

## Brentwood Ursuline Convent High School Job Description



### Head of Department Physical Education

Post Held: Head of Department.  
Responsible to: Headteacher  
Salary Scale: TLR 2B  
Responsible for: PE Department including Dance  
Line Manager: SLT Line Manager

Duties: Under the overall direction of the Headteacher and in the light of the School's mission statement to undertake the following responsibilities.

The Professional duties of all teachers, (other than the Headteacher) are set out in the STPC and describe the duties required of all main scale posts. In addition, the description of the requirements of the post of Head of PE at Brentwood Ursuline Convent High School, in accordance with the criteria for the award of a Teaching and Learning Responsibility Payment, along with the particular duties expected of the post holder have been set out below:

- Major Duties:
1. To be accountable for the highest standards of student achievement within the PE Department, monitoring and evaluation of student achievement and setting targets for improvement.
  2. To lead, develop and enhance the learning/teaching and assessment for learning practices of all teachers of PE evaluating the quality of each in order to sustain effective practices in the subject.
  3. To be accountable for the strategic direction, leadership and management of PE, the review, development and implementation of subject policies, plans, targets and practices within the context of the school's aims, policies and plans.
  4. To effectively line manage teaching staff and deploy teaching and associate staff in PE.
  5. To coordinate all fixtures and practice timetables including:
    - a. Working with finance department to make travel arrangement
    - b. To confirm fixtures and ensure that staff and students are aware of forthcoming matches.
  6. To take lead responsibility for Sports Day.
  7. House Activities
    - a. To raise the profile of house activities
    - b. To plan and organize events throughout the year

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- c. To coordinate students in maintaining a house sports notice board.
- 8. Newsletter and publicity
  - a. To write an item for the newsletter each fortnight
  - b. To liaise with DH (publicity) and local newspapers to increase newspaper coverage of PE departmental events.
- 9. To develop outdoor and adventurous activity in the school and promote residential trips by building a team of staff willing and able to lead trips.
- 10. To ensure that subject schemes of work are in place, reviewing and updating content and method of delivery. To keep abreast of developments and current thinking about the subject area and its relevance to examinations and employment.
- 11. To be responsible, in conjunction with the Senior Leadership Team, for the resourcing of the department.
- 12. Meetings
  - a. To attend all meetings arranged for teaching staff and Heads of Department.
  - b. To hold regular departmental meetings to consider matters relevant to the department.
- 13. To liaise with other teachers, schools and colleges as necessary.
- 14. To co-operate in arrangements for year group parents' meetings, consultation days and option evenings
- 15. Liaison with person in charge of cover to ensure that arrangements have been made to provide work for absent colleagues.

### Other

- 1. To be responsible for the development of PE across the school
- 2. Contribute to the ethos of this Catholic school
- 3. To carry out any other duties relevant to the department or member of staff as directed by the Headteacher.
- 4. To carry out the responsibilities of a Form Tutor
- 5. The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this.