

JOB DESCRIPTION

Head of Sport & Physical Education

Development of Sport

- To inspire students of all abilities to enjoy and excel in sport and to ensure the provision offers these opportunities for all students.
- To develop a comprehensive sporting programme to include the provision for cricket and football.
- To provide a broad and balanced programme of Curricular and Co-Curricular activities that give all students the opportunity to take part and compete in a wide variety of sports.
- To contribute to the School Strategic Plan for the development of sport in line with the schools 'Vision' and review and update it as necessary.
- To lead, mentor and professionally develop the Sports Graduate Assistants, ensuring their coaching, administration and session delivery effectively support the wider PE & Sport programme
- To develop a team ethos within the department.
- To keep abreast of current coaching, teaching, and learning initiatives.

Department Management

- To line manage the PE Department teachers, and any Sports Coaches or Sports Graduate Assistants.
- To support staff in receiving CPD which meets the needs of the individual and the department.
- To lead by example through regular attendance at sports fixtures, morning and after-school clubs, weekend events, INSET days and parent evenings, ensuring high visibility and strong support for the PE & Sport programme
- To assist with the appointments of new staff in the department.
- To undertake the training, mentoring and professional development staff through the annual process of Performance Management.
- Set the structure of the PE timetable, utilising the spaces available for both Prep and Senior School.
- Liaise with Maintenance/Grounds and Sports Centre staff to ensure facilities and resources are fit to be used.
- To represent the subject area at all relevant meetings, including Heads of Department meetings and impart information to colleagues as required.
- To support the school's endeavours to offer a range of trips and tours across all Key Stages.
- Establish effective departmental communication through the chairing of weekly meetings and the publication of minutes.
- To deploy staff fairly to ensure all members of the department take responsibility to support major sporting events in the calendar year.
- To oversee the continuing development of the department.

Budget

- To produce and monitor the annual PE budget.
- To monitor the maintenance and upkeep of the resources whilst managing the budget accordingly.



Health and Safety

- Follow responsibilities as defined in the School's Health and Safety Policy
- To ensure Risk Assessments are carried out and reviewed annually.
- To liaise with other agencies, where appropriate on matters of Health and Safety.

Teaching and Learning

- Prepare and deliver challenging lessons in accordance with the school's expectations.
- Oversee the delivery of GCSE and A Level PE, ensuring schemes of work, teaching practice, assessment and feedback all support excellent progress and achievement for every student.
- Set homework in accordance with the school's homework policy.
- Mark work in accordance with the school's marking policy
- Use of adaptive teaching in lessons.
- Use of all data available to ensure that all students are supported.
- Have a good understanding of the Schemes of Work and updating/reviewing them annually.

Other Duties

- Carry out such duties as may reasonably be required by the Line Manager
- To attend parent evenings, information evenings and key school events
- Support and promote the school's ethos, aims and objectives.
- Work towards and support the school vision and the current school objectives outlined in the School Strategic Plan
- Promote and safeguard the welfare of pupils and adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy
- Work within the School's health and safety policy to ensure a safe working environment for staff, pupils and visitors.
- Promote equality of opportunity for all students and staff
- Help sustain a school culture and curriculum which promotes an ethical education for all including promoting positive strategies for challenging discrimination of any kind.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues.
- Engage actively in the performance review process.
- Undertake other reasonable duties related to the job purpose required from time to time.



Person Specification

It is essential for the successful candidate to have the following qualifications, experience, and personal attributes:

- A good honours degree (or higher) in Physical Education, Sports Science or related discipline.
- Thorough and up-to-date knowledge of PE, school sport, coaching methodology and current developments in the secondary curriculum and assessment.
- Clear commitment to the safeguarding of students.
- Effective classroom management skills.
- Thorough knowledge of subject.
- Appropriate level of oral and written communication skills.
- A passion and enthusiasm for sport and Physical Education as a subject.
- Ability to motivate and manage a large team of staff.
- Ability to communicate and inspire young people.
- An energetic and commitment individual with a clear vision.
- The ability to work under pressure.
- Adaptability and a willingness to embrace change.
- A good sense of humour and the ability to remain approachable and supportive..
- A commitment to further professional development
- Detailed understanding of current developments in the secondary curriculum and assessment

It is desirable for the successful candidate to have the following qualifications, experience, and personal attributes:

- Experience of teaching across all the Key Stages.
- Experience of working in more than one school.
- The ability to coach a team sport or individual sport to a high standard.
- Knowledge and experience of how technology can be used to support learning.

