**ADDITIONAL INFORMATION**

**Department:** Physical Education

**Job Title:** Head of Physical Education

**Responsible to:** Deputy Headteacher (Pastoral)

**CURRICULUM**

1. To construct and oversee schemes of work in PE which satisfy statutory requirements and are compatible with the school’s aims, policies and ethos.
2. In consultation with members of the PE department and Deputy Headteacher (Curriculum), to evaluate the schemes of work and modify them in the light of new attitudes and approaches, changed examination syllabi, or altered school or national policies.
3. To ensure that a high quality extra-curricular sport curriculum meets the needs of students of all abilities.
4. To ensure that schemes of work are differentiated to meet the needs of individual students.
5. To liaise with the SENCO over students with special educational needs.
6. To ensure that schemes of work show continuity and progression in:

* Curriculum objectives and content;
* The improvement of cross curricular skills; and
* Teaching and learning strategies

1. To ensure that schemes of work for PE build on skills, attitudes, knowledge and concepts developed in the primary school and progress through to post-16.
2. In consultation with the Deputy Headteacher (Curriculum), to assist in the improvement of cross-curricular themes, skills and dimensions.
3. To promote teaching and learning strategies within the PE department that stimulate student interest and involvement in learning and meet the needs of individual learners, drawing on good practice in different areas of the faculty.
4. Acquire a range of appropriate educational resources.
5. To assist the Librarian in the acquisition of stock which supports the curriculum.
6. To develop and monitor assessment procedures compatible with the school policy and statutory requirements.
7. To evaluate the suitability of courses offered by the different examination boards and choose those which meet the needs and aspirations of students.
8. To ensure the arrangement of educational visits which aim to support curriculum objectives.
9. To contribute as necessary to the planning of the school timetable.
10. To advise on the most effective deployment of departmental personnel.
11. To maintain constant awareness of improvements in PE and bring these to the attention of the Deputy Headteacher.
12. To liaise with other Heads of Department and the Deputy Headteacher (Curriculum) over whole school curriculum planning.
13. To liaise with the staff responsible in preparing the school calendar.

**STUDENTS**

1. To establish and maintain high levels of expectations in students.
2. To ensure that the school guidelines on behaviour, presentation of work and completion of homework are implemented.
3. To establish procedures for the assessment and recording of student progress in line with school and national policy.
4. To ensure that student records are passed on from year to year.
5. To organise teaching groups into sets where appropriate.
6. To ensure that students and their parents are provided with information and guidance about courses offered by the PE department at Key Stage 3, Key Stage 4 and Key Stage 5.
7. To supervise the completion of reports and Individual Action Plans.
8. To ensure liaison with the pastoral and learning support staff over individual student needs, especially during times of stress.
9. To monitor attendance and punctuality in PE Lessons.
10. To assist in the discipline and congratulation of individual students.

**MANAGEMENT OF STAFF**

The Head of PE Department should demonstrate the ability to lead, motivate and get the best out of others. They should engender a common sense of purpose, shared vision and sense of mission within the department.

1. To assist with recruitment and appointment.
2. To assist in the preparation of job descriptions and delegate appropriate responsibilities and duties to members of the departments.
3. To make arrangements for the induction of newly appointed teachers.;
4. To provide a full programme of guidance and support for newly qualified teachers, those returning to teaching and those taking part in other training programmes.
5. To prepare reports on newly qualified teachers.
6. To liaise with the Assistant Headteacher (T&L) in promoting the professional improvement of teachers within the departments.
7. To conduct the appraisal process.
8. To identify strengths and areas for improvement of staff and take appropriate actions to encourage high morale.
9. To bring to the attention of the SLT line manager areas of concern in the professional capability of teaching and non-teaching staff.
10. To implement school procedures for the monitoring and evaluation of the work of teachers in the PE department.
11. To ensure that lesson plans are prepared, schemes of work are followed, student work is assessed and the credit system is used by staff.
12. To establish structures for departmental consultation, communication and evaluation.
13. To hold effective departmental meetings and ensure that minutes are distributed to members of the departments, the Headteacher and SLT line manager.
14. To ensure that the departments are represented at cross-curricular group meetings.
15. To organise work for absent staff, ensuring that suitable work is set and resourced.
16. To assist in the deployment of support teaching staff.
17. To meet with the representative on the Senior Leadership Team and exchange information.
18. To have a thorough, professional knowledge of departmental staff, to take interest in their well-being and to offer guidance as appropriate.

**RESOURCES AND ACCOMMODATION**

1. To ensure that resources within the PE department are relevant to curriculum and extra-curricular needs and are well maintained.
2. To prepare an annual departmental budget for the Business Manager and ensure appropriate financial records are maintained.
3. To ensure the purchase, maintenance and appropriate allocation of resources.
4. To ensure that the stock records are accurately maintained.
5. To outline standards for the proper care of the accommodation, furniture and equipment and to demonstrate the economic, efficient and effective use of resources.
6. To ensure that the learning environment is enhanced and that:
7. Classrooms etc. are left tidy and clean; and
8. Student work is regularly displayed within and outside the classroom.
9. To liaise with the Health and Safety representative in ensuring that students and teachers work in a safe and healthy environment.
10. To liaise with the Business Manager regarding all issues related to finance.

**THE COMMUNITY**

1. To ensure effective dialogue with parents in accordance with school policies.
2. To ensure that student records are received from the partner primary schools.
3. To assist in the induction of students at all levels of entry into the school.
4. To ensure that students receive advice of post-16 courses.
5. To contribute to reports to Governors when required.
6. To maintain a dialogue with the support services and advisory staff.
7. To promote those links with the local community which enhance curriculum provision.

**Agreed by: …………………………………………………….. (Postholder)**

**And: ………………………………………………………………(Headteacher)**

**Date: ………………………………………………………………**