

Job Description

Deputy Head of Physical Education

Principal Responsibilities

To contribute to ensuring high standards of teaching, learning and behaviour.

Responsible to: The Headteacher via Head of Department

KPIs:

- To ensure the completion of this. Target – Positive progress 8 scores for whole cohort.
- To Line Manage all other PE Department members to include fortnightly meetings. Through the process of Line Management and liaising with Department ensure the completion of: Raising the profile of PE, Extra-Curricular programme, leading GCSE PE within the Department, Inter and Intra school competitions.
- To mentor student teachers.
- Continue to raise the attendance/competition rates of PE.

Duties and Responsibilities

- The major task of teachers is to enable all students to achieve their full potential (social, physical, emotional and intellectual) by developing in them relevant skills, competencies, attitudes, concepts and knowledge. Teachers should use their professional judgements and skills to help students to acquire the confidence to tackle all aspects of learning throughout their lives. They should seek to enhance self-esteem and self-fulfilment of students through a supportive, encouraging, yet challenging approach to learning.
- Teachers will achieve these aims by working at or towards the professional standards at the appropriate level. All teachers will be expected to prepare, teach, mark work and keep appropriate records of assessment of designated groups within Team or Departmental areas in accordance with school and Department policies. A wide variety of teaching styles suited to the needs of individuals and small groups as well as whole classes should be adopted.
- All teachers will be expected to work collaboratively with other staff as members of teams, Departments and/or other cross-curricular groups. They will contribute their own particular talents and skills to such groups to aid the production of new initiatives, policies, resources, schemes of work etc.
- In collaboration with students and support staff, all teachers are responsible for caring for the School environment, and teachers take responsibility for their own rooms.
- Teachers should have a concern for the academic and general welfare of students in their care during specific lessons, but teachers who are tutors (and most are) are expected to take a broader responsibility for the development and progression of a group of students.
- Much is expected of teachers at Holmer Green Senior School in order to meet both their own professional fulfilment and the aims of the School, but all staff also have the right to appropriate support, learning and development opportunities and INSET through formal and informal contact with colleagues, particularly Heads of Department, and members of the Leadership Team.

- Teachers are encouraged to assist in the development of any aspects of the school to which they feel drawn.

Specific Duties and Responsibilities as Second in Department

- Support the Head of Department in providing guidance to colleagues in matters of student learning, behaviour and standards of work in the Department.
- Assist the Head of Department to ensure assessment procedures are effective and in line with school policy.
- Assist the Head of Department in setting and reviewing policies for the Department.
- Deputise for the Head of Department as appropriate, eg. in leading Department meetings, attending meetings with heads of other Departments and ensuring the smooth running of the Department.
- Support the Head of Department in the undertaking of performance management across the Department.

Qualifications Required

- Good honours degree or equivalent
- Qualified Teacher Status
- Evidence of recent or relevant training and development and/or further study

General Requirements

- Attend scheduled meetings
- Actively seek to develop professionally
- Participate in the school appraisal process
- Work within the terms and conditions of the current School Teachers’ Pay and Conditions document
- Carry out all duties and responsibilities with due regard to the school policies
- Be subject to a police criminal records check (enhanced disclosure) from the Criminal Records Bureau
- In accordance with the provision of the Disability Discrimination Act 1995, perform all duties and tasks with reasonable adjustment, where appropriate
- Be prepared to carry out additional duties, which may reasonably be required by the Headteacher.

The duties of the post may vary from time to time, as required by the Headteacher, without changing their general character or level of responsibility.

Postholder

Name

Signature

Date

Headteacher

Name

Signature

Date