

## **JOB DESCRIPTION**

### **Second in Department – Physical Education**

#### **Job Purpose and Accountabilities**

- Support the Senior Leadership Team in carrying out the collective vision for the Academy
- Assist with the operational management within PE
- To support the Head of Department for Physical Education in raising aspirations and securing high academic standards to improve learning and achievement for all
- Support the Head of Department for Physical Education to secure excellent teaching through an analytical understanding of how students learn, leading to successful classroom practice and student well-being.
- Monitor progression rates and attainment levels across sport at Key Stage 3, 4 and 5
- Performance manage identified staff as appropriate
- Promote and deliver high quality extra curricular learning
- Actively participate in activities in support of the aims of the Academy

#### **Safeguarding**

- Be familiar with, and follow, all Academy policies, in particular those related to safeguarding
- Promote the welfare of children

**Accountable to:** Head of Department for Physical Education

#### **Key Accountabilities:**

##### **Faculty**

- Deputise for the Head of Department for Physical Education when required
- Work closely with all members of the PE department to achieve specialism and whole Academy aims and to assist with whole school projects
- Lead the department as required during INSET, Twilight, Teaching and Learning and Faculty meetings
- Support the planning and delivery of INSET, Twilights and Teaching and Learning meetings
- Support the Head of Physical Education in setting cover for absent colleagues across the specialist area
- Support the Head of Physical Education on discipline

#### **Progress and outcomes**

- Improve student outcomes across the subject area
- Monitor progression rates and attainment levels across sport at Key Stage 3, 4 and 5
- Hold staff accountable for their performance across an agreed area of sport, with the Head of Department for Physical Education
- Hold staff accountable for progression in sport at Key Stage 4 and 5, with the Head of Department for Physical Education
- Ensure that staff intervene and, if necessary, other interventions take place at the earliest possible time, to ensure that pupils make good or better progress within the subject area

**Data and Assessment**

- Monitor pupil outcomes and progression across the subject area
- Co-ordinate assessment across agreed curriculum areas.
- Work with the Head of Department for Physical Education to ensure that assessment protocols are robust across the subject area and that all data provided is accurate
- Agree targets with the Head of Department for Physical Education for individual students, groups of students and cohorts of students across the subject area

**Quality Assurance**

- Assist with Quality Assurance across the subject area, including lesson observation, learning walks, work scrutiny and pupil voice, with the Head of Department for Physical Education
- Support staff in following up outcomes of lesson observations and Quality Assurance across the subject area

**Meetings**

- To lead, participate and contribute to appropriate meetings and staff development as required
- Attend Heads of Faculty meetings as required
- Year 6 School in Action evening
- Year 9 Options evening
- Post 16 Options evening

**Schemes of Work**

- Embed quality teaching and learning strategies through supporting the development of appropriate schemes of work
- Co-ordinate medium term Schemes of Work across an agreed area of the specialism

**Curriculum**

- To ensure the delivery of high quality teaching and learning opportunities for the students of The Joseph Whitaker School
- To prepare and teach appropriate, engaging and challenging lessons
- Work with the Head of Department for Physical Education to develop an innovative and inclusive curriculum
- Promote and deliver an opportunity rich extra-curriculum program in line with the ethos of the specialism
- Assist the Head of Department for Physical Education, to review systematically, change and modify the curriculum offer across the subject area as necessary, by planning suitable courses for students of all abilities and to meet the wider aims of the Academy.
- Strong subject knowledge across a wide variety of sports.
- Ensure that ICT is an integral part of the curriculum
- Keep abreast of current developments in the educational field to enable effective curriculum planning
- Assess students' work and report on outcomes as required

- Work with other Faculties as appropriate

#### **Pastoral**

- Take responsibility for the effective care and guidance of a tutor group
- Monitor the academic performance of students within a designated tutor group

#### **Community**

- Work closely with parents and other members of the community where appropriate
- Work with partner primary schools, Further Education and Higher Education establishments, to ensure successful transfer of students in conjunction with other staff
- Demonstrate a keen interest in the life of the Academy.

#### **As a member of staff at The Joseph Whitaker School you are expected to:**

- Work in accordance with, and in support of, the Academy's vision and values
- Contribute to the Academy's ethos by setting a good example to colleagues and young people
- Participate and contribute to staff development and school routines and duties
- Take part in performance management activities and reviews as required by the Academy policy and use the process to develop your personal and professional effectiveness

**NOTE:** There is an expectation that the post holder will demonstrate significant extra-curricular commitment and expect the same of other staff across the specialist area.

## PERSON SPECIFICATION

### Deputy Head of Physical Education

	Essential	Desirable
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Well-qualified graduate</li> <li>• Awareness of current developments within the specialist area</li> <li>• Evidence of Personal Development</li> </ul>	<ul style="list-style-type: none"> <li>• Further Professional Qualifications</li> </ul>
<b>SAFEGUARDING</b>	<ul style="list-style-type: none"> <li>• Full understanding of safeguarding requirements and how teachers promote the welfare of children</li> <li>• Enhanced CRB and validated references</li> <li>• Eligibility to work in the UK</li> </ul>	
<b>TEACHING EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Outstanding or good teaching ability</li> <li>• Strong subject knowledge across a wide variety of sports.</li> <li>• Analytical use of data to inform teaching and improve learning</li> <li>• IT literate, making highly effective use of ICT to enhance teaching across an area</li> <li>• Experience teaching GCSE/GCE courses</li> </ul>	<ul style="list-style-type: none"> <li>• Commitment to extra – curricular activities</li> <li>• Experience of BTEC at KS4/5</li> <li>• Experience with SISRA</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Ambitious, innovative and resilient professional</li> <li>• Ability to effectively lead and manage a team of people</li> <li>• Commitment to raising rates of pupil progression and a clear understanding of how to achieve this.</li> <li>• Critical understanding of developments within Physical Education</li> <li>• A continued commitment to own professional development</li> <li>• Target driven and can meet deadlines</li> <li>• Ability to work effectively as part of a team</li> <li>• Excellent communicator, both orally and in writing</li> <li>• Ability to understand data effectively</li> <li>• Lead by example, drawing on your own expertise and skills, and that of those around you</li> <li>• Strong organisational skills</li> <li>• High Personal Standards</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership experience or ambitions to take on leadership roles in the future</li> <li>• Experience of leading staff development</li> <li>• Ambitions to take on leadership roles in the future</li> </ul>