



TOWNSEND
CHURCH OF ENGLAND SCHOOL

Head of Physical Education (Fixed-Term 1 Year) **Responsible to: A member of the Senior Leadership Team**

Core Purpose of Head of Physical Education

To lead the Physical Education department with drive and imagination during the next phase of its development.

The Head of PE Department is responsible for making clear and effective decisions about: planning, implementing and evaluating the curriculum and extra-curriculum; leading and managing teaching and non-teaching staff; and organising department resources. To have overall responsibility for the standard of students' work, outcomes and behaviour in the department.

PE is currently taught throughout the school including in the sixth form. Students enjoy 3 - 4 hours a fortnight at Key Stage 3&4 and we also deliver GCSE and A Level Physical Education. Level 3 Health and Social Care is a popular course and some experience in this area would be desirable.

Physical Education facilities at Townsend as follows: Large playing fields with four full-sized pitches for football / rugby, a MUGA the size of 3 tennis courts, indoor swimming pool, dance studio, small gymnasium and 6 tennis courts. We are currently working with Hertfordshire FA to build a 3G football pitch and are exploring the funding available for a sports hall.

Students at Townsend benefit from a range of co-curricular clubs, house competitions and the district and country competition structure.

The successful candidate will be committed to high academic standards, and have a full appreciation of the importance of Personal, Social and Health Education. They will have the drive and creative flair to ensure participation and success in Physical Education continue to grow in the coming years so that Townsend becomes well-known for its provision and prowess in this physical activity.



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About the Role:

1. To ensure the school's PE curriculum enables all our students to achieve to the very best of their ability.
2. To secure and sustain high quality teaching, learning and assessment in PE. Leading moderation and standardisation of coursework across the range of qualifications offered by the department.
3. To organise the effective grouping of students and allocation of classes to teachers.
4. Planning practical curriculum courses to make the best use of facilities available within the constraints of the school calendar.
5. To routinely undertake self-evaluation of the performance of the department and use this to inform improvement planning and guide short, medium and long-term decisions.
6. To ensure that the schemes of work and resources used for the teaching of PE are high quality, appropriate and accessible and secure good progress for students of all abilities and backgrounds.
7. To ensure consistent record keeping and data analysis across the department in order to identify and intervene to address underachievement of individuals or identified groups
8. To use department meetings effectively.
9. To support the professional development needs of members of the department and support the development of new and student teachers where relevant
10. To work with staff, students and parents and use the school's systems to manage student behaviour and to reward effort and achievement in the department.
11. To promote PE and to maintain a high profile for the subject and the department in the school and district.
12. To line manage members of the department.
13. To represent the PE Department at meetings inside and outside the school.
14. To liaise with key staff such as the SENCO, Exams Officer, the Pastoral Team and SLT to ensure that the needs of students are best met, and the department contributes towards the smooth running of the school.
15. To plan effective use of the department resources ensuring that they provide value for money and manage the department budget.
16. To ensure the department offers an excellent range of co-curricular activities including: House sport and inter school competitions at district, county and national levels.
17. To oversee the day-to-day work of the PE Department including ensuring cover work is set if required.



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Safer Recruitment

1. This role will require the post holder to have an enhanced DBS check.
2. It is the individual's responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with.

General

1. Play a full part in the life of the school community; support the school's priorities and ethos and encourage students to follow this example.
2. Undertake continued personal professional learning activities, as agreed with the Line Manager / CPL co-ordinator.
3. Participate in subject team activities arranged for open evenings.
4. Undertake duties as per the published rota.
5. Undertake a reasonable share of cover lessons in accordance with the published cover policy.
6. Undertake any other responsibilities or tasks as reasonably requested by the Headteacher.

Upper Pay Spine

1. In addition to the above, teachers who have progressed to the Upper Pay Spine will be expected to undertake additional responsibilities. The scope of these should increase along with UPS progression.
2. Teach consistently good or better lessons, with the aim of improving to deliver an increasing number of outstanding lessons.
3. Contribute to developments within the subject/year team and lead on appropriate aspects, as agreed by their line manager.
4. Undertake induction, coaching and mentoring of identified staff or trainees, in line with the school's policy.
5. Contribute to the whole school professional development programme as appropriate.
6. Provide guidance, support and mentoring for identified students, as agreed with their line manager.

Notes

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder must use Directed Time.
3. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.



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Head of Physical Education Person Specification

Attributes	Essential	Desirable	Evidence
Qualifications & Experience			
QTS (or training towards QTS)	✓		A
Successfully completed Induction Year	✓		A
Evidence of recent Professional Development	✓		A
Further study or qualification		✓	A
Evidence of contribution to staff training and development		✓	A
Knowledge & Skills			
Excellent classroom practitioner	✓		IP
Ability to articulate characteristics of effective teaching	✓		IP
Knowledge and understanding of current and future initiatives in education		✓	A/IP
Understanding of the learning needs of all students	✓		A/IP
Ability to lead and implement new ideas	✓		A/IP
Use of ICT, particularly to promote teaching and learning	✓		A/IP
Ability to enthuse, inspire and motivate others	✓		A/IP
Experience of, ability to, use student performance data to raise achievement		✓	A
Excellent people management skills and the ability to build a team		✓	A
Ability to communicate effectively with a range of audiences	✓		A
Good administrative and organisational skills	✓		A



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Personal/Professional Qualities			
Self-motivated, with ability to use initiative	✓		R/IP
Approachable, caring, flexible and supportive	✓		R/IP
Ability to contribute to and be part of a team	✓		R
Can work under pressure, with a high level of commitment and determination	✓		R
Ability to lead by example, and make decisions	✓		R
Commitment to extra-curricular activities	✓		A/R
Safer Recruitment			
Knowledge and understanding of requirements and responsibilities for safeguarding and promoting the welfare of children and young people (including an enhanced DBS check)	✓		A/R/IP
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		A/R/IP
Emotional resilience in working with challenging behaviours	✓		A/R/IP
Appropriate motivation to work with young people	✓		A/R/IP

A = Application Form

IP = Interview Process (this will include teaching a lesson)

R = Reference

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____