



Job Description:	Head of Department for PE
Contract type:	Permanent, full-time
Location:	Crownhill Road, Willesden, London NW10 4EP
Post-holder:	Vacancy
Scale:	MPR/UPR + TLR2B (£5,642)
Date:	January 2025

Mission

'In faith, one family'

School aims:

We aim to provide a school experience which:

- In its breadth introduces each student to the fullness of a life rooted in the love of God, the values of our Foundress St. Claudine and the values of the Gospels.
- In its balance establishes attitudes that produce a concern for truth and respect for all others.
- In its relevance enables every student to make her positive contribution to society and live a good and happy life shaped by dignity and faith.
- Respects the uniqueness of each individual regardless of gender, ethnicity, faith, social background or ability.

Purpose:

1. To uphold and promote the faith values and Catholic life of the school.
2. To participate in the Liturgical life of the school.
3. To apply the principles of Catholic leadership at all times.
4. To establish a vision for excellence across the department, set high expectations of professionalism and ensure that all team members are fully conversant with the aims of the department.
5. To ensure the highest quality teaching, learning, marking and assessment is embedded in the department and to model best practice and high standards at all times.
6. To provide support and guidance to departmental colleagues as necessary.
7. To plan, prepare, resource and deliver the highest quality lessons and learning opportunities for students within an ordered, purposeful, positive and calm environment.

8. To deliver quality first wave teaching to students of all abilities and aptitudes, providing differentiated materials and tasks, modelling and scaffolding appropriately method and best practice.
9. To ensure that setting across the department maximises learning and progress and is a fluid process with students able to move between sets according to performance and outcomes.
10. To set and mark work and homework that stretches and challenges students, that promotes reading and enables good and better academic progress to be secured.
11. To provide care and support for students, promoting their safety and wellbeing at all times, instilling in them confidence and raising self-esteem.
12. To meet all the requirements set out in the Teachers' Standards and Post-Threshold Standards.
13. To support the aims and mission of the school by carrying out all assigned duties effectively and efficiently.
14. To fulfil the role of Form Tutor as deployed within the school's pastoral structure.
15. To ensure the department offers engaging and relevant extracurricular groups, clubs and/or societies, that these are marketed in line with the school information to parents and students on clubs on the website, and to monitor the quality of the experiences offered to students.
16. To support the wider education and enrichment of students by planning, leading and participating in educational visits and/or supporting departmental colleagues in doing so.
17. To line manage the PE staff and act as their annual appraiser.
18. To support the school's preparations for Diocesan section 48 inspection and section 5/section 8 Ofsted inspection.

Planning, Resourcing and Teaching:

1. To begin every lesson with the sign of the cross followed by either a teacher-led or student-led prayer.
2. To take an accurate register for every lesson.
3. To devise, resource and set engaging starter or warm-up activities to begin each lesson.
4. To ground the learning of each lesson firmly in clear learning objectives that are communicated to students and identified in shared outcomes. (It is not necessary for students to copy learning objectives for every lesson).
5. To plan and deliver high quality and differentiated learning opportunities based on department agreed syllabi and schemes of work.
6. To engage departmental colleagues in scheme of work preparation, planning, resourcing and sharing, overseeing the quality and range of schemes produced and the level of differentiated materials available.
7. To ensure all department staff follow the department syllabus and schemes of work and keep to the agreed timelines.
8. To prepare differentiated materials to cater for the promotion of effective learning for students of all abilities.
9. To set relevant homework tasks and post on the school's online portal for homework each week, ensuring students record that homework has been set in their planners and following up on completion and issuing sanctions where non-completion or lateness of homework occurs.
10. To introduce and model new concepts and provide appropriate scaffolds for students.
11. To promote literacy and oracy skills through effective question-and-answer and discussion activities.

12. To promote good time management in students when answering exam questions and attempting timed tasks.
13. To utilise and develop a range of pedagogies appropriate to the needs of students and what has the most impact on improving and securing rapid progress and achieving depth of learning.
14. Ensure the department's teaching areas and surrounding corridors have bright, engaging and attractive displays that be kept updated and refreshed, with relevant materials and samples of work.
15. To ensure the climate for learning across the department is warm and positive, and encourages positive attitudes and strong working relationships.
16. To plan effective plenaries drawing together the learning for each lesson and enabling the students to consolidate their progress made.
17. To monitor the quality of teaching and learning across the department team making regular visits and pop-ins to lessons covering every year group across a cycle.
18. To support the school's monitoring and evaluation programme by carrying out lesson observations, pop-ins both solely and paired with SLT as well as other monitoring activities – book checks, evaluation of marking, moderation and standardisation.
19. To organise and monitor the department's intervention and revision programme for KS4 and 6th form groups.

Marking, Assessing, Reporting and Management, and Analysis of Data:

1. To mark students' work in accordance with the school and department policy.
2. To model good practice in marking and assessment across the department and to monitor departmental staff are marking in line with school policy and awarding accurate assessment grades.
3. To lead the department team in regular moderation of assessments in each year group.
4. To utilise a range of methods of providing quality feedback to students that influences their learning and progress.
5. To keep an accurate mark book and records of results of outcomes for each student in tests and assessments.
6. To monitor the record keeping and marking of departmental members and carry out relevant book checks as required.
7. To know where each student is in terms of progress and grade and plan using this data.
8. To enter assessment data and meaningful comments on student performance where required in the assessment and reporting cycle.
9. To meet all deadlines in relation to entering data and completing reports.
10. To provide summary reports for Heads of Year, the SENCO and Senior Leadership Team on individual students as required.
11. To receive and analyse student assessment data by year, class and group, and provide an evaluation summary of key performance indicators following each data collection point.
12. To draw out strategy for improving learning, attainment and progress, and work with the department team to implement the improvement agenda.
13. To evaluate improvement strategies in terms of their impact on improving learning, attainment and progress.
14. To provide an annual report to Governors on the department's results in A Level and GCSE each September.

15. To undertake a thorough data analysis exercise following each formal assessment period using SISRA to look closely at performance by class, group and individual and to use information to generate strategy that leads to improvement.
16. To coordinate examination entries and ensure accuracy of data provided to the examinations officer and that students are registered for the most appropriate tier.
17. To receive examiner reports and use to plan improvements in exam preparation.
18. To organise in conjunction with the Deputy Headteacher and exams officer, any examiner visits to practical subjects
19. To work with the exams officer to ensure full compliance with public examination procedures.
20. To ensure that all teacher assessed work submitted to the exam boards has been internally and/or externally standardised.

Classroom Management and Promoting Good Behaviour:

1. To instil high standards of discipline and positive behaviour for learning in own classes and across the department.
2. To use the school behaviour policy consistently and refer all incidents swiftly via the appropriate communication channels.
3. To receive referrals from departmental members and cover staff assigned to the department and support in situations where students need to be placed temporarily in another departmental classroom.
4. To support colleagues experiencing behaviour management or classroom control issues.
5. To operate a departmental detention and support colleagues with enforcing the behaviour policy.
6. To ensure the department meets the deadlines for nominating students for reward certificates.
7. To reward students and consistently and frequently use praise and encouragement.
8. To meet and greet students at the door wherever possible and manage an orderly and calm entry to lessons and to dismiss students at the end of lessons on time and in a well ordered and controlled manner.
9. To visit lessons across the department when timetable allows and monitor the standards of behaviour for learning, taking action to improve where necessary.
10. To insist on the school-wide expectation of excellent manners, politeness and respect at all times and ensure this is a consistently high expectation across the department.
11. To sign and complete student reports giving an accurate grade and reflection of their attitude and conduct in the lesson.
12. To place students on department report and oversee their management as necessary.
13. To analyse termly the data on department sanctions and rewards, and discuss with team members and Heads of Year as appropriate.
14. To liaise with Heads of Year and PSMs in sharing information on students in terms of behaviour management and progress in learning.
15. To communicate with parents by letter, telephone and face-to-face meeting to discuss behaviour and progress as appropriate ensuring notes be provided for the student file.

CPD and Communication:

1. To attend, participate in and positively contribute to scheduled meetings.

2. To attend a fortnightly line management meeting with the designated member of SLT, to prepare for these meetings accordingly and ensure that actions are carried out within the periods published in the minutes.
3. To attend and engage in all INSET days and any organised Twilight training programmes.
4. To attend staff briefings and pastoral team briefings each week as scheduled.
5. To attend any other meetings linked to the role as invited.
6. To be a positive and proactive member of the school Heads of Department meeting forum, attending and participating in scheduled meetings.
7. To be the line manager of all departmental team members in terms of teaching and learning and department related responsibilities.
8. To carry out Return to Work interviews for all members of the department if they have been on sickness absence.
9. To lead departmental team meetings as scheduled on the calendar and direct team members in department related tasks accordingly.
10. To publish actions in a department bulletin each week.
11. To engage in working parties and project groups as appropriate to the role.
12. To follow the school's Appraisal Cycle and its associated record-keeping requirements.
13. To keep up to date with reading and research linked to the role of teacher and to the specialist subject.
14. To check school email every day and respond to actions and requests swiftly.
15. To abide by the school's Acceptable Use Policy relating to use of ICT equipment and email and internet.
16. To read the weekly staff bulletin and contribute to important notices as appropriate.
17. To achieve proficiency in the use of ICT and the school data management and student administration systems: SIMS, SISRA.
18. To pass all letters to parents and other organisations to the Headmistress for approval before sending.
19. To follow and comply with the staff code of conduct at all times.
20. To maintain high standards of professionalism, promoting the school and being a positive spokesperson for the school at all times.
21. To follow all school policies and procedures.
22. To respond to parental queries and concerns within 48 hours of receipt of their communication.
23. To oversee the welfare and well-being of staff in the department.
24. To ensure that all staff in the team are fulfilling the duties outlined in their job description.
25. To participate in the recruitment of staff to the department.
26. To take responsibility for any trainee and beginner teachers in the department, overseeing their progress or delegation of mentoring duties to an experienced team member.
27. To deploy departmental staff in order to achieve maximum positive impact on learning and results reorganising the timetable in conjunction with the Deputy Headteacher as necessary according to circumstances arising during the year.

General:

1. To maintain a well-ordered and tidy classroom and ensure departmental staff follow the same.
2. To provide good care and stewardship of school resources and equipment and ensure their safe storage.
3. To coordinate appropriate arrangements for classes where departmental staff are absent, ensuring good quality cover work and associated resources are provided and

4. To carry out all school procedures in terms of health and safety and safeguarding of students including emergency evacuation and lockdown.
5. To carry out allocated break-time supervision duties, arriving on time and being active and vigilant on duty.
6. To participate in whole school events and carry out allocated associated duties.
7. To attend Parents' Evenings of classes and year groups taught.
8. To adhere to all directed time activities.
9. Work actively to promote multi-cultural and multi ethnic equal opportunities and to celebrate the diversity in our community at all times.
10. To support the school's charity and fundraising activities.
11. To ensure the departmental team contribute to the overall school aims to improve recruitment and retention of students and participate in initiatives and working parties to achieve aims and priorities set out in the school improvement plan.
12. To provide information to SLT as required.

Financial Management:

1. To be a budget holder and comply fully with the school's procedures set out in the Finance Policy.
2. To ensure best value at all times to prospective purchases using school funds.
3. To receive monthly budget monitoring reports on expenditure and ensure that all spending be kept within budget including reprographics costs.
4. To ensure all purchases are on resources that will support the improvement of teaching and learning across the department.
5. To manage delegated budgets in accordance with the school's and Trust's Finance Policy

Staff on the Upper Pay Range:

1. To fully meet the Teachers' Standards and Post Threshold Standards.
2. To support the development and practice of less experienced staff as required.
3. To demonstrate a substantial and sustained positive contribution to the school.

All staff are expected to be positive spokespeople for the school and to role model the professional behaviours and attitudes we expect to see in the students. All staff might be required to carry out any reasonable duty or request made by the Headmistress or Deputy Headteacher that is not covered in this job description.