



JOB DESCRIPTION

POSITION: Head of PE

JOB OVERVIEW

Summary of role

We are seeking to appoint an enthusiastic, inspiring, committed and well qualified Head of Physical Education to lead a well-established department and contribute to its excellent results at all levels. The successful candidate will be expected to teach and provide learning opportunities for pupils from KS1 – KS5. The post holder will be expected to actively lead and the future development of the subject both within the curriculum and in extracurricular activities.

Physical Education is a popular subject both at core and examination level. Students follow a varied core curriculum, which leads to a high uptake of entries at GCSE (AQA syllabus) and BTEC Level 3/A-Level PE. Additionally, an interest and/or experience in the Duke of Edinburgh Award, which runs at Rookwood at all three levels, would be seen as beneficial. Please do make mention of this in your application if this is something which interests you or you have experience of.

Reports to: Deputy Head Pastoral

Reports in: Department of three current PE specialists

KEY TASKS	Department Head
	<ul style="list-style-type: none">• To provide professional leadership, direction and management of the PE Curriculum in order to secure high quality teaching, the effective use of resources and improved standards of learning and achievement for all pupils.• To lead on the development of excellent teaching and learning of PE across the whole school.• To be responsible for Health and Safety within PE, including attending the school's Health and Safety Committee meetings.• To line manage teaching and support staff within PE, including involvement in the appraisal process and staff induction, when appropriate.• To monitor teaching, learning and pupil progress within PE in order to promote excellent outcomes for all pupils.• To co-ordinate the PE Curriculum across the whole school in order to ensure continuity of learning and an appropriate level of challenge for all learners.• To be responsible for the examination courses at both GCSE and Post-16, including all moderation, standardisation and verification.• To co-ordinate the school's fixtures calendar, including local and national fixtures and competitions.• To coordinate the annual KS2-KS4 sports day.• To be an ambassador for the department and to actively raise the profile of PE and sport within and outside the school.• To manage the appropriate budget(s) within PE.• To reasonably and appropriately delegate the above tasks to the relevant staff.• To act as a form tutor and attend all parent consultation events, where necessary.

Professional standards

- ✦ Reflect on own teaching practice and take appropriate action to monitor the quality of teaching and learning
- ✦ Positively contribute to the annual appraisal process
- ✦ Ensure assessment, curriculum coverage, continuity and progression in the subject for pupils of all ages and abilities, including those with specific learning needs
- ✦ Monitor progress and evaluate the effects of any improvement strategies on teaching and learning by working alongside subject staff, analysing work and outcomes
- ✦ Attend and contribute to the life of the school through effective participation in meetings, INSET days, and management systems
- ✦ Uphold the ASPIRE values of the school

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ✦ Qualified Teacher status with specialisation in PE 	<ul style="list-style-type: none"> ✦ Coaching qualification from national governing bodies ✦ Swim teaching qualification ✦ D of E assessor qualifications/or similar
Experience	<ul style="list-style-type: none"> ✦ Experience of delivering the KS3, KS4 and post-16 PE curriculum ✦ Experience in the administration of Level 3 BTEC Sport and GCSE PE. ✦ Experience teaching examination courses such as BTEC and GCSE. 	<ul style="list-style-type: none"> ✦ Experience delivering EYFS, KS1 and KS2 PE curriculum. ✦ Understanding of outdoor learning ✦ Experience of effectively leading and managing a department or team of staff
Knowledge	<ul style="list-style-type: none"> ✦ Strong subject knowledge ✦ Thorough knowledge and understanding of exam board requirements for Level 3 BTEC Sport and AQA GCSE PE ✦ Knowledge and understanding of the learning process ✦ Awareness of the responsibility for promoting and safeguarding the welfare of children 	<ul style="list-style-type: none"> ✦ Curriculum design ✦ Understanding of various adaptive tea methods to meet the needs of a range of student abilities.
Skills and Attributes	<ul style="list-style-type: none"> ✦ Able to lead, motivate and support staff effectively ✦ The vision and capacity to drive the department to be at the forefront of the school's success ✦ Excellent classroom practitioner with success in teaching PE. Evidence of creative and imaginative approaches to teaching PE 	<ul style="list-style-type: none"> ✦ Ability to create an inclusive environment ✦ Personable and ability to build a rapport with parents and carers.
Personal Qualities	<ul style="list-style-type: none"> ✦ Be an effective team player that works collaboratively and effectively with others ✦ Excellent interpersonal skills, communicating (verbally and in-writing) effectively to a wide-range of stakeholders ✦ Support, motivate and inspire both colleagues and pupils by leading through example ✦ Suitability to work with children ✦ Confidence, warmth, sensitivity, reliability and enthusiasm 	

Equal Opportunities and Commitment to role	<p>Commitment to equality of opportunity for all regardless of gender, disability, religion, and ethnic origin</p> <p>Demonstrate a commitment to:</p> <ul style="list-style-type: none"> ✦ safeguarding and child protection equalities ✦ promoting the school's vision, values and ethos ✦ high quality, stimulating learning environment ✦ relating positively to and showing respect for all members of the school and wider community ✦ ongoing relevant professional self-development
	<p>This Job Description and areas of responsibility may be developed to reflect the strengths of the post holder, their areas for development and aspirations. Whilst every effort has been made to explain the main duties and responsibilities of the role, each individual task may not be identified. The post holder may be asked to undertake other duties from time to time as required and commensurate with the position as deemed necessary.</p> <p>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the Designated Safeguarding Lead.</p> <p>The above is an indication of the requirements of the post and is not meant to be inclusive or exhaustive. Any role that needs to be undertaken should also be undertaken whether or not included in the above.</p> <p>This non-contractual job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once every two years (as part of the appraisal process) and it may be subject to modification or amendment at any time after consultation with the holder of the post.</p>

<p>I have read and understood the responsibilities for the position of Head of PE. I am aware that the Job Description is subject to change accordance with the needs of the business.</p>			
Name:			
Signed:		Date:	

Inspired Learning Group committed to safeguarding and promoting the welfare of children & young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, as all new staff will be subject to enhanced DBS clearance, identity checks, qualification checks and employment checks to include an exploration of any gaps within employment, two satisfactory references and registration with the Disclosure and Barring Service (DBS).