



The Fernwood School

High Achievement with Care & Discipline for All

Head of Physical Education

Job Description



Salary: MPS/UPS + TLR 2c

Responsible to: Head of Faculty: Physical & Performance Education

Responsible for: Deputy Head of Physical Education & all PE teaching staff

Main purpose

The subject leader will take lead responsibility for providing leadership and management for Physical Education at Fernwood to secure:

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

General duties and responsibilities for all qualified teachers

The post requires you to teach pupils in the age 11-16 age range within the professional duties of a Class Teacher under the School Teachers' Pay and Conditions Document, and in addition:

- Plan, teach and evaluate lessons to ensure a variety of tasks and learning experiences for pupils matched to their needs;
- Continuously assess pupils, provide feedback, set targets for pupils and ensure they know how best to improve;
- Use examples of pupils' work to exemplify standards and secure, high expectations;
- Organise lessons effectively to ensure high quality learning;
- Use positive discipline management techniques to resolve conflict and promote collaborative learning;
- Consistently apply whole school policies to ensure effective learning and inclusion;
- Contribute to the teaching of literacy and numeracy across the curriculum;
- Use appropriate ICT to ensure effective learning;
- Contribute to the academic, vocational and work-related curriculum as appropriate;
- Contribute to the development of all school policies;
- Participate in continuous professional development and appraisal;
- Act to promote a "pathway" approach, working with primary schools and post 16 providers as appropriate;
- Work with parents as partners to raise standards and achievement;
- Form professional and co-operative working relationship with colleagues;
- Set a good example to pupils through personal and professional conduct and presentation;
- Remain committed to ensuring that every pupil is given the opportunity to achieve their potential and meet the high expectations set for them;
- Be responsible to line manager;
- You may be asked to undertake any other duties which may be reasonably regarded as within the nature of the duties and responsibility/grade of the post defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.



Specific duties and responsibilities of Head of PE

Duties and responsibilities

Strategic direction

- Develop and implement policies for Physical Education 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.
- Be a role model of outstanding teaching in the department.
- 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 both the Faculty and the school development plan.
- 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.
- Build upon existing links and forge new ones with local schools PE departments and external sporting providers.

Leading the curriculum

- Develop and review regularly the vision, aims and purpose for the subject area.
- Be responsible for the policies and implementation of health and safety within Physical Education.
- Develop an exciting and motivating extra-curricular enrichment programme including competitions and visits.
- 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.
- Promote the Physical Education department to all stakeholders such as pupils, parents and governors.
- Co-ordinate the delivery of extra-curricular activities including entry to city, county and national competitions, ensuring that the offering provides opportunities for all Fernwood students.



Leading and managing staff

- Establish an effective team and hold regular meetings to keep staff informed of any developments or changes.
- Foster a sense of 'collegiate responsibility' amongst the teachers to ensure an equitable sharing of workloads commensurate with roles, experience, and talents of team members.
- Provide support to staff regarding teaching and learning, resources, and planning in the subject area.
- Monitor teaching and learning by visiting lessons, scrutinising books within KS4, and talking with pupils to assess how well Physical Education 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) for Physical Education.
- 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 in conjunction with the Head of Faculty, appraising staff in line with the school's appraisal policy.
- Contribute to timetabling

Efficient and effective deployment of resources

- Create a safe, welcoming environment and take care of both the indoor and outdoor facilities, ensuring all environments are stimulating, of high quality, and inspire pupils.
- Liaise with premises staff as needed regarding ongoing repairs and facility management.
- Audit, check and manage resources to ensure they are up to date and match pupil and curriculum needs.
- 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

Other areas of responsibility

- 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.

This job description may be amended at any time in consultation with the postholder.



Person Specification

CRITERIA	QUALITIES
Qualifications and training	• Degree • Qualified teacher status • First Aid trained or a willingness to complete training • Clean driving licence
Experience	• Successful experience of subject leadership • Teaching experience
Skills and knowledge	• Expert knowledge of the National Curriculum, particularly the Physical Education curriculum • Understanding of high-quality teaching and learning strategies in the subject, and the ability to model this for others and support others to improve • Awareness of local and national organisations that can provide support with delivering the subject • Ability to build effective working relationships with staff and other stakeholders • Ability to adapt teaching to meet pupils' needs • Ability to build effective working relationships with pupils • Knowledge of guidance and requirements around safeguarding children • Good IT skills • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others
Personal qualities	• A commitment to achieving the best outcomes for all pupils • Uphold and promote the ethos and values of the school • Ability to work under pressure and prioritise effectively • Maintain confidentiality at all times • Commitment to safeguarding and equality