good academic progress of all the students in the PE Department.
5. To complete the Department SEF (Self-evaluation form) annually.

6. To maintain and update the Department Improvement Plan (DIP) to ensure it is aligned with whole school priorities.
7. To ensure that the department continuously improves and develops the schemes of learning in line with the latest pedagogy.
8. To monitor and ensure the good quality of work of all members of the PE Department.
9. To support teachers, particularly NQTs, appropriately.
10. To identify and implement appropriate developments with regard to curriculum, syllabus and programmes of study in PE.
11. To maintain excellent standards of behaviour and work in PE lessons in line with the school Behaviour Management policy.
12. To teach a timetable commensurate with the post.

Effective Delivery of the National Curriculum KS3 and KS4:

1. To ensure that all requirements for National Curriculum in PE programmes are met.
2. To ensure that there is pace, challenge and progress in all PE lessons.
3. To implement good procedures for lesson preparation, homework and the setting of work for all absent staff so as to ensure continuity.
4. To allocate resources and ensure their effective use.
5. To ensure that students are effective in their learning and make good progress.
6. To ensure that assessment is implemented in line with the school's Assessment Policy.
7. To ensure a good learning environment that supports effective work in all PE areas.
8. To spread good practice in teaching methodology through observations, discussion and developmental initiatives for the PE Department.
9. To regularly monitor the work of the PE Department.
10. To ensure innovative use is made of IT in PE lessons.
11. To successfully develop and integrate the KS3 literacy strategy within the PE Department.
12. To lead and support delivery of remote learning as required.

Co-ordination, Organisation and Administration:

1. To organise departmental meetings for curriculum discussion, planning and development.
2. To ensure there is effective recording and reporting of student work and assessments.
3. To ensure that reports are completed according to school policy and statutory requirements.
4. To ensure that full co-operation and information regarding student progress is given to parents, SLT and other relevant bodies.
5. To liaise with Heads of Year, the Student Support Hub and Learning Support as appropriate.
6. To co-ordinate the development of cultural capital through a programme of visits and extra-curricular activities.
7. To contribute to the updating of the school policies relating to PE e.g. Health & Safety.
8. To be responsible for the successful implementation of PE and ensure the school meets the statutory requirement for PE at both Key Stage 3 and Key Stage 4.
9. To keep abreast of all developments in PE both nationally and locally.

10. To negotiate termly and annual targets with department staff as necessary as part of the Performance Appraisal cycle.
11. To provide any information or reports to the Governing Body for Governors' Curriculum Working Party and the full Governing Body.

Contribution to Management:

1. To work with the whole school for the success of Rooks Heath.
2. To contribute to the development and implementation of the School Improvement Plan.
3. To implement school policies.
4. To participate in Management Meetings.
5. To monitor Health and Safety procedures in the PE Department.
6. To participate in the school's performance appraisal process.
7. To liaise with colleagues who carry cross-curricular responsibilities.
8. To act as liaison regarding student welfare and discipline.
9. To be responsible for researching possibilities to develop PE.
10. To investigate and recommend curricular change for PE.
11. To ensure the budget for PE gives value for money and make appropriate recommendations to the Finance Manager and Director of Business accordingly.

Tutor:

1. To act in accordance with the guidelines given by the Head of Year.
2. To liaise with the Head of Year in implementing the school pastoral policies.
3. To organise the checks and controls that take place during tutor time.
4. To register students accurately.
5. To monitor student Link Books to ensure that homework is being recorded as appropriate.
6. To communicate with parents/carers as appropriate.
7. To attend Year Group meetings as arranged by the Head of Year.
8. To engage with students and foster positive relationships within the tutor group.

Contributing to the Wider Life of School

1. To attend all necessary meetings.
2. To support the aims and ethos of this school.
3. To adhere to all school policies.
4. To actively participate in appropriate training when required.
5. To engage actively in the performance appraisal process and undertake professional development and training as agreed.
6. To work co-operatively as a member of a team.
7. To report any stranger on site.
8. Make a positive contribution to the wider life through educational trips, visits and activities in outer hours and extra curricular activities.
9. Attend parents' events.
10. To carry out any other duties as reasonably directed by the Headteacher, Deputy Headteacher, Director of Business or Team Leader.