

# ROYAL ALEXANDRA AND ALBERT SCHOOL



## JOB DESCRIPTION

- Post Title:** Head of Curricular PE & Games
- Scale:** UPS / MPR + TLR2 (£4,531 for 18-19)
- Responsible to:** Deputy Head (Co-Curricular & Community)
- Start date:** September 2019

The Head of Curricular PE & Games will provide inspirational leadership of the PE department, within curriculum time – to include both PE and Games lesson.

The core purpose of this post is to ensure the quality of learning experiences for pupils are of the highest standard, in order for pupils to be inspired and make excellent progress. The successful applicant will demonstrate their commitment to raising standards and further improving uptake of PE at KS4 and KS5 as well as the ability to track progress data, implement targeted intervention and hold staff members to account.

To lead the continuing development of the PE curriculum and further developing the timetabled Games lessons. Working with the Heads of Sports and staff in general, the post holder will ensure that Games sessions adequately support the School's extensive, competitive and elite sports programme.

A commitment to the co-curriculum for Sport with after-school practices and fixtures is expected.

### Key Responsibilities

- To provide strong and supportive leadership of the PE Department
- To lead the department to the highest standards of professionalism as a role model for colleagues and pupils
- To provide effective leadership to a large team of teachers in the delivery of the full range of PE teaching from Key Stage 3 to Key Stage 5
- To lead the design and implementation of an outstanding PE curriculum, from KS3 to KS5, both for compulsory core PE lessons, and for examination PE classes in KS4 and KS5
- To support the KS2 PE & Games Coordinator with their planning for PE & Games for KS2
- To constantly review and develop the quality of teaching and learning within the department to ensure excellent practice and the development of exceptional performance skills in pupils
- To be held accountable for the academic progress of all pupils in examination PE classes
- To observe, mentor and provide guidance to teachers in the department

- To promote the subject and ensure it is thriving throughout the school, including at GCSE and A level /BTEC

### **Leadership of subject**

- To develop and implement a creative curriculum across all PE lessons and ensure the delivery of high quality teaching.
- To work with the Heads of Sport to lead and manage timetabled Games lessons, which develop pupils to have an interest and ability in sport and ensure progress is made, and that the programme supports the sports teams' performances.
- To develop a curriculum that meets the needs of all learners
- To develop innovative schemes of work which are inspiring for learners and teachers alike
- To assess the performance of pupils and record their development, progress and attainment and ensure this is done consistently across the department using internal moderation where necessary
- To analyse progress and attainment data and use this to inform possible changes to curriculum design, and to have strategic oversight of pupil interventions
- To work in collaboration with colleagues to ensure pupils receive high quality interventions
- Through regular observation and feedback, mentor subject teachers to ensure excellent teaching and learning in all lessons
- To keep up to date with all initiatives and developments in teaching and in the subject
- To ensure that classroom teachers are utilising best practice for the teaching of PE
- To lead departmental inset to share good practice and develop teaching and learning within the curriculum area
- To conduct evaluations of the quality of teaching and learning and put in place appropriate measures to improve practice
- To create and sustain a positive department culture, where staff feel collectively challenged, supported and developed
- To manage the departmental budget and development of resources.
- To ensure that an organised learning environment occurs in the department classrooms and shared areas, including electronic shared areas.
- To effectively line manage support staff within the department
- To take the role of Performance Manager for members of the department

### **Teaching and Learning**

- To plan and teach engaging and challenging lessons
- To provide clear structures for lessons, and for sequences of lessons, in the short, medium and longer term, which maintain pace, motivation and challenge
- To plan effectively to ensure that pupils have the opportunity to meet their potential, taking account of the needs from those who are underachieving to those who are very able, making use of relevant information and specialist help where available
- To use regular, measurable and significant assessments of teaching

- To complete all reporting on time
- To closely monitor progress and attainment of pupils and use it to inform teaching
- To set high expectations for pupil behaviour and establish a safe environment that supports learning and where pupils feel secure and confident
- To maintain regular and productive communication with parents about their child's progress, behaviour and development, including attending after school parent meetings as required

#### Other

- To undertake professional development as agreed with school leaders
- To perform additional duties and tasks required for the effective operation of the school as directed by the Headmaster
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person;
- To contribute to the overall ethos and aims of the school;

#### Person Specification: Head of Curricular PE & Games

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Good Honours Degree in a relevant subject</li> <li>• Recognised Teaching Qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Additional qualifications/ training</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of successful teaching of PE to GCSE and/or A level / BTEC</li> <li>• Experience of raising attainment</li> <li>• Experience of supporting other staff to enhance teaching and learning</li> </ul>	<ul style="list-style-type: none"> <li>• Post of responsibility within a PE department</li> <li>• Experience of leading and developing a team</li> </ul>
Leadership and management	<ul style="list-style-type: none"> <li>• Commitment to the subject and to the co-curricular programme</li> <li>• Effective team worker and leader</li> <li>• High expectations for accountability and consistency</li> <li>• Ability to create and lead departmental development</li> <li>• Ability to enable others to achieve success</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of data tracking and leading intervention on a cohort wide scale</li> </ul>
Teaching and Learning	<ul style="list-style-type: none"> <li>• Excellent classroom practitioner with understanding of high</li> </ul>	

	<p>quality teaching and learning</p> <ul style="list-style-type: none"> <li>• Knowledge of the curriculum reforms and recent subject developments</li> <li>• Good communication, planning and organisational skills</li> <li>• Commitment to regular and on-going professional development</li> </ul>	
Personal	<ul style="list-style-type: none"> <li>• Hardworking</li> <li>• Enthusiastic</li> <li>• Resilient</li> <li>• Ability to inspire and lead others</li> <li>• A strong team player</li> <li>• Good sense of humour</li> </ul>	

Single or larger rent-free accommodation may be available for the appointee in return for boarding duties.

The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including an Enhanced DBS check.