



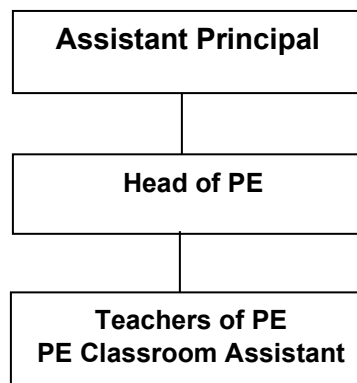
Job Description

Job Title: Head of PE

Reports to (job title): Assistant Principal

Organisation Chart:

Show immediate manager and any jobs reporting to this post.



DBS Check applicable?

Standard ☐ Enhanced ☒ None ☐

Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?

Yes ☒ No ☐

Line Management responsibility for:

No. of direct reports: 6

No. of indirect reports: 0

Job purpose:

To providing strategic leadership, vision and development of the PE Faculty.

To raise standards of student achievement and to monitor and support student progress across all Key Stages.

To promote PE ensuring the Academy's/Trust's priorities are developed and sustained.

To ensure a comprehensive extra-curricular programme including sports clubs and fixtures.

Main Duties and Responsibilities:

- To lead and be accountable for the PE Curriculum Area.
- To develop a range of stimulating and relevant courses and events appropriate to the needs of students.
- To plan, prepare and teach outstanding lessons to all students. Be a role model for staff in the department.
- To be accountable for the effective performance and management of teaching staff within the PE department.
- To deploy staff into the teaching timetable and oversee the setting of student teaching groups in line with Academy policy.
- To support staff in the team and care for their well-being and professional development.
- To be the initial point of contact for discipline matters occurring in the curriculum area.
- To staff Department detentions and escalate to Year Teams for Whole Academy detentions where necessary.
- To represent the department at evening events such as but not limited to open evenings, options evenings and celebration evenings.
- To attend academic review meetings.
- To attend and contribute to CTL meetings (and any other meetings as required).
- To lead PE team meetings.
- To support all staff in maintaining and developing the ethos, values and expectations of the Academy in line with Academy policies/procedures.
- To lead/participate in the appraisal/target/audit/quality assurance procedures developed by the Academy.
- To liaise with the relevant staff over curriculum area matters including recruitment, timetabling and teaching effectiveness.
- To exercise control over curriculum area resources including budgets, estimates, expenditure and stock.
- To evaluate the use of resources in order to increase efficiency and effectiveness.
- To ensure that the Second in Department is able to deputise in the absence of the CTL.
- To be committed to raising attainment and continuous improvement both within the department and the wider Academy.
- To ensure that appropriate records and reports are maintained and updated.
- To carry out any other duties consistent with the post and as directed by the Principal or Line Manager.

Generic Responsibilities: To carry out all responsibilities with regard to the Academy's Equalities Policy and Procedures and Customer Care Policy.

To comply with all Health & Safety at work requirements as laid down by the Academy.

Flexibility Clause: Other duties and responsibilities express and implied which arise from the nature and character of the post within the Academy's (or section) mentioned above or in a comparable post in any of the Academy's other sections or departments.

Variation Clause: This is a description of the job as it is constituted at the date shown. It is the practice of this Academy to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.

In these circumstances it will be the aim to reach agreement on reasonable

changes, but if agreement is not possible the Principal reserves the right to make changes to your job description following consultation.