



DAY WATERMAN COLLEGE

Job description for Head of P.E

Reviewed:	1st June 2021
Approved by:	
Date approved:	
Next Review Date	31st May 2022
Person Responsible	Vice Principal (Academics)

Job Title: Head of P.E

Reporting to: The Vice Principal

Job Overview

To lead, manage, develop, and be accountable for the subject team and the curriculum at Key Stages 3 and 4 to ensure the highest possible standards of pupil achievement, personal development and well-being.

Key responsibilities and capabilities

RESPONSIBLE FOR

The post holder will be responsible for the teaching and support staff allocated to the subject area.

DIMENSIONS

The post holder will be responsible for the following:

- The strategic direction and development of the subject in line with DWC's commitment to HPL.
- Teaching and learning - Leading and managing staff.
- Pupil progress and standards of achievement - The efficient and effective deployment of staff and resources.

ACCOUNTABILITIES

- The strategic direction and development of the subject.
- To ensure that the departmental culture, policies and practices follow and contribute to DWC's commitment to HPL
- To contribute to a whole-school culture and climate which enable staff and pupils to develop and maintain positive attitudes towards the subject.
- To create an annual subject review and development plan, which contributes to the achievement of the School Improvement Plan.
- To set expectations and goals for colleagues and pupils in relation to standards of achievement and behaviour.
- To contribute to whole school planning, review, monitoring and evaluation.
- To monitor, evaluate, and review standards of leadership, teaching and learning, and pupil achievement and progress against school, national and international standards.
- To represent the department in the wider school community and liaise with the rest of the school, governors, partner schools, further and higher education, industry, outside agencies, examination boards etc.
- To lead and develop the promotion of advanced cognitive performance characteristics in PE and the values, attitudes and attributes consistent with high performance learning.
- To keep up to date with best practice developments in the subject area and teaching practice and methodology.

TEACHING AND LEARNING

- To lead all subject staff in the creation, implementation, and development of accessible and challenging courses/schemes of work which meet school the schools commitment to HPL.
- To lead the development and implementation of effective teaching and learning strategies, including ICT based developments.
- To lead the development and implementation of effective departmental assessment policies, within the framework of those for the whole school.
- To promote, manage and support a wide range of extra-curricular activities including sports trips abroad.

LEADING AND MANAGING STAFF

- To build a team in which good practice is shared, and meeting time is used effectively to raise achievement, and support pupils' personal development and well-being.
- To monitor and review the performance of staff in the department and take responsibility for any necessary action arising, including ensuring that professional development is carried out according to school and national standards and that staff receive regular feedback, which supports progress against their professional development objectives.
- To support/challenge and professionally develop staff so that they are effective in their role(s) and provide high quality teaching and learning.
- To communicate effectively with staff so that they are properly informed of developments across the school and that their views are represented.
- To ensure that staff understand and effectively implement school policies.
- Pupil progress and standards of achievement
- To set and monitor appropriately challenging subject targets for pupils, which will make a measurable contribution to the fulfilment of those for the whole school; to manage interventions to maximise pupil progress.
- To maximise achievement by ensuring that examination entries are at an appropriate tier and non-entries are minimised; to assist with the management and conduct of examinations.
- To promote, manage, and be responsible for high standards of pupil behaviour.
- To implement creatively the school's system for rewarding good pupil performance and to ensure all staff use them effectively.
- To ensure effective communication with parents/carers, so they are kept up to date with curriculum developments and their children's progress.
- The efficient and effective deployment of staff and resources
- To manage efficiently the available resources of staff, space, finance, and equipment within the limits and guidelines laid down.
- To assist in the recruitment of staff.
- To be responsible for the effective deployment of staff and to make appropriate arrangements in their absence.
- To ensure that the department's accommodation/ area, resources and equipment are maintained in good order, including the management of a) health and safety, and b) security.
- To provide a stimulating environment, including maintaining displays that promote interest and learning.

OTHER SPECIFIC DUTIES

- To undertake the above responsibilities in addition to those held by a standard scale teacher at the school.
- To undertake any other reasonable duty as specified by the SLT not mentioned in the above
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore, employees will be expected to comply with any reasonable request from a manager, including ad hoc projects, to undertake work of a similar level that is not specified in the job description.

Person Specification

Educational

- Education university degree
- Qualified Teaching or equivalent

Essential

- British curriculum teaching experience
- Leadership and people management capabilities
- Excellent written and verbal communication skills, with attention to detail
- Strong analytical, organizational, and multi-tasking skills
- Professional disposition and ability to maintain confidentiality
- Result oriented, target driven proactive and solution minded attitude
- Energetic, highly self-motivated and able to work efficiently and productively.

Desirable

- UK teaching experience
- Ability to teach more than one subject

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the College in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be agreed at the request of the Principal or the incumbent of the post.

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Safeguarding Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead.



DWC Mission Statement

DWC provides outstanding education that inspires leadership traits as it focuses on the individual child's ability to excel in the global world

By signing this document, I have received a copy of this job description and have read and understand its contents. I understand that this job description is not intended to be an exhaustive list of all job duties, responsibilities or qualifications associated with the job.

Employee: -----

Signature & Date: -----

Vice Principal: -----

Signature & Date: -----

Principal: -----

Signature & Date: -----

DWC Vision

Towards surpassing the most demanding standards available anywhere in the world