**Trinity School, Sevenoaks**

**Deputy Head of PE Job Description & Person Specification**

Job Title: Deputy Head of PE

 Responsible to: Head of Department

 Location: Seal Hollow Road, Sevenoaks, Kent. TN13 3SL

*In everything set them an example by doing what is good. Titus 2:7*

**As a faith school it is our vocation, moral obligation and delight to provide the best possible education for each student as part of a Christian community.**

**All staff will:**

* Play a full part in the life of the school community, support its Christian mission, ethos and policies and encourage staff and students to follow this example.
* Fulfil responsibilities with regards to safeguarding (including reporting concerns to the designated child protection officer)
* Be involved in the school’s community service, as required.
* Model Trinity values to parents and students
* Be positive, dynamic and challenging in all aspects of work
* Foster the school’s inclusive ethos providing a common life based on the Christian family and nurturing everyone regardless of race, gender, sexual orientation, religion or ability
* Share direct accountability for the establishment of Trinity School as an outstanding school
* Take responsibility for their own learning and development
* Develop the skills and talents of other members of the community
* Ensure their own well-being and that of others by establishing an appropriate balance between life and work
* Play an active part in the life of the school and its community
* Develop social cohesion and positive links with the whole of our local community
* Adhere to the school community’s standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management.
* Agree annual performance targets, with a view to own continuous improvement
* Undertake any other duties that may reasonably be required by the Headmaster

This job description should be read in conjunction with General Duties and Responsibilities of a professional school teacher as contained in the Schoolteachers' Pay and Conditions Document.

The Governing Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

**Job Description**

**Role Purpose**

The role of Deputy Head of Department is to support the Head of Department (HoD) in leading and managing the PE department to ensure that the teaching of PE at Trinity School is of the highest possible standard and that value is added to the attainment of all students across all Key Stages.

**Teaching**

* **To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students.**
* **To monitor and support the overall progress and development of students as a Teacher/Form Tutor.**
* **To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.**
* **To contribute to raising standards of student attainment.**
* **To share and support the school’s responsibility to provide and monitor opportunities for personal and academic growth.**
* **To promote and encourage a healthy lifestyle for students and staff at Trinity School.**
* **To facilitate and encourage mass participation in a broad range of co-curricular clubs, to attend fixtures on a regular basis and to ensure student safety is at the forefront.**
* **To undertake a designated programme of teaching across all key stages.**
* **Teach consistently high quality lessons.**
* **Plan and deliver schemes of work and lessons that meet the requirements of KS3, KS4 and KS5.**
* **Be a role model for students inspiring them to be actively interested in PE.**
* **To maintain appropriate records and to provide relevant accurate and up-to-date information.**
* **To complete the relevant documentation to assist in the tracking of students.**
* **Set expectations for students in relation to standards of achievement and the quality of learning and teaching.**
* **Prioritise and manage time effectively, ensuring continued professional development in line with the role.**
* **To follow school policies and procedures.**
* **To ensure the effective deployment of classroom support.**
* **To maintain discipline in accordance with the school procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.**
* **Ensuring a high quality learning environment within the PE department.**

**Management**

* To support the HoD in the monitoring and evaluation of standards of teaching and learning in the department.
* To support the HoD in monitoring and evaluation of standards of behaviour within the department, supporting colleagues to achieve best practice.
* To work with the HoD to ensure that the PE curriculum and Schemes of Work are appropriate for and accessible to all students.
* To assist the HoD in managing the process of reporting to parents.
* To work with the HoD to ensure that assessment data is used effectively within the department to raise achievement.
* To contribute to the School Improvement Plan by helping to implement the Department Development Plan.
* To take part in the Appraisal process to ensure it is a genuine tool for departmental improvement.
* To ensure that there are increasing opportunities for enrichment of learning through visits and activities outside of the day-to-day curriculum.

**Other**

* To undertake other duties from time to time discussed with the Headmaster.
* To support the aims and ethos of the school.
* To be an excellent role model and set an excellent example in terms of punctuality, attendance and expectations of student behaviour.
* To attend team and planning meetings (where reasonably possible and at the discretion of all staff concerned).
* Support HoD in line managing the department team when necessary.

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **General/****Personal Qualities** | * Smart, business-like, professional appearance
* Capacity for hard work under pressure
* A team player, collaborative worker
* Self-motivated
* Ability to contribute greatly to the wider life of the School
* Resilient
* Strives for excellence in every aspect of school life
* Determination and perseverance
* Enthusiasm
* Passionate
* Patience
 |  |
| Skills | * Excellent classroom teacher
* Ability to plan, assess and record accurately
* Ability to meet targets and deadlines
* Excellent interpersonal skills
* Ability to motivate others
* Excellent interpersonal and verbal communication skills
* Commitment to leading a range of co-curricular activities
* Strives for excellence in all aspects of work
* An ability to inspire and lead colleagues to achieve agreed objectives
 | * ICT competent, in particular PowerPoint
* Experience and willingness to organise and run trips
* An ability to show innovation and flexibility - excited by change
 |
| Knowledge | * Up to date knowledge and understanding of the PE curriculum
* Effective teaching and learning styles
* Monitoring, assessment, recording and reporting of student progress
* Statutory requirements concerning Equal Opportunities, Health & Safety, SEND and Safeguarding Children
 | * Experience of teaching GCSE AQA Physical Education
* Knowledge of Pearson BTEC
 |
| **Experience** | * Teaching at all key stages of secondary education including KS5
* Teaching at all ability ranges
* Monitoring and evaluating students’ performance
* Have a good track record of supporting with leading and managing staff
 | * Experience of leading clubs and teams
* Experience of being a Form Tutor
 |
| **Qualifications** | * Qualified Teacher Status and Degree
 | * Coaching qualifications
 |

**Signed……………………………………………………..Date………………………………………**

**Employee**