Job Description: Second in Department – Physical Education

1. **Title and Grade of Post:** Second in Department, Physical Education  
   Responsible to Head of Physical Education  
   TLR 2a

2. **Professional Responsibilities:**
   2.1 to support the school's aim to promote the improvement of standards of teaching and learning, and to support those policies and procedures laid down by the Headteacher;
   2.2 to support the HOD on the aims, policies and procedures of the Physical Education Department and the resources which are required to implement these;
   2.3 to support members of staff within the department and to coordinate departmental programmes of training, where necessary;
   2.4 to support the HOD in developing teaching and learning practices in the Physical Education department.

3. **Applicable Contract Terms and Duties**

   This job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions document and within the range of duties set out in that document, so far as is relevant to the post holder's title and salary grade.

4. **Relationships:**
   4.1 the post holder is accountable to the Headteacher;
   4.2 the post holder is accountable to the Head of Department in respect of specific responsibilities as outlined;
   4.3 the post holder is accountable to the Leadership Team, as necessary, in respect of specific responsibilities outlined;
   4.4 the post holder interacts with all professional colleagues and should establish and maintain productive relationships with them and promote mutual understanding of the school's aim to improve the quality of teaching and learning at The Highfield School.

5. **Particular Responsibilities**
   5.1 to support the HOD in raising standards of student attainment and achievement within the Physical Education department;
   5.2 with the HOD, to be accountable for student progress within the Physical Education department;
   5.3 to accept responsibility for specific delegated tasks from the HOD;
   5.4 to support the HOD in establishing an effective strategic direction and vision for teaching and learning in the department; following the most appropriate curriculum and keeping up to date with developments and keeping SLT advised of these;
   5.5 to manage resources in accordance with department and school procedures;
   5.6 to take responsibility for specific schemes of work to ensure students are taught in a demanding and inspiring way;
   5.7 to participate in further professional development related to the leadership and development of Physical Education as directed by the HOD;
5.8 to liaise with other departments as necessary in order to establish and maintain curricular cohesion and continuity;
5.9 to assist the HOD in allocating students to teaching groups within the Physical Education department according to school policy and in consultation with other members of the department;
5.10 advise, support and mentor new staff, non-specialised staff and cover teachers in Physical Education in areas such as school systems, behaviour management, assessment recording and reporting etc;
5.11 to work with the HOD to complete assessments and reports relating to the work and progress of new staff, non-specialised staff and cover staff;
5.12 in conjunction with the Head of Department to manage the day to day cover needs of all department staff as they arise and to coordinate teachers – internal or external – assigned to teach classes needing cover;

6. Staff Development

6.1 to assist the HOD, where necessary, in the selection for appointment to the Physical Education department;
6.2 to support departmental colleagues in matters of student welfare and discipline in Physical Education or where relevant to new or non specialist staff, and to develop appropriate support strategies and referral systems for those students or staff in accordance with general school policy;
6.3 to assist the HOD in carrying out the annual cycle of performance management review in accordance with school policy, agreeing and monitoring targets;
6.4 to ensure, or assist the HOD in ensuring, where necessary, the completion of all reports and progress checks used to track students;
6.5 to assist the HOD with the monitoring, tracking and evaluation of student progress and the analysis of appropriate data to inform development of the curriculum and raising standards of provision;
6.6 to carry out other associated duties on behalf of the Physical Education department as are reasonably assigned by the Head of Department;
6.6 This job description is not exhaustive and the post holder will be expected to undertake any other duties as reasonably requested by the Headteacher.

This job description issued on June 2016 may be amended at any time by agreement, but in any case will be reviewed on an annual basis.

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