



JOB DESCRIPTION

Job Title:	Head of Faculty – PE and Performing Arts & Teacher of Boys’ PE
FTE:	1.00
Start Date:	September 2024 (earlier start is negotiable)
Responsible to:	Assistant Headteacher
Salary:	MPS/UPS + TLR 2B
<p>Core Purpose of the Post</p> <ul style="list-style-type: none"> ➤ To ensure that the strategic aims and objectives of Mount Grace School are supported and fully met. ➤ To provide professional leadership to a team of teachers and support staff in the delivery of the full range of faculty teaching from key stage 3 upwards, and extra-curriculum activities, including the Duke of Edinburgh Scheme. ➤ To contribute to the delivery of the National Curriculum ➤ To teach boy’s PE including examination subjects ➤ To be informed of current Government policy one education and its effects on the implementation of PE and performing arts 	
<p>Main Areas of Responsibility:</p> <p>Strategic Direction and Development</p> <ul style="list-style-type: none"> ➤ To develop innovative, effective approaches to the faculty curriculum in order to ensure appropriate access and achievement for all students. ➤ To use data to enable all students to progress towards maximum achievement. ➤ To use data effectively to identify students who are under-achieving in the subject and to implement effective strategies to support those students. ➤ To create a climate which enables other staff to maintain positive attitudes towards the subject. ➤ To analyse relevant national, local and school data plus research and evidence to inform policies, practices, expectations within your faculty. ➤ To establish and maintain regular communications with the Headteacher and Senior Leadership Team and other schools as appropriate. ➤ To express the views of colleagues within your faculty team in a variety of situations. ➤ To develop Faculty Plans with a subject focus to support the School Improvement Plan. <p>Behaviour Management for Effective Teaching and Learning</p> <ul style="list-style-type: none"> ➤ To work with colleagues to set clear standards in relation to the School’s Code of Conduct. ➤ To assist in establishing a positive partnership with parents that benefits students’ learning within the subjects. ➤ To ensure the behaviour of the students within the faculty enables continuity and progression within Teaching and Learning supporting individual’s learning. ➤ Through INSET to brief and inform colleagues on relevant policy and practice in the pastoral and academic progress within the year groups. ➤ To ensure the Behaviour Policy is understood and carried through as appropriate. 	

- To ensure that robust procedures are in place to monitor the quality of teaching and learning outcomes throughout the department.
- To contribute significantly to the school's planning (both short and long term) and provide leadership to whole school developments, as required.

Leading and Managing Staff

- To ensure that appropriate performance management arrangements are in place and maintained in the department and that a robust programme of professional development is designed and maintained (this to include provision for support staff and non-specialist teachers).
- To exercise leadership supervision and support in bringing subject teachers together to work as a team in the implementation of policy and in planning.
- To lead and manage meetings and INSET within the expectations of the School Improvement Plan and the needs of the subjects.
- To ensure that the Head and Senior Leadership Team are regularly informed of the subject team's specific strengths and areas for development through analysed data and evaluation.
- To ensure that trainee and Early Career teachers are appropriately trained, monitored and supported for the award of QTS within their role as subject teacher.

Effective and Efficient Deployment of Staff and Resources

- To support the establishment and maintenance of an attractive and purposeful working environment.
- To identify and facilitate, as appropriate, the development needs of colleagues.
- To ensure that there is a safe learning environment in which risks are properly assessed.
- To manage the resources of the faculty within the limits of the delegated budget and in accordance with the school's financial procedures.

Communication and Administration

- To establish and maintain regular communication with the Headteacher, Senior Leadership Team and colleagues.
- To establish and maintain procedures to satisfy school policies, National Curriculum and OFSTED requirements.
- To establish and develop systems of effective communication with parents.

Monitoring and Evaluation

- To observe colleagues at work in lessons in order to inform evaluation and further improvements within these areas.
- To create the opportunities for colleagues to learn from one another and to lead professional development through example and support.
- To review the behaviour and attainment of students across the subject area to inform future planning.
- To implement and co-ordinate clear policies and practices for assessing, reporting and recording student achievement.

This job description is not intended to be an exhaustive list; the duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary after negotiation.

Job Description received and agreed.

Signed:

Date:

PERSON SPECIFICATION

Essential (E) and Desirable (D)	(E)	(D)
Qualifications		
A good honours, physical education based degree.	✓	
Qualified Teacher Status.	✓	
Qualified to Masters level (or equivalent).		✓
A commitment to ongoing professional development.	✓	
Knowledge and Expertise		
Good subject and pedagogical knowledge in relation to teaching PE.	✓	
Have the ability to develop Schemes of work to challenge / explore PE and performing arts in its wider context.	✓	
A range of strategies for engaging all students in the learning of PE.	✓	
An understanding of how to use assessment in PE to raise standards/outcomes	✓	
Evaluating the PE and performing arts curriculum and sequencing of learning to promote progress.		✓
Experience in leading and managing a team.		✓
Experience in or willingness to teach or support the teaching of a second subject.		✓
Proven record of innovation and leading change successfully .	✓	
Skills and Abilities		
Able to articulate/evaluate impact to both internal and external professionals.	✓	
Excellent written and verbal communication skills.	✓	
Excellent organisational skills, time-keeping and ability to meet deadlines.	✓	
An ability to develop good professional relationships with staff and students.	✓	
Be a credible advocate for students, their needs and personal circumstances whilst holding them to account for their learning and outcomes.	✓	
Strong behaviour management.	✓	
Ability to lead teams in a variety of competitions.	✓	
Ability to enthuse and motivate students with an extensive extracurricular programme.	✓	
Ability to build on good practice whilst moving the department forward with vision and vigour	✓	
Ability to delegate and then hold people to account effectively .	✓	
Personal qualities including support for the Mount Grace School character virtues (<i>in italics</i>)		
A growth mindset when working with children and colleagues to achieve the best outcomes.	✓	
Have unconditional positive regard for students and staff and be an advocate for promoting equality, diversity and inclusion.	✓	
Enthusiasm and passion for teaching and an ability to inspire students/staff (eg. assemblies).	✓	
A willingness to engage in <i>reflection</i> to improve practice including their own.	✓	
An ability to model <i>curiosity</i> and encourage critical thinking.	✓	

The <i>resilience</i> to overcome challenges and seek support when required.	✓	
The <i>confidence</i> to coach teachers in a way that is supportive and welcomed.	✓	
An ability to model <i>respect</i> and lead others to have high ambitions.	✓	
An ability to work supportively and address underperformance with <i>compassion</i> .	✓	