



Job Description Head of PE

A. JOB PURPOSE

All teachers at Connaught School for Girls are expected to uphold the school vision and aims of the school on a daily basis through professional conduct. All staff are expected to have a clear understanding of the school vision and aims, and an awareness of its role in the community, ensuring success is built on inclusion, care and support and all students are stretched and challenged.

All teachers' job descriptions define the responsibilities of the postholder being:

- Under the reasonable direction of the Headteacher to carry out the professional duties of a school teacher as set out in the School Teachers' Pay and Conditions Document (STPCD)
- To comply with Health and Safety at Work legislation

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

- To assist the Headteacher in delivering the School Development Plan
- To teach consistently effective lessons which bring about excellent outcomes for students
- To ensure consistently effective lessons are typically taught by all members of staff within your Department which bring about excellent outcomes for students - through auditing the quality of teaching and learning and providing appropriate professional development.
- Implement thorough quality assurance measures to ensure attainment and outcomes for our students
- The post holder is expected to meet all the Core and Post Threshold, Excellent and Advanced Skills Professional Standards for Teachers, as appropriate.
- To devise strategies for raising attainment and ensuring the SDP is implemented successfully

B. RESPONSIBILITIES:

Quality of Teaching and Learning

- To lead and manage all aspects of the PE Department in order to promote student achievement and participation in all aspects of teaching
- To promote high standards of teaching and learning in Physical Education
- To monitor, evaluate and review the teaching and learning in Physical Education
- Develop schemes of work and lesson plans for years 7 to 11
- To ensure the teaching of physical education accommodates the needs of all students (i.e. an inclusive approach)

- To be responsible and accountable for the subject resources (capitation, equipment etc) and line manage staff within the subject area
- To observe regularly and develop colleagues and act as a beacon of best pedagogical practice
- To ensure you are up to date with national and international curriculum developments
- To provide suitable cover material to ensure continued delivery of the curriculum in the event of staff absence
- To be aware of CPD needs within the subject area
- To provide reports for the head teacher when required
- To monitor evaluate and review the work of the subject including lesson observations
- To forge links with appropriate outside agencies and sports coaches
- To organise sports teams and enter them into competitions
- To ensure all information is communicated in an effective manner to parents/ carers
- ensure that there are high quality displays in the physical education area in line with the school policy
- To oversee visiting teachers/ workshops
- Monitor health and safety issues in the PE area
- To be at the cutting edge of pedagogical research in order to influence and develop best practice here.
- Seek opportunities to collaborate with other schools and academies and other relevant networks to share and develop excellent pedagogies.
- Shape supervisory duties at break time and after school
- Take part in parents/ carers evenings
- Take an active part within the pastoral system as a tutor or attached member of staff to a year group

Student Achievement and Attainment

- Ensure rigorous assessment is in place so that students can be accurately tracked and monitored in order to ensure that they make excellent progress and meet and/or exceed expected outcomes
- Set challenging targets that build on prior attainment of every student and ensure that targets are met
- Set, track, evaluate and report on individual student progress and groups of students towards their targets.
- Keep systematic records to show students' understanding and completion of work and the identified strengths, areas for development and grades awarded.
- Support and help colleagues to improve their effectiveness by developing their understanding and use of student data and strategies to address underachievement.
- Ensure and evaluate student achievement using data to track and monitor the progress in every student's learning.
- Use national, local and school data effectively to analyse and evaluate student progress; planning and implementing effective interventions to support students.

- Use local and national statistical data and other information, in order to provide (a) a comparative baseline for evaluating learners' progress and attainment, (b) a means of judging the effectiveness of their teaching, and (c) a basis for improving teaching and learning

Curriculum

- Support the curriculum leader to create, design, develop and monitor the curriculum in line with our school vision and values.

Whole School Responsibility

- To assist the Headteacher in fulfilling the school's vision and values in all that we do
- Any other responsibility as set out by the Headteacher

C. SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Connaught School for Girls is committed to safeguarding and promoting the welfare of children and young People. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

OTHER: The above responsibilities are subject to the general duties and responsibilities contained in the STPCD 2019.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

D APPRAISAL AND CONTINUOUS PROFESSIONAL DEVELOPMENT

- Ensuring adherence to the Teacher Standards
- Participating in any arrangements within an agreed national framework for the appraisal of her / his performance and that of other teachers.
- Reviewing from time to time her / his methods of teaching and programmes of work.
- Participating in arrangements for her / his further training and professional development as a teacher.
- In the case of a teacher serving an induction period pursuant to the Induction Regulations, participating in arrangements for her / his supervision and training.
- Working towards meeting of Threshold Standards or UPS standards, where relevant.
- Undertaking any reasonable direction from the Headteacher.