

## Job Description

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**Job title:** Head of Department - PE  
**Reports to:** Head of College (Vice Principal)  
**Location:** Strood Academy

### Job purpose

- To support, hold accountable, develop and lead the PE department and ensure high standards of teaching and learning (including innovative practice) and the wellbeing of students and staff.
- To contribute to the strategic development of the academy by implementing new initiatives, monitoring and reporting on key outcomes.
- Communicating clear purpose and vision to the department.
- Contributing to the strategic development of the academy by implementing whole academy new initiatives, monitoring and reporting on key outcomes, to ensure the department meets academic targets.
- Providing clear, cohesive leadership and direction in the department and motivating teaching and supporting colleagues in developing innovative strategies to enhance the quality of learning, teaching and achievement.
- Promoting the achievement of high standards through effective teaching and learning within PE, preparation, evaluation and action planning.
- Constantly reviewing academy contextual factors and prior attainment when planning and teaching.

### General responsibilities

- To lead on the creation of an engaging extra curricular programme that inspires healthy competition and lifelong participation in physical activity.
- To collaborate and develop positive links with key stakeholders to provide opportunity and enrichment for Strood Academy students.
- To manage the PE facilities and equipment, ensuring an inspirational and well equipped resource.
- To provide high standards of behaviour within the department including embedding a culture of immaculate presentation of PE kit in line with school policy.
- To continually review the offer given to students both in lessons and the extra curricular provision to ensure a broad and engaging experience is felt by all. This may be through the use of new sports and activities and the use of technology.
- To raise the profile and reputation of the PE department to all key stakeholders, through communication channels, events, displays.
- All department resources and budget.
- To actively monitor and follow up pupil progress and attainment for all PE classes.

### Leadership

- To develop and review resources, schemes of work, policies, assessment and teaching and learning strategies.
- To oversee day-to-day management, control and operation of course provision within the department, including effective deployment of staff and physical resources.
- To act as line manager and reviewer for PE staff. To work with the Vice Principal to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department, liaising with the cover teacher/relevant staff to secure appropriate cover.
- Participate in interview processes when required and to ensure effective induction in line with the Academy.
- Maintain departmental monitoring with evidence of departmental data, targets and trends.
- Be aware of targets for raising attainment within the academy context.

- Contribute to and implement the Department action plan (APA) to secure continuous improvement and quality outcomes for all students.
- Champion best practice, demonstrating teaching skills and leadership qualities necessary to command respect, and encourage commitment to raising standards.

### Learning

- To liaise with the Vice Principal to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the Academy Development Plan.
- To be accountable for the development and delivery of the department's curriculum.
- To keep up to date with and respond to national developments in PE and teaching practice and methodology.
- To produce examinations analysis and department review as part of the school's self-evaluation cycle.
- Help devise, implement and monitor schemes of work to ensure they focus on consistent and effective learning and teaching to produce progression for all.
- Analyse and interpret data on students' attainment and action plan accordingly, reviewing with teachers their assessments of progress for classes, groups and individuals.
- Work to student targets and ensure that progress is tracked through a range of strategies.
- Reflect on the success of teaching strategies, individual lessons and schemes of work in meeting the needs of students.
- Apply current guidelines on effective learning and teaching
- Monitor the quality of teaching and learning through book audits, DDIs to ensure consistency across the department and hold the team to account for their classes and data.
- Take part in coaching and mentoring programmes to support colleagues and develop their own practice.
- Provide high quality assessment using formative and summative methods in conjunction with the academy's Assessment for Learning policy.

### Experience

- To set SMART targets within the department and work towards their achievement.
- To ensure that all members of the department are familiar with departmental aims and objectives within the framework of the Academy Performance Agreement.
- To disseminate information from Head of Department meetings.
- To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.
- To represent the department's views and interests.
- Be responsible for identifying and reporting issues and developing solutions.
- Develop communications and training with staff in Department methodology.
- Provide means of gathering information for Self Evaluation: Student Voice, questionnaires, viewpoints of stakeholders, and use opportunities for co-construction of the curriculum.
- Take responsibility for coordination, planning and execution of training and development days.

### Support

- Take the leading role in upholding standards of behaviour and classroom management within the department and the academy's environment.
- Promote the consistent and fair use of the consequences system within the academy
- Ensure that the department supports the academy's implementation of all current statutory requirements e.g. Pupil Premium, SEN, Safeguarding etc.

### Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and

grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

### **Notes**

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.