

### Job Description

<b>Job Title</b>	Head of Department – Sports and Physical Education
<b>Academy</b>	Thomas Deacon Academy
<b>Reports to</b>	Assistant Principal
<b>Line Management of</b>	Subject Leader – Enrichment, Sports and PE staff
<b>Salary / Grade</b>	MPS/UPS and TLR 1b
<b>Date Last Evaluated</b>	January 2025
<b>Core Purpose</b>	<p>To provide professional leadership and management for the PE department to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all learners. Develop an inclusive enrichment program for all learners that includes a variety of activities along with a fixtures program across different range of sports.</p> <ul style="list-style-type: none"> <li>• Be accountable for leading, managing and developing all aspects of educational provision within the PE department.</li> <li>• Raise standards and improve outcomes for all learners across all staff in the PE department.</li> <li>• Hold Subject Leaders/those with responsibility to account for learner progress within their subject/area of responsibility.</li> <li>• Develop and enhance the quality of teaching among all staff within the PE department.</li> <li>• Ensure the provision of an appropriately broad, balanced, relevant and differentiated PE curriculum for learners studying in the department.</li> <li>• Manage and deploy teaching/support staff, financial and physical resources within the department effectively to support the delivery of the outcomes of subject improvement plans and the Academy Improvement Plan.</li> <li>• To set home learning regularly, (in accordance with the School Home Learning policy), to consolidate and extend learning and to encourage pupils to take responsibility for their own learning.</li> <li>• To work with SEN staff and support staff (including prior discussion and joint planning) in order to benefit from their specialist knowledge and to maximise their effectiveness within PE lessons.</li> <li>• To set high expectations for all pupils, to deepen their knowledge and understanding and to maximise their achievement in PE.</li> <li>• To use positive management of behaviour in an environment of mutual respect which allows pupils to feel safe and secure and promotes their self-esteem.</li> <li>• To adhere to all Physical Education Health and Safety documentation.</li> <li>• Support the enrichment lead in developing an engaging enrichment program across the Academy.</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Lead the Duke of Edinburgh Award across the Academy, provide support for the DofE coordinator.</li></ul> |
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## **Key Responsibilities**

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#### **Planning, progress and policies**

- Support staff within department to develop and review syllabuses, resources, schemes of work, marking, assessment and teaching and learning strategies in the Department.
- Oversee day-to-day management, control and operation of course provision within the PE Department, including effective deployment of staff and physical resources.
- Work with key staff to actively monitor and measure the impact of intervention programs on the progress made by individuals and groups of learners.
- Implement all Academy policies and procedures across the PE Department.
- Work with staff to formulate aims, objectives and strategic plans for each area of responsibility within the department supporting the objectives and outcomes of the annual Academy Improvement Plan.

#### **Curriculum and Teaching**

- Undertake an appropriate program of teaching and tutoring.
- Be responsible for monitoring and developing the quality of teaching for all PE Departmental staff, with a clear focus on quality assurance and professional development.
- Be accountable for the development and delivery of the PE Department's curriculum across all areas and for all learners.
- Keep up to date with and respond to national curriculum developments and best practice in teaching and learning methodology.

#### **Staffing**

- Be responsible for the day-to-day management of staff within the PE Department and act as a positive role model.
- Contribute to the Academy's Professional Learning Program and ensure the PE Department colleagues are supported in their continuing professional development.
- Undertake Continuous Development Reviews and act as reviewer for a group of staff within the PE Department.
- Cover for classes when staff in the PE Department are absent, ensuring continuity and progression in learning.
- Promote teamwork and motivate staff to ensure effective working relations.

#### **Quality Assurance and Performance Data**

- Be responsible for implementing the Academy's Quality Assurance Framework within the PE Department.
- Ensure that the Department's Quality Assurance evidence is used to inform the requirements of the Academy's Self Evaluation and improvement planning processes.
- Produce an annual examinations analysis and take an active role in curriculum area reviews as part of the Academy's self-evaluation cycle.

- Ensure the maintenance of accurate and up-to-date information concerning the PE Department and the timely completion of whole-Academy data collection;
- Analyse and evaluate, with the PE Department, check point and external performance data and take appropriate intervention action in response.

#### **Communications**

- Ensure that all members of the PE Department are familiar with departmental aims and objectives within the framework of the Academy Improvement Plan.
- Ensure effective communication/consultation with parents.
- Liaise with partner schools, higher education, and industry, examination boards, awarding bodies and other relevant external bodies and partners.
- Represent the PE Department's views and interests inside and outside of School: PDSA meetings.
- Contribute to the Academy communication and marketing activities, e.g. the collection of material for press releases and the Academy website.
- Lead the development of effective subject links, communication and networking within TDET, with other schools and the wider education community.

#### **Management of Resources**

- Manage the available resources of staff, finance, space and equipment efficiently within the Academy agreed limits, guidelines and procedures; including deploying the department budget.
- Work with the appropriate member of the Senior Leadership Team in order to ensure that the Department's teaching commitments are effectively and efficiently timetabled and roomed.

#### **General Responsibilities**

- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Create and maintain positive and supportive relationships with staff, parents, business, community and other stakeholders.
- Be aware of the School's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To engage with appropriate training opportunities to promote professional effectiveness in this role.
- Participate in the ongoing development, implementation and monitoring of the Trust and Academy Improvement Plans.
- To treat all information acquired through employment, both formally and informally, in strict confidence.
- To be aware of the school's responsibilities under the General Data Protection regulations (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
- Be aware of and comply with policies and procedures relating to child protection, reporting all concerns to the Designated Safeguarding Lead.
- Be aware of and comply with the codes of conduct, regulations and policies of the Trust and Academy and its commitment to equal opportunities.

**The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.**

**Note: Every job description in the organisation will be subject to a review either:**

- On an annual basis at the time of the annual appraisal meeting, or
- As a result of a change in strategic direction, or
- As a result of a team/operational requirements, or

**It is the shared responsibility of the post holder and their manager to ensure that the job description is kept up to date.**



### Person Specification

<b>Attribute</b>	<b>Essential or Desirable</b>	<b>Assessment</b>
<b>Qualifications</b>		
Qualified Teacher Status.	E	A
Degree in relevant subject.	E	A
Enhanced safeguarding/child protection training.	D	A
Further degree (e.g Bachelor or Master's degree).	D	A
<b>Knowledge and Understanding</b>		
The principles and characteristics of good or better teaching.	E	A/L
Effective review and evaluation procedures.	E	A/I
The application of ICT within teaching.	E	L
Innovative approaches to working with students, parents, staff and the local community.	E	A/I
Understanding of inclusive education.	E	A/I
Knowledge of effective leadership.	E	A/I
Different methods of consulting with stakeholders.	D	A/I
Good record of personalisation of learning.	D	A/I
<b>Skills and Abilities</b>		
Communicate the vision of the academy in relation to the development of learning and teaching.	E	A/I
Effective written and oral communication skills for a variety of audiences.	E	A/T
Promote and market the academy positively, reflecting the core values and brand.	E	I
Make decisions based on analysis, interpretation and understanding of relevant data and information.	E	I/T
Prioritise and manage own time effectively.	E	A/I

Work with good will under pressure and to tight deadlines.	E	A/I
Ability to inspire confidence in staff and students.	E	A/I
Ability to adapt to changing circumstances/new ideas.	E	A/I
Work effectively both as a leader and as a member of a team.	E	A/I
Initiate, lead and manage change.	E	A/I
Set high standards and provide a positive role model for students and staff.	E	A/I
Ability to manage staff issues professionally and resolve conflicts.	E	A/I
Ability to use initiative to solve problems.	E	A/I
Motivate all those involved in the team through values driven leadership.	E	A/I
Clear demonstration of the ability to coach/model best learning experiences to other staff.	E	A/I
Liaise effectively with the wider community, other organisations and agencies.	D	A/I
<b>Experience</b>		
An excellent track record of recent, relevant professional development.	E	A/I
Accountability for the performance of a cohort of young people.	E	A/I
Evidence of outstanding classroom practice.	E	L
Experience of carrying out performance related reviews for staff.	E	A/I
Leadership of a whole academy project or an area of academy development.	E	A/I
Innovative use of resources.	D	A/I
Accountability for the success of an initiative.	D	A/I
Experience of the Outdoors (Mountain Leader or similar)	D	A/I
<b>Personal Commitment</b>		
Demonstrate and adhere to the Academy's Core Values.	E	A/I
Commitment to equality and diversity in the workplace.	E	A
Adhere to GDPR guidelines and the Academy's internal procedures.	E	A
Adhere to the Academy's Safeguarding and Prevent policy and procedures.	E	A/I
Adhere to the Academy's Health and Safety policy and procedures.	E	A

### Assessment methods

**A – Application**

**I – Interview**

**T – Task/Activity**

**L – Lesson Observation**