



## West Heath School

### Job Description: Head of PE

<b>Place of Work:</b>	West Heath School, Sevenoaks, TN13 1SR
<b>Hours of Work:</b>	Term Time 37.5 per week Monday to Friday 39 Weeks Per Year
<b>Accountable to:</b>	Head of Curriculum, the Principal
<b>Direct Reports:</b>	Teachers and SLSA's within the department

**Job Purpose:** To contribute to the academic, emotional, social, physical and spiritual development of students within the context of teaching and leading the PE Department. To raise the profile of sports, as well as physical fitness and the links to wellbeing, across the school.

#### Key Personal Commitments:

I am committed to:

- the values and ethos of the school and their outworking through the school's policies and practice;
- having high expectations of myself and colleagues with whom I work and have responsibility for;
- ensuring equality in the workplace regardless of race, age, disability, gender, sexual orientation or religious belief;
- be a role model of professionalism for colleagues, representing and modelling the values upon which the school is founded;
- my own personal and professional development;
- contributing to the wellbeing, personal development and success of students in the school;
- delivering the highest quality professional service to students, parents and colleagues with whom I interact on a professional level;
- working as a middle leader in the school and developing my leadership style to foster a culture of professionalism and accountability;
- developing my colleagues emotionally, spiritually and academically to become the best teachers possible for the students at West Heath School;
- developing and promoting the emotional, spiritual and social abilities of the students at West Heath School;
- using the 4Rs to foster and develop a sense of West Heath character in students.

#### Key Accountabilities:

I am committed to:

##### 1. The promotion of positive behaviour across the PE Department and in all lessons

- Being responsible for managing the behaviour of my students, and the students of my team of teachers, so that they are at all times safe and able to learn.
- Being present in the teaching space 5 minutes before the start of lessons to receive the students.

- Safeguarding the health and safety of my team, and the students, whilst on the school premises or engaged in authorised school activities elsewhere.
- Participating in supervisory activities as directed by the Principal.

## **2. The health, safety and protection of students at the West Heath School**

- Actively reporting any health and safety concerns through the procedure described in the health and safety policy.
- Undertaking annual risk assessments and reviews for my teaching area and associated activities together with adjacent corridors and communicate these to the school's Health and Safety Officer.
- Support my colleagues in their management of behaviour and teaching, as part of a larger team.
- Familiarising myself and my team with the Child Protection Procedures and reporting any concerns I may have according to that procedure.
- Ensure that all members of the PE Department are acting in ways that prioritise students' wellbeing and safeguarding.
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## **3. Ensuring that there is quality teaching throughout the PE Department**

As a teacher, I am committed to taking responsibility for the following within the framework of the National Curriculum and the curriculum of the School:

- Planning courses and lessons: in particular, I will provide the following documentation for the Head of Curriculum according to the set time-scale. Support and guidance will be available from the Head of Curriculum should you need it. The documentation required will include:
  - development plan with financial priorities;
  - departmental / subject policy statement;
  - programme(s) of study;
  - scheme(s) of work;
  - lesson plans;
  - assessment and record keeping;
  - any other documentation deemed to be necessary for the proper fulfilment of your teaching and leadership duties.
- Teaching according to the educational needs of the students assigned to you, including the setting and marking of work, to be carried out by the student both in school and elsewhere.
- Assessing, recording and reporting on the development, progress and attainment of students and looking at patterns and trends across the PE Department data.
- Deployment of support assistants: you will provide support assistants with directions and resources to enable them to support pupils in your lessons. You will arrange for/ or provide all necessary training for them to do this.
- Participating in curriculum monitoring: as part of the School's curriculum monitoring arrangements, lessons will be observed on a rolling programme or if there is a particular concern. Monitoring will include observing your team's planning, teaching and learning and the use of support assistants.
- Supporting and mentoring junior members of the PE Department, most particularly any who may be in the process of completing Teacher Training.
- Ensuring that the PE Department provides high quality learning opportunities for those students having to access remote education.

#### 4. Reviewing and upholding the policies of West Heath School

- I will be responsible to familiarise myself with the policies of the school.
- As a member of the School's staff, I will contribute to the policy-making process.
- I understand that as I work within the School's policies and procedures, I will be fully supported by the Principal and Senior Management Team.
- I will promote and support the use of the 4Rs in lessons and across the SoW for the PE department as a whole.
- I will support the mobile phone/ behaviour policy and ensure that this is applied fairly and consistently by the PE Department.

#### 5. Other activities associated with my role of Head of Department

Within the broader context of education and the particular vision of West Heath School, I am committed to:

- Promoting the general progress and wellbeing of individual students and of any class assigned to my team.
- Providing guidance and advice to students and groups of students on educational and social matters and also their further education and future careers, including information about sources of more expert advice on specific questions.
- Making records of and reports on the personal and social needs of students in line with the procedures of the School and ensuring that the PE Department make accurate student reports in a timely manner.
- Communicating and co-operating with colleagues within the School and also persons or bodies outside the School.
- Acting as a role model, demonstrating the values and social skills needed by the students as part of their preparation for the adult world.
- Supporting other colleagues in their management of behaviour and teaching, as part of a larger team.
- Supporting members of the PE Department, including through the completion of Return to Work meetings and, in liaison with HR, the implementation of measures to support their wellbeing.
- ***I fully recognise that at West Heath, education and the educational process is a means to an end rather than the end itself.*** My job is to help to rebuild broken lives and restore self-esteem through their achievement and encouragement. I also recognise ***that part of my role is to teach pupils to take responsibility for and to manage their own behaviour and to ensure that the PE Department develop and promote this ethos.***

#### 6. Monitoring that the PE Department are making high quality and accurate assessments, records and reports of students' achievements

- Collate the work of the PE Department.
- Contributing oral and written assessments, reports and references relating to individual students and groups in line with the policy and procedures of the School.
- Providing written contributions to annual reviews and participation in parents' evenings and also regular contact with parents/ guardians by phone to feedback positive behaviour and achievements, problems requiring solutions and to diffuse potentially difficult situations.
- Regular communication of positive feedback and recognition that it is important that parents/ guardians do not hear from the school "only when there is trouble".

- Lead the Department in reviewing student progress and attainment, analysing Departmental data working proactively to provide interventions if needed.

## **7. My own ongoing professional development and the professional development of the PE Department by sharing of good practice**

- Participation in the School's Performance Management arrangements as described in the Appraisal & Capability Policy. In particular, to the identification of each team member/s' strategic personal targets that will really make a difference to the students. To ensure that targets link to the strategic priorities of the school as defined by the Principal.
- Lead the appraisal of other members of the PE Department.
- Participation in school staff development days either as a recipient of training or by making a contribution to the training of others.
- The ideal of continual reflection on my own practice as the basis for development and improvement.
- Keeping up to date with developments in my own subject through regular reading of information from the DfE, QCA and other bodies published in written form or on the internet
- Networking with colleagues in other educational establishments.
- Attending specialist-training events delivered in other places, as agreed with the Head of Curriculum.

## **8. Excellence in my own teaching practice and that of the PE Department as a whole**

- I will advise and co-operate with the Head of Curriculum on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.
- I will ensure that the PE Department will promote cross-curricular themes, styles of learning and be prepared to co-operate with other teachers over issues and topics that require input from a number of disciplines.
- I will employ a range of strategies and methods of differentiation so as to take account of students' learning preferences, personalities, social and learning needs and previous experiences and ensure that the PE Department also feel confident in doing this, holding the team to account if they do not provide this in lessons.
- I will provide leadership and accountability for members of the PE Department to ensure they too provide teach to a very high standard and produce excellent learning opportunities for all students.

## **9. Leading and ensuring effective participation in West Heath School meetings**

- I will participate in meetings at the School which relate to the curriculum and form time or its administration or organisation, including pastoral arrangements.
- I will participate in one after-school meeting per week, which will end at 4.30pm.
- I will participate in staff meetings, and when I am reasonably unable to attend, ensure that I keep up-to-date with developments and information sharing by reading the printed minutes of meetings and liaison with colleagues.
- I will ensure that I attend all Parents' Evenings.
- I will lead PE Department Meetings.

## **10. The efficient management of my departmental (subject) budget and its resources**

- I will ensure that all valuable items are locked away when not in use and that the whereabouts of such items is known at all times. I will ensure that only authorised persons use them for approved purposes. I will keep an inventory of all items and report any missing items immediately.
- I will maintain records of all items loaned to students for bona fide purposes - such as text books for homework or revision purposes.
- I will conduct an annual stock-take and vigorously pursue any missing or non-returned borrowed items such as textbooks.
- I will be responsible to manage the funds allocated to me by the Head of Curriculum in order to resource the teaching of my subject and the needs of the PE Department.
- My development plan will include details of financial requirements and be clearly prioritised to enable the Senior Management Team to make decisions concerning the allocation of resources.
- I will negotiate for extra funding if I believe this is necessary and I understand that my requests will be considered as sympathetically as possible within the resources available to the School.
- I may wish to consider funding raised from other sources and in this case, I will discuss this with the trustee governor responsible for fund raising.

## **11. Covering for colleagues in the event of their absence**

In the event of a colleague being absent, I will help to cover their lesson either:

- by managing the resources of the team so that, where possible, PE Department cover is provided internally;
- by standing in according to the arrangements specified on the cover timetable. In such cases, I may provide my own work or supervise that provided by the absent colleague;
- by absorbing some of that teacher's students into my own teaching group. In this situation, I will either incorporate them into my own lesson, or alternatively, supervise them as they do their own work.

## **12. The thorough preparation of all students for public examinations in order to maximise their opportunities for success**

I will participate in:

- arrangements for preparing students for public examinations;
- the assessment of students for such examinations, such as coursework;
- arrangements for recording and reporting assessments in line with required deadlines;
- ensuring that as a Department all requirements necessary for fully preparing students for examinations are fully and effectively completed.

I will liaise with the Head of Curriculum concerning:

- decisions about appropriate courses;
- timing and implementation;
- resources and planning.

I will liaise with the Examination Officer about practical arrangements for:

- examination entries;
- special dispensations;
- access arrangements;
- details of boards and syllabuses.

### **13. The fulfilment of those particular responsibilities given to me by the Head of Curriculum in relation to the teaching of PE across the Department**

- Working in collaboration with other teachers in the PE Department to ensure good communication and collaboration where there are shared teaching groups and changes of teachers between academic years.
- To lead the PE Department in the teaching of PE, implementing as far as is practicable and relevant the National Curriculum and in KS4/5 to examination level.

#### **Health and Safety**

- Working safely and hygienically at all times within Health and Safety Guidelines and Policies.

#### **Partnership Working:**

- Sustain and develop positive working partnerships with all areas of the Faculty and School
- Implement/monitor and contribute to joint initiatives as required
- To create and develop links between the department and wider school community
- Celebrate and share success with students, colleagues and parents/carers

#### **Equality and Diversity:**

- Ensure equality in the workplace regardless of race, age, disability, gender, sexual orientation or religious belief
- Support people to express their individuality and uniqueness in all areas of life

#### **General:**

- To act as an ambassador for West Heath School representing the school where necessary at Events and Meetings
- To undertake ongoing continued professional development
- To uphold the values and ethos of the school
- To undertake such duties and responsibilities reasonably consistent with the role as may be required from time to time by the LINE MANAGER
- Follow West Heath School Policy and Procedures, paying particular attention to Safeguarding, Confidentiality & Health and Safety.
- To attend regular supervision sessions with Line Manager
- Attend team meetings as required
- Undertake any relevant training as identified

#### **Qualifications and experience required for this role:**

See - Person Specification



# Person Specification

## Head of PE

### Context

All the children at the West Heath School have "failed in" or been "failed by" other schools. The purpose of our school is to rebuild damaged personalities with education and academic achievement being the ***means to this end, rather than the end itself***.

Unlike a mainstream school, success here is not judged by examination results. More importantly, your success as a leader should be judged by your contribution to our students developing a sense of wholeness, a positive self-image and making progress in overcoming their particular difficulties. Our ethos is based around the 4 Rs: responsibility, resilience, respect and relationships and all employees must support and promote this ethos.

A leadership role at our school is demanding, frequently challenging and often complex. It is made effective by liaison and co-operation. We are not a collection of individuals; we are team players and should see our own contributions as part of the greater whole. Our staff need to keep in mind the broader picture and the long-term perspective at all times. ***We are preparing our students for life in the real world*** and this is not an instant business. At West Heath School we are 'rebuilding lives through education'.

### A Head of Department will be:

- a team worker, supportive and encouraging to colleagues;
- student focused;
- emotionally robust;
- thoroughly professional;
- an adaptive leader;
- someone who can take direction in a crisis situation from the person taking the lead in responding to that event;
- recognises his or her own limitations of knowledge and experience and seeks the support or involvement of others when necessary.

### And have:

- a major strength in particular areas of the curriculum;
- have a belief that young people can change;
- a willingness to learn about young people and their needs and effective strategies for helping them;
- the ability to make boundaries of behaviour clear in a firm but friendly manner;
- the ability to keep in mind the broader perspective at all times;
- the ability to foster a culture of accountability in your department;
- the ability to adapt your leadership style to successfully lead a team.

Requirement	Essential	Desirable	Testing Method
<b>1. Qualifications</b>	<ul style="list-style-type: none"> <li>• QTS/PGCE or equivalent</li> </ul>		Certificate Application form
<b>2. Experience</b>	<ul style="list-style-type: none"> <li>• Teaching experience in SEN School/ setting</li> <li>• Proven track record of teaching in relevant specialist subject at KS1 and 2</li> </ul>	<ul style="list-style-type: none"> <li>• Successful leadership experience/ managing a team</li> </ul>	Application form Interview
<b>3. Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Strong knowledge of the PE Curriculum</li> <li>• Good levels of Maths &amp; English</li> <li>• IT literate</li> <li>• Understanding of SEMH students and how behaviours present</li> <li>• Understanding and working knowledge of safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of assessing and moderating KS4 PE work</li> </ul>	Application form Interview questions Presentation
<b>4. Competence</b>	<ul style="list-style-type: none"> <li>• Good or outstanding teacher</li> <li>• Ability to implement curriculum change or development that leads to raising standards in teaching and learning</li> <li>• Able to work with teams across the school to ensure the best outcomes of students</li> <li>• Ability to be innovative, imaginative and flexible classroom style using a wide range of pedagogic approaches to ensure all students are engaged</li> <li>• Ability to crisis management</li> </ul>	<ul style="list-style-type: none"> <li>• the ability to adapt your leadership style to successfully lead a team</li> </ul>	Interview questions Presentation
<b>5. Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Student focused</li> <li>• Excellent Organisational Skills</li> <li>• Excellent communications skills</li> <li>• Proactive</li> <li>• Flexible &amp; Adaptable</li> <li>• Emotionally robust and resilient</li> <li>• Forgiving</li> <li>• Nurturing</li> <li>• Strong work ethic</li> <li>• Leadership skills</li> <li>• Effective team player</li> <li>• Acts as a positive role model for staff and students</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	Interview questions Presentation
<b>6. Other</b>		<ul style="list-style-type: none"> <li>• Full Driving Licence &amp; willingness to learn to drive the school vehicle/s</li> </ul>	Document verification

**Note:**

This Job Description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify reconsideration of the salary for the post.