



Assistant Subject Leader - PE

Overview of Responsibilities

[To be read in conjunction with the full Teaching job description]

TLR 2.1 £3,527 per annum

Line Manager: Subject Leader - PE

1. Deputising for the Subject Leader for PE (e.g. attending / running meetings).
2. Participating and supporting with overseeing the development of curriculum & resources
3. Co-monitoring T&L across KS3/4 PE, including learning walks and observations of all groups.
4. Assisting the Subject Leader with the administration of an academic course (either A-level or GCSE), including submission of NEA marks, keeping knowledge of exam courses up to date, monitoring the accuracy of exam entries.
5. Helping to check PDR/reports.
6. Assisting the Subject Leader to co-ordinate and monitor academic assessment, data input and intervention.
7. Assisting the Subject Leader in monitoring of internal data from learning walks, PDR, lesson observations to ensure students in PE lessons make expected progress.
8. Mentoring PGCE interns (as appropriate).
9. Annual appraisal of one member of staff.
10. Ensure that cover work is set by absent colleagues when required and that in exceptional circumstances, it is set for them.
11. Coordinating extra-curricular activities.
12. Managing entries to extra-curricular events including school games, county and national applications.
13. Managing parental and community communication on social media and through Arbor.
14. Lead on a biannual student voice.
15. Lead on PE student ambassadors.

I agree to uphold the terms of this Job Description

Signed: _____

Dated: _____

Reviewed: 01/03/2025