

JOB DESCRIPTION

JOB TITLE	Head of Physical Education
DEPARTMENT	Physical Education
SECTION	Senior School
LINE MANAGER	Director of Sport

SAFEGUARDING

Forest School is committed to safeguarding and promoting the welfare of children.

Safeguarding checks will be undertaken on all successful candidates in accordance with School policy. The safeguarding responsibilities of the post can be found in this job description and person specification.

NB The post is exempt from the Rehabilitation of Offenders Act 1974.

The postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.

JOB SUMMARY:

We are seeking to appoint an exceptional Head of Physical Education. You will work closely with the Director of Sport and Deputy Director of Sport (Co-Curricular) in continuing to develop and implement the School's Sport and PE strategy. You will be directly responsible for the academic and core curriculum of the PE programme at Forest School. This is an opportunity to work at both the operational and strategic level, working closely with the Director of Sport to fulfil the school's academic and sporting aims.

The successful candidate will have experience teaching both GCSE & A-Level PE to a high level, with clear evidence of pupil attainment. Ideally, they will have experience of moderating both non-examined and examined assessment. They will be responsible for delivering high-quality teaching, planning engaging lessons to enable all pupils to make the best possible progress. We are in the process of reviewing our academic PE and core PE programmes to promote best possible outcomes and clear pathways for all; we encourage the successful candidate to filter into this consultation process with their own ideas. We currently follow the OCR exam board for both GCSE and A-Level PE.

You will also have responsibility for the staffing and organisation of the core PE programme. PE is taught as part of the core curriculum from Year 7 to Year 9, where the pupils follow a movement competency approach that includes areas such as Fundamentals, Health Related Fitness, Swimming and Parkour. You will also work closely with the Head of Sport (Prep) and Head of PE (Snaresbrook) and oversight of their PE curriculums.

The PE department has outstanding school sporting facilities, including a four-badminton court sports hall, a separate gymnasium for gymnastics and dance, a 25-metre swimming pool, a two-lane indoor cricket suite, and a fitness suite which includes cardiovascular and resistance machines and a separate strength and conditioning suite. Outdoors, we have a small 3G ball court and private park space based within Epping Forest which includes a hockey astro, three cricket squares and 5 full size football pitches, plus training pitches.

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The successful candidate will be an ambassador for the values of Forest School sport, and a role model for both staff and pupils. They will contribute to all aspects of sport and physical activity at Forest School and establish a sector-leading culture of high performance and participation.

In addition, they will be eager to contribute to the routine and extra-curricular life of the school, as well as that of the department by running after school clubs and practices as well as lead fixtures on Saturdays.

KEY RESPONSIBILITIES:

Main Responsibilities:

- To develop a forward thinking, innovative and inspirational PE programme for all pupils, promoting lifelong involvement in sport and/or physical activity.
- Ensure the planning, delivery and evaluation of academic and core PE lessons (KS3, GCSE and A Level) is excellent.
- Be responsible for the academic outcomes of GCSE and A Level pupils and the Key stage 3 curriculum development.
- Ensure the teaching and learning across the academic and core PE programme is in line with the School's teaching and learning policy as well as demonstrating key characteristics from the visible learning framework.
- Meet regularly with those teaching academic PE to share best practice, discuss issues, arrangements and keep up to date with any changes in the curriculum.
- Ensure schemes of work are up to date.
- Organise the staffing for the core PE programme and ensure equipment is managed and replaced as appropriate.
- Coach teams and play a lead role in the teaching of PE across the curriculum, including Saturday sports fixtures.

Other responsibilities include to:

- Act as line manager for Academic PE teachers as agreed with the Director of Sport.
- Provide advice with regards to the external recruitment process, ensuring adherence to legislative and regulatory requirements, and contribute to the recruitment and development of high-calibre internal and external coaching appointments.
- Communicate with parents where necessary.
- Manage staff absence to ensure the programme is maintained
- Work alongside the Deputy Director of Sport (Co-Curricular) to organise house sporting competitions and the annual Sports Day.
- Supervise and direct the work of any external coaches within the Department.
- Facilitate the best relationships between the Sports Department and the wider Common Room.
- Carry out or contribute to staff PDR and appraisals where necessary.
- Encourage pupil involvement with local sports clubs.
- Attend PE Department meetings.
- Promote the ethos, intention and importance of physical education to all stakeholders.

The Deputy Director of Sport (Curriculum) will also be expected to:

- Help to ensure that the Sports and PE Departments share a common purpose and embed the vision and objectives of the Department.
- Be a role model that encourages sports coaches to ensure that their coaching is effective, imaginative and consistent.
- Assist in the communication and celebration of sport and PE successes.
- Liaise with the marketing department.

Skills and Experience

- A vision for the future of sport in a leading independent school.
- Capacity to lead and inspire a team of teachers and coaches.

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- Capacity to inspire pupils of a high ability and enhance pupil learning.
- Proven communication and interpersonal skills.
- Be willing and able to drive a school minibus (where appropriate).
- Provide support for pupils and their engagement in the sports programme.
- Be an advocate for all pupils having access to the Sports programme regardless of ability, experience or need.
- Respects and values the different experiences, ideas and backgrounds others can bring to work and to teams.
- A generosity of spirit and a willingness to contribute to the wider co-curricular life of the school.

HEAD OF DEPARTMENT - GENERIC DUTIES AND RESPONSIBILITIES

Heads of Department provide professional strategic and operational leadership and management of their subject area to secure high-quality teaching, effective use of resources and on-going development of learning and achievement for all pupils. The Head of Department is required to be an outstanding teacher, leading by example, and to manage and monitor the delivery of an appropriate curriculum which is challenging, differentiated and well-resourced. They are also responsible for leading and line managing colleagues and quality assuring and scrutinising standards of teaching and learning, promoting a reflective culture of professional growth and development.

In addition to the duties expected of a teacher (as laid out in the Job Description of a Teacher at Forest School, please see website), a Head of Department is expected to:

Strategic Leadership and Management:

- Provide professional strategic and operational leadership for the subject area.
- Manage and monitor the delivery of a challenging and well-resourced curriculum.
- Lead and line manage colleagues within the department.
- Quality assure and scrutinise standards of teaching, learning and assessment through learning walks, lesson observations, work scrutiny and pupil voice survey.
- Promote a reflective culture of professional growth and development within the Department.
- Proactively model the aspects of excellent teaching outlined in the Forest Teacher Framework.

Curriculum Development and Delivery:

- Establish high standards for teaching and learning within and across the Department.
- Evaluate the quality of teaching and learning through various methods.
- Ensure the development and review of a comprehensive scheme of work and curriculum map.
- Ensure that the curriculum is developed along the lines signposted by the Deputy Head Academic and fulfils areas of broader academic strategy. This includes emphasising key skills and knowledge and underscoring this with frequent and robust assessment.
- Analyse and review examination results, preparing an annual Examination Results Report.

Innovation and Enrichment:

- Encourage innovative and imaginative curriculum work.
- Ensure the provision of enrichment and super-curricular activities.
- Support pupils requiring help or additional support with the subject.
- Establish links with the wider community to enhance pupils' learning.

Professional Development of colleagues:

- Inspire a positive atmosphere in the Department of collaboration, academic aspiration, and collective responsibility.
- Support the professional development of teachers through the signposting of external courses, the sharing of best practice internally and creating a culture centred on developmental mindsets and continuous engagement with professional development.

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- Support trainee teachers/ECTs/new staff, including overseeing aspects of Initial Teacher Training.
- Assist colleagues in the development of classroom management strategies.

Data Analysis, Progress Monitoring, and Intervention Planning:

- Make effective use of data to inform planning and intervention.
- Keep clear records of all pupils' attainment and progress, interfacing effectively with the established whole-school systems.
- Develop and review schemes of work, specifications, marking policies, assessment, and teaching and learning strategies.
- Reflexively respond to the needs of pupils within your department.

Meetings and Communication:

- Hold regular department meetings with a pre-planned agenda, minutes, and action points.
- Provide minutes of all department meetings to relevant stakeholders, including the Deputy Head Academic and Deputy Head Co-Curricular (certain subjects).
- Attend and contribute to Heads of Department meetings and other committees.
- Produce and update a Department Development Plan, aligning with the School Strategic Development Plan.

Administration and Documentation:

- Oversee the writing of reports and other communications within the Department.
- Be proactive in liaising with parents, carers, and other stakeholders – modelling best practice in this area for the rest of the team.
- Be proactive in supporting colleagues with issues pertaining to pupil behaviour for learning.
- Manage and deploy teaching/support staff, financial, and physical resources effectively.
- Oversee the production of Department publications and presentation of pupils' work.
- Be part of the appraisal and performance review programme for all staff within the Department.
- Working collaboratively with the absence managers, make appropriate arrangements for classes when staff are absent, particularly when this is a longer-term absence.

Health and Safety:

- Be familiar with and implement all School Policies and Procedures.
- Manage the School's Health and Safety policy within the department.
- Ensure that the suite of health and safety policies, including the staff code of conduct and supervision policy are fully implemented and reviewed accordingly, through the lens of the particular school.

Recruitment and Induction:

- Participate in the interview process for teaching posts.
- Ensure effective induction and onboarding of new staff in the department.

University Admissions and External Relations:

- Oversee university admissions advice and preparation for the subject.
- Develop and maintain positive relations with external stakeholders.
- Develop a strong programme of super-curricular signposting, engagement and support which will help students unlock places at highly selective institutions and employers.
- Keep abreast of subject developments and educational/employment trends pertaining to your subject area.

Other Leadership Expectations:

- Show support and concern for the welfare and well-being of staff in the Department.
- Act as a positive role-model for staff.
- Hold an excellent attendance record.

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- Work proactively with the Senior Leadership Team to support the strategic development of the school.
- Model best practice and positive behaviours in engaging with other areas of professional responsibility and aspects of wider school life.
- Positively support important days for the school, including Open Days and Prize Giving.

TEACHER - GENERIC DUTIES AND RESPONSIBILITIES

Below sets out the generic main duties and responsibilities of any teacher at Forest School. Those holding positions of responsibility have specific job descriptions in addition to the duties described below. Above all, Forest School teachers are professionals who carry out their duties responsibly and with regard for the best interests of their pupils and the school.

Teaching and Learning

- Plan, prepare and deliver purposeful and productive lessons to assigned classes.
- Be prepared to innovate and devise imaginatively varied ways of teaching their subjects to inspire pupils.
- Encourage pupils and show enthusiasm for their subject in the classroom.
- Mark work and provide feedback according to departmental and School marking policies, giving appropriate feedback, and maintaining records of pupil's progress in their subject.
- Demonstrate an awareness and understanding of Assessment for Learning strategies and personalise the learning of all pupils, as appropriate.
- Select and use a range of different learning resources and teaching styles, appropriate to subject and topic.
- Participate in mutual lesson observations both within and beyond their department as a part of sharing best practice.
- Use teaching strategies that allow for the full range of ability and learning styles in each class, particularly considering the learning needs of pupils identified as SEND or requiring additional learning support.
- Interface regularly with the Learning Support Department and fully understand pupil needs as expressed in Pupil Passports.
- Research new topic areas and maintain up-to-date subject knowledge.
- Undertake report writing and the award of internal grades as required.

Department

- Carry out any reasonable subject-related duties assigned to them by their Head of Department.
- Attend department meetings and moderation meetings as requested by their Head of Department.
- Contribute to the Department's devising and writing of new subject materials when required.
- Actively support the super-curricular and academic life of your department.
- Make themselves familiar with the contents of their Department Handbook and endeavour to follow closely the guidance and Schemes of Work provided in this document.

Co-Curricular

- Contribute imaginatively to the co-curricular, extra-curricular and sporting programmes of the school as required by the Head of Department and Senior Leadership Team. Be prepared to run or assist with activities beyond lesson times and on Saturdays when required.
- Take part in the outdoor programme of the School in activities ranging from Games to the Duke of Edinburgh's Award and the Combined Cadet Force.

Pastoral Responsibilities

Every staff member at Forest has collective responsibility for our pastoral processes and policies. Forest staff contribute to the development of the whole child and demonstrate consistent competence, build outstanding relationships alongside the highest expectations.

Our pastoral foundations are as follows:

- Ensure every pupil is known, liked and valued.
- Ensure every pupil feels safe and secure.
- Ensure earliest intervention and a responsibility for personal development.
- Ensure you are incorporating pupil voice into daily decision-making.
- Ensure you have proactive communication with all stakeholders.

Safeguarding

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

No single practitioner can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

- Ensure that all key policies have been read and understood, including KCSIE Part 1
- Attend Safeguarding and Child Protection training, including updates and Prevent
- Complete an annual declaration regarding the status of DBS

Health and Safety:

- Be familiar with and implement all School Policies and Procedures.

Other Professional Duties

- Support and foster the aims of the school.
- Make themselves familiar with the contents of the Staff Handbook, the Staff Code of Conduct, the School's aims and policies and endeavour to follow these closely.
- Carry out such duties, including breaktime supervision, cover for absent colleagues and examination invigilation, as are allocated to them by their Head of Department or Senior Teachers, punctually and efficiently.
- Attend staff meetings and briefings, parents' evenings, Commemoration Day, inset sessions and similar important functions both in and out of normal School hours, and participate in Open Days for prospective parents, carers, and pupils.
- Notify their Head of Department and the Absence Managers as early as possible if they are going to be absent from School and set rigorous, appropriate work.
- Attend relevant training each year, after obtaining the consent of their Head of Department and the CPD Budget holder.
- Take part in the school's performance management scheme and appraisal.

This generic description should be read alongside the following documents:

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- Staff Code of Conduct
- Teaching and Learning Policy/Forest Teacher Framework
- Tutor Job Description
- Departmental Handbook(s)

FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Staff Code of Conduct, [Safer Recruitment and Child Protection](#), and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested the line manager or Head of Department/Section.