

THE POST: HEAD OF DEPARTMENT: PE

JOB SPECIFICATION

Salary: MPR/UPR plus TLR 1c (£9,272)

Responsible to: The Headteacher via the appropriate Line Manager.

Responsibilities: Your responsibilities as a teacher are those laid down in the current Schoolteachers' Pay and Conditions document, which is available for inspection at school.

In addition, you are required to undertake the following duties and responsibilities for which a Teaching and Learning Responsibility Allowance has been awarded:

Responsibilities of a Head of Department

- a) To be accountable for all aspects of the teaching of your subject/area throughout the curriculum and to be responsible for the development and monitoring of the relevant cross-curricular skills or activities throughout the school, as appropriate. To be responsible for the quality of **learning and progress of all groups of learners** within the curriculum area.
- b) To sustain and improve the climate for learning and promote high standards by effective:

Leadership

- securing commitment to our vision of creating a 'world class' school
- applying a positive and optimistic approach to the management of change
- inspiring, motivating and influencing staff
- leading by example, taking responsibility and being aware of the power of symbolic conduct
- contributing positively to strategic thinking and planning

Management

- managing the people for whom you are directly responsible with respect and good humour
- managing the financial and other resources within your sphere of responsibility

- communicating effectively
 - monitoring and evaluating performance and delivering results
- c) To lead the department's contribution to the development of Teaching and Learning in line with the strands of the School Improvement Plan
- d) To complete and maintain the department's Ofsted self-evaluation profile and generate appropriate evidence to secure judgements about standards of attainment and achievement within the department/area.

Ofsted evaluation schedule:

- Characteristics of the department
 - Views of stakeholders
 - Achievement and standards
 - Personal development and well-being
 - Provision
 - Teaching and learning
 - Curriculum
 - Guidance, care and support
 - Leadership and management.
- e) To ensure the department contributes to the school's compliance with current education legislation.
- f) To use the evidence gathered to inform the planning cycle of: review, analysis and comparison of performance; target setting; planning to take action; and implementation, monitoring and self-evaluation.
- g) To advise the Headteacher about the recruitment and appointment of department staff.
- h) To act as a Team Leader in the school's performance management programme.
- i) To manage the tasks associated with this level of responsibility (see appropriate guidance sheet).

In addition, you will be expected to undertake such other duties as may be reasonably required of you from time to time by the Headteacher or Deputy Headteacher up to a level commensurate with the main responsibilities of your job.

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PERSON SPECIFICATION

The successful candidate will be required to demonstrate most or all of the following characteristics:

Achievements

1. A good honours degree or equivalent in a good honours degree in or equivalent qualification in Physical Education.
2. Qualified Teacher Status.

Experience/Knowledge

3. Effective teaching experience across the age and ability range.
4. A good technical understanding of the requirements for the teaching of Physical Education.
5. Experience of forging links within the wider community, such as primary schools or local industry.
6. An understanding of the National Curriculum requirements for the teaching of Physical Education.
7. An awareness of the way in which Physical Education influences the whole school curriculum.
8. Competence and confidence in the use of IT as a tool for learning.
9. An awareness and knowledge of the issues surrounding the safeguarding of children.

Personal Qualities

10. An enthusiasm for teaching and an interest in learning strategies.
11. An interest in the development of young people and their needs.
12. Sound communication and organisational skills.
13. The ability to form good relationships with staff and students.
14. Drive, energy and 'teacher warmth'.
15. A commitment to the importance of the work of the form tutor.

16. A commitment to high standards in personal work.
17. A commitment to continued professional development.
18. The ability to work under pressure and to meet deadlines.
19. A record of good health and attendance.
20. Smart personal appearance.
21. A willingness to support and promote the ethos and standards of the school.
22. A sense of humour.

In addition to the candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours, and
- Attitudes to use of authority and maintaining discipline.