

## Job Description for Physical Education & Sports Leader

**JOB TITLE:** Physical Education and Sports Leader.

**SCALE:** Unqualified Scale 3- 5

**REPORTS TO:** Deputy Headteacher

### PURPOSE OF THE JOB

- Raise standards of pupil achievement in physical skills, fitness and health awareness;
- Design and deliver specific programmes of physical activity to engage all pupils in their own personal development;
- Encourage all children to engage in regular physical activity; co-operating with others and developing an enthusiasm for PE and games.
- Be responsible for the safety of all pupils participating in sporting activities and programmes.

### STAFF MANAGEMENT/FINANCIAL MANAGEMENT

- The position is responsible for managing staff.

### PRINCIPAL ACCOUNTABILITIES

- Plan, develop and deliver learning programmes across the curriculum including before school, after school and lunchtime clubs and where possible, increase the number of participants involved in identified out of hours sports programmes;
- Ensure planned programmes demonstrate progression of skills and knowledge;
- Assess, record and report attainment and progress;
- Ensure inclusion of all pupils in appropriate sports, games and other activities; ensuring that any activities are suitable for the age, physical and emotional maturity, experience and ability of the participants;
- Co-ordinate and support activities with classroom-based colleagues including teachers and teaching assistants;
- Plan and organise events i.e. Sports day and team fixtures;
- Co-ordinate after school clubs programme;
- Manage the Play Leaders team;
- Supervise colleagues, volunteers and others in the delivery of sporting activities;
- Plan and deliver holiday sports clubs for up to three weeks per school year;
- Escort and supervise pupils on sports fixtures and events;

- Be prepared to work flexibly in relation to the scheduling of timetabled and extra-curricular activities;
- Manage the school's PE resources including the purchase and maintenance of equipment;
- Work closely with premises staff including caretaker(s) and cleaners to ensure a safe environment for all physical activities;
- Develop effective communications strategy to keep colleagues, pupils, parents and others fully informed at all times;
- Establish constructive relationships and communicate with other agencies/professionals and local cluster schools;
- Encourage pupils to join local sports clubs as appropriate;
- Encourage appropriate behaviour in a sporting context, developing concepts of good behaviour, self-discipline, fair play, personal goal setting and continued personal improvement in all pupils;
- Adhere to school local and national guidelines and exercise professional discretion at all times;
- Participate in training and other learning activities and performance development as required;
- Contribute to the overall ethos/work/aims of the school;
- Attend relevant meetings and ensure all duties are completed within required time frames, accurately and in a professional manner;
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

*Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.*

## **General Requirements**

- All school based posts are defined as Regulated Activity and therefore the post is subject to an Enhanced with Barred List DBS check.
- All employees are expected to share this commitment, to follow MKET'S safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.
- Commitment to uphold MKET's Equality and Health and Safety Policies
- All staff must follow the MKET Code of Conduct
- All staff must have an understanding of the requirements of Data Protection and confidentiality in the workplace
- Staff must be able to prioritise and manage own time effectively and take responsibility for own professional development and use the outcomes to improve teaching and pupils' learning, by keeping up-to-date with knowledge of subject(s) taught and taking into account wider curriculum developments.

# Physical Education and Sports Leader.

Name:

Date:

**JOB TITLE: Physical Educations and Sports Leader.**

**REPORTS TO: Senior Leader (Deputy Headteacher)**

We confirm that this document conveys a full and accurate description of the job May 2017:

**Signed:**

.....  
**Postholder**

.....  
**Line Manager**

## Person Specification

### Physical Education & Sports Leader

---

#### Qualifications

1. A good honours degree in a discipline relevant to the post applied for.  
*(application form; pre-employment documentation) or equivalent coaching qualifications.*
2. Minibus / driver's license.

#### Experience

3. **Highly successful teaching/coaching experience over a sustained period with the age range and subject(s) applied for.**  
*(application form; letter; interview; references)*
4. **Delivering consistently outstanding lessons that has secured excellent value added outcomes for all students.**  
*(letter; interview; references)*
5. **Working effectively with other teachers to improve the quality of teaching and learning beyond own classes.**  
*(letter; interview; references)*
6. **Making a positive and substantial contribution to the wider life of a school.**  
*(letter; interview; references)*

#### Knowledge and skills

The ability to effectively:

7. **Create a stimulating and safe learning environment.**  
*(letter; demonstration lesson; interview; references)*
8. **Establish and maintain a purposeful working atmosphere.**  
*(demonstration lesson; interview; references)*
9. **Plan, prepare and deliver the curriculum as relevant to the age, ability and subject taught, other relevant initiatives and the school's own policies.**  
*(letter; demonstration lesson; interview; references)*
10. **Assess and record the progress of students' learning to inform next steps and monitor progress.**  
*(letter; demonstration lesson; interview; references)*
11. **Demonstrate a commitment to equal opportunities and use a variety of strategies and practices to promote the diverse cultural and equality issues in the classroom.**  
*(demonstration lesson; interview; references)*
12. **Teach using a wide variety of strategies to maximise achievement for all students including high achievers and those with special educational needs, disabilities and/or EAL.**  
*(letter; demonstration lesson; interview; references)*
13. **Encourage students in developing self-esteem and respect for others.**  
*(demonstration lesson; interview; references)*

14. **Deploy a wide range of effective behaviour management strategies.**  
*(demonstration lesson; interview; references)*
15. **Communicate to a range of audiences - verbal, written, using ICT as appropriate.**  
*(demonstration lesson; interview; references)*
16. **Use ICT to advance pupils' learning, and use common ICT tools for their own and students' benefit.**  
*(letter; demonstration lesson; interview; references)*

### **Commitment**

Demonstrate a commitment to:

- a. promoting the Trust's and school's vision and ethos;
- b. high quality, stimulating learning;
- c. relating positively to and showing respect for all members of the school and wider community;
- d. on-going professional self-development;
- e. safeguarding and child protection;
- f. equalities;

**N.B. Candidates who apply for the post will be asked to write a letter of application to show how they meet the Person Specification criteria in BOLD and how their examples demonstrate impact on students' achievements.**

---

At New Chapter Primary School, we aim to enhance and enrich the lives of our children by enabling them to make the most of outstanding learning opportunities within and beyond the curriculum. We instill an appreciation that there are no limits to what they can achieve and develop the attributes needed to successfully shape and respond to the future.

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment.

---