



Assumption Grammar School

Specialist School for Music with Physical Education

Fully Alive



JOB DESCRIPTION

HEAD OF PHYSICAL EDUCATION (PE)

(Permanent Post)

2 Teaching Allowances

In line with the School Development Plan, the Head of Department will have overall responsibility for raising standards and achievements by effectively monitoring, evaluating and reviewing all aspects of the Department. This Self Evaluation process will be carried out by using the Quality Indicators in 'Every School A Good School' and the 'Inspection and Self-Evaluation Framework'.

EFFECTIVE LEADERSHIP

In carrying out their responsibilities, the Head of Department should keep in view the aims of the school and its Catholic ethos. They should also ensure that the aims of the Physical Education Department are in line with the School Development Plan to which the Head of Department contributes.

The Head of Department will be responsible for providing dynamic and effective leadership and for information and communication in their department and within the school. They are primarily the co-ordinator of their department and the greatest single influence on the quality of teaching and learning within the department. The Head of Department is responsible to the Principal for all matters pertaining to the Physical Education curriculum in the school and is expected to ensure high standards.

The Head of Department will be responsible for encouraging the development of Physical Education within the school and for ensuring the highest quality of teaching and learning within these areas. They will lead the Department in a process of Self Evaluation for improvement and employ effective target setting measures for all concerned.

HIGH QUALITY LEARNING AND TEACHING

To achieve this objective, they will have responsibility for the following:

Programmes of Study/Examinations

The Head of Department will:

- Oversee Quality Assurance within the Department, ensuring a robust approach to:
 - Self Evaluation
 - Standardisation
 - Book Looks
 - Data Analysis
 - Lesson Observations
 - Pupil Voice

- Ensure that the school's courses leading to GCSE, AS and A2 level are in line with the requirements of the specifications prescribed by the Examination Boards being followed.

- Submit regularly updated Schemes of Work for the Department each year. This should also include a Homework Policy, Strategies for the use of ICT in the Department, Departmental Annual Focus in line with the School's Development Plan, Literacy and Numeracy Policies, Study Skills Strategy, Assessment for Learning, Assessment Policy, SEN Policy, Identification

of Cross-Curricular Skills and Personal Capabilities and Thinking Skills in Key Stage 3 and 4 Schemes of Work.

- Set and maintain a high standard of work in the Department and ensure that the above schemes/courses are successfully delivered.
- Engage in effective Data Analysis of Assessment, Results and Performance at key points and over time.
- Lead Identification of Need strategies within the remit of PE and access of additional support mechanisms when appropriate.
- Monitor and evaluate the Department in line with agreed school procedures including evaluation against quality standards and performance criteria.
- Review, develop and implement strategies for sustaining high standards of delivery of PE to match the full range of student ability and aspirations.
- Promote the use of digital technologies in relation to learning and teaching in the PE Department.

Members of Department / Liaison with Senior Leadership Team

The Head of Department will:

- Liaise with the Vice-Principal and Senior Leader with responsibility for High Quality Learning and Teaching regarding the deployment of staff within the Department.
- Keep abreast of curriculum development and ensure that members of the Department do likewise. Encourage and support their professional development and in-service training. In particular, identify and make recommendations to senior staff regarding training needs of the Department with respect to the implementation of the specifications and any other initiatives in respect of PE that may arise.
- Oversee Departmental Staff and advise/support all members. In particular, collaborate with the Vice-Principal in the induction of new teachers, part-time and substitute teachers. This includes careful monitoring of their work.
- Contribute to Department's Remote Learning Platform and establish a sharing culture of resources and practice with the Department.
- Hold departmental meetings with prepared agenda according to school policy. This agenda should include:
 - formulation of departmental policy, departmental planning;
 - review and evaluation of what is taught and how it is taught;
 - awareness of learning styles;
 - annual focus for development and improvement;
 - analysis of results of tests (including diagnostic testing) and examinations and strategies for tackling areas of weakness;
 - target setting and strategies to maintain and improve departmental and individual pupil performance;
 - discussion of problems that may arise regarding the progress of pupils;
 - consistent reporting, where relevant, from members on in-service courses attended;
 - discussion of strategies for encouraging pupils and celebrating their successes;
 - implementing strategies and Individual Educational Plans to support SEN and Gifted and Talented pupils;
 - collation of comment banks for reporting where relevant;

– any other business pertaining to the Department.

Minutes should be given to the Principal and Senior Leadership Link person within one week of a meeting taking place.

- Encourage staff within the Department to complete the required ICT training and support them in this.
- Ensure that ICT is used effectively within classroom teaching and keep up to date with developments in this field in relation to PE .
- Be available, if required, in an advisory capacity when applicants are being interviewed for posts within the Department.
- Be responsible for the guidance of student teachers in the Department in conjunction with the Vice-Principal and in accordance with school policy and the requirements of the Higher Education Institutions who place the students.
- Ensure the practice of self-review and evaluation within the Department both at individual and departmental level, is integral to the teaching process.
- Participate in Performance Review and Staff Development (PRSD).
- Develop and implement strategies to ensure that the Head of Department is aware of standards of teaching and learning in the classroom.
- Meet with the member of SLT linked to PE and/or with the Principal/Vice Principal on a regular basis to discuss results and other matters pertaining to the Department. This should include matters such as:
 - analysis of strengths and weaknesses
 - departmental focus and evaluation
 - target setting for improvement
 - quality assurance procedures
 - communication with parents
 - leading the members of the Department in using results of standardised tests and internal assessment results as predictors of grades in external exams
 - developing mechanisms within the Department to identify and support the Gifted and Talented pupils
 - staff development needs
 - curriculum changes and requirements
 - strategies for promotion of the Department including liaison with the Head of PR and Marketing.
- Organise and take a leading role in school trips which are of educational value to pupil learning.

CHILD CENTRED PROVISION

The primary role of all teachers is pastoral. The Head of Department will take an active role in supporting the academic wellbeing of all students of PE. They will liaise closely with departmental staff to identify academic areas of need and will communicate with parents accordingly.

Responsibility for Pupils and for Teaching and Learning

The Head of Department will:

- Lead, oversee and develop the sporting dimension of extra curricular activities within the school.
- Lead and encourage other members of staff to become involved in the sporting dimension of extra curricular activities within the school.
- Lead and celebrate success on a whole-school level in sporting achievements.
- Ensure a consistent and standardised approach to the celebration of sporting achievements.
- Lead and oversee arrangements for the annual Sports Day.
- Lead and oversee arrangements for the Sports Prize Giving Ceremony.
- Within the PE Department, structure a programme of study skills for students.
- Ensure that Year Heads are kept informed of any pupil whose progress or attitude to work is causing concern and that continuing support is provided.
- Assist staff, when required, in dealing with problems that may arise regarding pupils.
- Ensure that the school and departmental policy on Health and Safety is complied with fully.
- Take responsibility for the general welfare and personal development (religious, moral, emotional, intellectual, social, physical) of students.
- Participate in appropriate meetings with colleagues, parents and outside agencies relative to duties.

Resources

Equipment

- Ensure care and maintenance of equipment in the Department.
- Submit equipment requests to the Director of Corporate Services by the date appointed.
- Submit and update a departmental inventory to the Director of Corporate Services by the appointed date.

Books/Class Materials

- Submit orders for books/other requisites by the appointed date
- Keep within the budget granted to the Department
- Ensure that all books are returned by pupils

Library List

- Submit a library list by the appointed date
- Return library books according to the arrangements of the Librarian

Relationship with Members of Staff

The Head of Department will:

- Liaise with other Heads of Department in respect of cross-curricular themes, Areas of Study and other relevant issues.

- Ensure that Year Heads are kept informed of any pupil whose work is deteriorating or is not up to standard.
- Attend Curriculum Leaders' Meetings.

SEN

The Head of Department, through ongoing collaboration with the Head of Learning Support, should be familiar with the current SEN strategies applied in the teaching within the Department. They should discuss and apply SEN strategies in line with next practice.

A SCHOOL CONNECTED TO ITS COMMUNITY

Relationship with the Community

The Head of Department will:

- Establish and develop links with relevant external bodies and Institutes of Higher Education and maintain existing partnerships with other schools.
- Liaise with local and global business organisations with a view to supporting and enriching all curriculum areas within the school.
- Ensure that pupils from other schools in the Area Learning Community who avail of courses in PE are supported academically. Liaise with the relevant Assistant Principal and Vice-Principal to ensure that these pupils are also supported pastorally.
- Use Social Media effectively to communicate:
 - Departmental Information
 - Sharing of Next Practice
 - Celebration of success

ADDITIONAL DUTIES

- They will be involved in the Pastoral Care Programme of the school, with individual or shared responsibilities for a Form Class under the direction of the Year Head and Head of Section.
- They will be part of a team for the completion of UCAS forms.
- They will be expected to carry out other duties as may be required by the Principal.

Conditions of Service

All staff will carry out a range of professional duties required by the Board of Governors under the direction of the Principal and be expected to work as a team within the agreed Conditions of Service for Teachers. It is hoped that teachers will carry out such extra activities as may be required in the interest of the welfare of the pupils at the School.

In the interests of career development and the changing needs of the school, all of the above duties may be amended after consultation with the post holder. This consultation will take place on an annual basis.