

Job Description: Head of PE

Reports to: Assistant Principal

Start date: January 2023 or sooner if possible

Salary: Ark MPS or UPS (Outer London) £30,663 - £42,164 or £44,263- £47,600; TLR2C, £7,017

Closing date: Monday 10th October at 9am. *Please note that interviews will be held on Friday 14th October.*

The Role

- To lead and manage the implementation of a challenging, coherent and cumulative PE curriculum that is taught by a highly ambitious and outstanding team of subject teachers across the secondary and primary school phases.
- To lead and manage all aspects of the PE Department.
- To lead on PE enrichment and events.

Key responsibilities and outcomes for the Head of PE

- Implementation of the PE curriculum and subject coordination across all phases of the academy
- Achievement of consistently outstanding teaching and learning in PE
- Achievement of outstanding academic attainment and progress in PE
- Embedding of the Ark John Keats ethos and culture in the department and, as a member of the leadership team, across the academy
- Delivery of the Instructional Leadership model as part of the academy leadership team
- Organisation and delivery of the department extra-curricular and enrichment programme, including competitive fixtures
- Leadership and management of all other aspects of the PE Department

Activities

Leadership and management

- Write a subject development plan, set teaching and academic targets and embed a meaningful monitoring and review process
- Participate in recruitment and selection activities
- Assist in the professional development of teachers
- Develop strong partnerships and ensure regular and productive communication with parents
- Manage the department budget to ensure value for money and impact on teaching and learning and attainment
- Maintain regular and productive communication with pupils, parents and colleagues
- Plan and lead sports day

Teaching and Learning

- Direct and supervise support staff assigned to lessons to ensure the support provided to individuals and groups is having a significant impact on academic progress
- Put in place an ongoing intervention programme to ensure pupils who fall behind have effective intervention to ensure they catch up quickly and sustain progress

Curriculum setting and assessment

- Develop and implement syllabi and schemes of work for KS3, in line with National Curriculum requirements, that inspire, challenge and enable pupils to achieve high end grades
-

- Liaise with the primary school to provide a suitable curriculum to support physical education within KS1 and 2
- Monitor and assess teaching and learning
- Set regular, meaningful and measurable assessments for pupils
- Maintain accurate pupil data that can be used to make teaching more effective
- Produce and contribute to oral and written assessments, reports and references relating to individuals and groups of pupils
- Participate in preparing pupils for external examinations

Academy Culture

- Support the academy's values and ethos by contributing to the development and implementation of policies, practices and procedures
- Help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships
- Help develop an academy culture and ethos that is utterly committed to learning and achievement
- Support and work in collaboration with colleagues and other professionals in and beyond the school, covering lessons and providing other support as required

Other

- Undertake and, when required, deliver or be part of the appraisal system and relevant training and professional development
 - Undertake other various responsibilities as directed by the Principal
-

Person Specification: Head of PE

Qualification Criteria

- Qualified to at least degree level in PE or a related subject
- At least a 2 B grades in relevant subjects (or equivalent)
- Qualified to teach and work in the UK

Experience

- Evidence of being, or having the potential to be, an outstanding teacher of the subject
- Evidence of having raised attainment in an PE department

Knowledge

- Up to date knowledge in the curriculum area
- An understanding of what an outstanding education looks like in the classroom
- An understanding of the strategies needed to establish consistently high expectations

Behaviours

Leadership

- Effective team worker
- High expectations for accountability and consistency
- Vision aligned with Ark's high aspirations, high expectations of self and others
- Genuine passion and a belief in the potential of every pupil
- Motivation to continually improve standards and achieve excellence
- Effective listening skills that lead to a strong understanding of others
- Commitment to the safeguarding and welfare of all pupils

Teaching and Learning

- Excellent classroom teacher, with the ability to reflect on lessons and continually improve their own practice
- Effective and systematic behaviour management, with clear boundaries, sanctions, praise and rewards
- Thinks strategically about classroom practice and tailoring lessons to pupils needs
- Understands and interprets complex pupil data to drive lesson planning and pupil attainment
- Good communication, planning and organisational skills
- Demonstrates resilience, motivation and commitment to driving up standards of achievement
- Acts as a role model to staff and pupils
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice.

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced Disclosure & Barring Service check.

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred.
