

PHYSICAL EDUCATION LEARNING LEADER

The County High School Leftwich (Northwich)

Upper Pay Scale

UPS 1 – UPS 3

Job Description & Person Specification

Job Description

Reporting to

SLT Senior Link for PE – Assistant head quality of education

Purpose of the role

Working in conjunction with the Deputy and Assistant Headteachers, provide professional leadership for PE to secure high-quality teaching and learning, effective use of resources and improved standards of achievement for all students.

Main responsibilities

Strategic and Leadership

1. To strategically lead and manage the PE department.
2. To keep up to date with subject development, including any national and local requirements.
3. To lead and develop a second in department.
4. To ensure that all health and safety requirements are met in the PE department.
5. To support the leadership and running of the Duke of Edinburgh Award.
6. To lead and develop the Health and Social Care BTEC course and support the planning, teaching and assessment of the subject.
7. To communicate and liaise with staff, students, parents, governors and members of the local community as appropriate.
8. To mentor ECTs, ITTs, Cover Supervisors and any student teachers as required in PE.
9. To actively promote the school and liaise with outside agencies as necessary, representing the school or SJB Foundation as appropriate.

10. To be active in issues of staff and student welfare and support.
11. To maintain a teaching timetable, modelling outstanding practice in PE in terms of classroom teaching, preparation, marking and assessment.
12. To demonstrate a commitment to Equality of Opportunity for all members of the school's community.
13. To attend and represent PE at Middle Leader meetings.
14. To participate in the procedures for appointing staff to the Department.

Teaching and Learning

1. To develop and implement an inclusive, engaging and ambitious PE curriculum, in-school and when learning remotely, in line with the school's Curriculum Rationale (i.e. A curriculum that fosters: Comprehension and Command of Knowledge and Skills, Character, Creativity and Imagination) that enables all students to maximise their academic potential and enjoy the subject.
2. To teach and model the delivery of outstanding lessons that motivate and inspire students, equipping them with the knowledge and skills needed to achieve at the highest levels.
3. To review and develop the PE curriculum, involving subject staff and students.
4. To keep up to date with local and national developments in PE at each key stage and teaching practice and pedagogy.
5. Plan and prepare units of work and lessons to a high standard, using a variety of delivery methods and involving PE staff as appropriate, in order to facilitate student learning.
6. To develop, evaluate and review the assessment practice in PE.
7. To contribute to enrichment and extension activities.
8. To design, in consultation with colleagues, the setting of internal school examination papers, for assessing students' progress. To maintain appropriate records to enable setting, reports, etc to be completed.

Monitoring

1. To monitor the effectiveness of teaching and learning within PE, in liaison with the Deputy and Assistant Headteachers and the Second in PE, through regular learning walks, work scrutinies, student voice and other data collection methods and to maintain a record in the Strategic Planning and Self-Evaluation Record (SPSER).
2. Evaluate the implementation, impact and consistency of curriculum design (coverage of intended content, sequence *and assessment of the curriculum*) on the quality of learning.

3. Evaluate how students are gaining and consolidating knowledge, understanding and skills, in line with planned schemes of learning.
4. Evaluate the implementation, impact and consistency of: Effective Delivery (Maintaining a first-class inclusive curriculum in-school and online: 1. Review learning; 2. Small Steps; 3. Ask questions and check understanding; 4. Guide Practice; 5. Provide Models (and scaffolding); 6. Feedback).
5. Evaluate the impact of written feedback in enabling students to understand how to progress further.
6. Evaluate the progress of students in student tracking windows highlighting areas of strength and areas to improve.
7. To create and implement the Subject Improvement Plan and to engage actively in the appraisal system and relevant training and professional development.
8. To produce reports as required on student attainment and progress.
9. To complete the annual analysis of examination performance, reporting back to the Leadership Team and Governors in a SAR (Subject Annual Review).
10. To liaise with all appropriate personnel regarding support for student progress, including SENDCo, SLT and parents/carers.
11. To ensure that all school policies are implemented consistently by subject staff.

Deployment of Staff and Resources

1. Effectively manage physical resources, stock and subject accommodation in order to maintain an environment conducive to learning.
2. To ensure classes, staff and lesson resources are effectively deployed in the event of staff absence.
3. Ensure that risk assessments and health and safety checks are carried out in line with School policy.
4. To define clearly, in consultation with colleagues and the Leadership Group, responsibilities within the Department and to advise, supervise and support departmental staff with delegated duties.
5. To organise and chair departmental meetings, drawing up appropriate agendas and providing members of the Department and the Leadership Team with notes.
6. To promote by guidance, example and the encouragement of in-service training, the development of departmental staff. To discuss INSET needs with individual members of the Department, linking training to departmental and whole-school Improvement Plans.
7. To allocate teaching groups, in consultation with the Leadership Team, in such a way as to promote effective learning by students and to give colleagues satisfaction in their work.

Other

1. Value and support practices driving continued progress across the SJB Foundation
2. Participate actively throughout the network where required, by attending relevant meetings, and, as appropriate, delivering training and initiatives.
3. Lead a thriving extra-curricular sports programme for students at the school.

Person Specification

	Desirable	Essential
Qualification		
PGCE/QTS and evidence of continuing professional development		✓
GCSE's at grades C (grade 4) and above in English and Maths		✓
Honours Degree		✓
Experience		
Proven track record of outstanding results in Physical Education subject		✓
Experience of teaching GCSE PE		✓
Successful experience in more than one school	✓	
Experience of leading and effectively managing staff		✓
Knowledge & Skills		
Good written and verbal communication skills		✓
Good organisational skills		✓
Strong behaviour management skills		✓
Effective ICT skills to support students' learning		✓
A positive role model of professional practice and conduct of others		✓
Familiarity with the use of Google Classroom	✓	
Knowledge of exam specification	✓	
Interpersonal Skills		
Enthusiastic approach to teaching and learning		✓
Able to inspire and enthuse all students to achieve their individual potential		✓
Flexible approach and positive attitude towards work		✓
Punctual and reliable		✓
Excellent team player		✓
Ability to adapt to changes in the workplace		✓
Personal Qualities		
Commitment to getting the best outcomes for students and promoting the ethos and values of the school		✓
Commitment to equal opportunities and securing good outcomes for students with SEND or a disability		✓
Ability to work under pressure and prioritise effectively		✓
Commitment to maintaining confidentiality at all times		✓
Commitment to safeguarding and equality		✓