



# ST. ANNE'S CATHOLIC HIGH SCHOOL FOR GIRLS

**Headteacher:** Mrs S Gilling

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## JOB DESCRIPTION

**POST & CURRICULUM AREA:**                    **Subject Leader: Physical Education TLR = 2cii**

**ACCOUNTABLE TO:**                    The Headteacher & Strategic Leadership Team (SLT)

**LINE MANAGER:**                    Member of SLT

**ACCOUNTABLE FOR:**                    Curriculum provision, delivery and standards in relation to Physical Education; Leadership and management of staff - monitoring, evaluation, review, performance management training and development;  
Securing commitment to high standards, school aims, policies, plans and priorities.  
Quality assurance measures in all aspects of work in Physical Education.

### IMPORTANT FUNCTIONAL RELATIONSHIPS:

Headteacher  
Strategic Leadership Team  
Key Stage Achievement Leaders  
Learning Co-ordinators  
Students & Parents  
Teaching & Support colleagues  
LEA and Specialist Schools and Academies Trust (SSAT)

### CORE PURPOSE:

- ❑ To carry out **sustained additional responsibility** focused on teaching and learning in this curriculum area, for which you are accountable across all three key stages.
- ❑ Carry out additional responsibility for the Physical Education curriculum over and above / **not required of all classroom teachers** and that is focused on standards, teaching and learning and requires the exercise of your professional skills and judgement.
- ❑ Lead, manage and develop a coherent curriculum provision in Physical Education that fulfils statutory requirements and is appropriately broad, balanced, relevant and differentiated, in accordance with the aims of the school and the curricular policies determined by the governing body and the Head teacher, across the key stages.
- ❑ Deliver a sustained response e.g. through monitoring, Continuing Professional Development (CPD) performance management and self-evaluation to ensure the continued high quality teaching and learning in the areas of accountability.

- ❑ Have an impact on the educational progress of students in Physical Education **other than your assigned classes or groups** of students. Monitor the progress of all students to identify and address underachievement so that all students achieve in line with or better than their prior attainment.
- ❑ Lead, develop and enhance the **practice of other staff** in Physical Education (Teaching & Support) through CPD, guidance, support, departmental documentation, lesson observations and feedback, and performance management.
- ❑ Line manage staff in the department and assist your line manager to manage competency issues.

### **ACCOUNTABILITIES:**

- ❑ To provide leadership for the Physical Education Department at St Anne's School and work in partnership with other relevant agencies to ensure there is a strategic and cohesive approach to all matters relating to physical education and the promotion of children's and young people's active life styles
- ❑ To advocate and promote high standards in physical education at St Anne's so that there is high quality provision for all young people to pursue active and healthy lifestyles
- ❑ To contribute to the school's strategies which tackle health related issues (including, for example, obesity) so that relevant local and national targets are met and there are increased opportunities for young people to engage in healthy activities
- ❑ To attract funding and resources into the school and ensure that St Anne's is at the forefront in developing new initiatives so that St Anne's' students are provided with relevant opportunities to participate and excel in physical education
- ❑ To monitor and evaluate the standards and quality of physical education at St Anne's so that priorities for improvement are identified and acted upon
- ❑ To provide advice, support and guidance to the Head Teacher, PE Department, sports coaches, governors and other relevant personnel so that the quality of PE provision is high at St Anne's
- ❑ To promote and support Continuing Professional Development activities - in order to extend the PE competence of teachers and other staff
- ❑ To undertake line management of the PE Department and Sport personnel in order to evaluate their effectiveness and promote their professional development
- ❑ To manage health and safety issues within the PE Department so that statutory risk assessments can be carried out effectively by the PE Department
- ❑ To organise sporting events/awards that encourage students to take part in sport including Annual Sports School Sports Day, After School & lunchtime activities, inter School Matches etc across all Key Stages.
- ❑ Carry out any other duties deemed reasonable by the Headteacher

## GENERAL PROFESSIONAL DUTIES:

1. These are as set out in the relevant School Teachers' Pay and Conditions Document, which can be viewed on the internet.
2. To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
3. To act as a Form Tutor and to contribute to PSHE, Citizenship and Enterprise according to school policy.

## STATUTORY CONDITIONS OF EMPLOYMENT (with school expectations):

### 1. Strategic leadership, management and direction

- a) Support and implement whole-school decisions, policies and plans: the Strategic Plan, Ofsted actions. Set standards, develop vision in others and cause improvement.
- b) Prioritise, establish and review regularly (at least half-yearly) plans. Up-date annually the contents of the Physical Education Self Evaluation Form (SEF) to bring sustained success.
- c) Attend meetings as designated by the headteacher and line managers and exercise professional skills and judgements.
- d) Work with other staff (teaching and support), parents/carers, outside agencies, and others, as and when required, to support student achievement and progress across the curriculum area.
- e) Read and implement relevant school policies specific to the responsibilities of this post.

### 2. Teaching and Learning

- a) Keep under review the aims and objectives of provision in the Physical Education curriculum.
- b) Construct, develop, revise and provide for your colleagues with up-to-date written curriculum guidance: schemes of work for Years (SOWs) 7-13; a handbook for Physical Education to enable students to make good progress and achieve the school's Strategic Intent: "A Success Culture With High Expectations" for all.
- c) Write and provide staff with SOWs for all aspects of teaching and learning to meet statutory and legal requirements that incorporate a range of teaching and learning methods and materials, in order to give students quality opportunities for learning and equality of access to make progress.
- d) Be responsible for standards in of teaching and learning in the Physical Education curriculum.
- e) Carry out a review at least once a term of students' work in Physical Education to monitor that their work is regularly marked, and assessed in different ways, in accordance with curricular policy and plans.
- f) Monitor that lessons are planned and delivered in accordance with the school policy and guidance in the staff Handbook.
- g) Carry out lesson observations of staff teaching Physical Education so that good practice can be shared and improvements made as early as possible. Provide written feedback on the appropriate proforma and liaise with the Assistant Headteacher: CPD to address the individual's CPD needs.
- h) Observe all new teachers in Physical Education within their first half-term at St. Anne's.  
Provide written feedback on the appropriate proforma and liaise with the Assistant Headteacher: CPD to address the individual's CPD needs. Be responsible for their induction to the Physical Education department.
- i) Provide a copy of all completed lesson observation forms: (Plan, Observation Record Form and Feedback Form, to the Headteacher, within four weeks.

### **3. Monitoring, evaluation and review**

- a) Monitor, evaluate and review the teaching, learning and standards in Physical Education and take action to lead, develop and enhance the practice of other staff in the subject (Teaching and Support).
- b) Identify strengths and needs relating to the above; plan for improvement.
- c) Carry out systematic monitoring and evaluation of teaching, learning and standards of achievement of all groups of students, and measure progress to maintain high standards.
- d) Provide the necessary information within the published timescales and ensure that others in the department do the same, in order to support effective use of the school's central management information system (SIMS) and assessment, recording, reporting procedures and data analysis.
- e) Use student data (statistical and qualitative) to monitor standards, evaluate the quality of curriculum provision and student progress in Physical Education.
- f) Line manage staff and as the Team & Subject Leader conduct performance management (PM) reviews of other staff in Physical Education, in accordance with the school policy.
- g) As Team Leader, carry out PM reviews of other staff. Recognise and value others' contribution to the work in the curriculum area and give constructive feedback on performance.

### **4. Effective and efficient use of resources**

- a) Listen, encourage, recognise and value the contribution of others. Develop self-evaluate and the sharing good practice.
- b) Support staff in Physical Education in their development and training and induct new staff to Physical Education in line with school policy.
- c) Develop, motivate and support staff with regard to Physical Education.
- d) Organise and lead appropriate meetings for staff (formal and informal) with regard to Physical Education.
- e) Use the financial allocation to Physical Education to provide learning resources and activities to give all students a range of experiences, which acknowledge their capabilities and different learning styles.
- f) Use the outcomes of the evaluation processes in Physical Education to ensure that the subject bid and subsequent expenditure is linked to subject and school priorities.
- g) Manage and deploy relevant finances and other resources to ensure value for money and an impact on student progress in order to achieve "A Success Culture With high expectations" for all.
- h) Deploy staff effectively, advising and working with the SLT.

### **SAFEGUARDING (CHILD PROTECTION)**

St. Anne's is committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees working at this school are expected to share this commitment.

### **EXPECTATIONS OF ALL STAFF (Teaching & Support)**

- Support the Headteacher and Strategic Leadership Team in creating a culture for learning, achievement, high standards of achievement and success for all the students.
- Carry out all duties and responsibilities in accordance with the school's Mission Statement, contents of the Staff Handbook, policies, current practice and your duty of care for the students' well-being and safety. Do not do anything to bring the name or ethos of the school into disrepute.
- Work flexibly as a member of a team, and undertake such other duties as may be required within the scope of this post.

