

JOB DESCRIPTION AND SPECIFICATION

Job title:	Head of PE (Full-time)
Main purpose:	The Head of PE will lead the College's PE and sports provision to ensure the success of every pupil. The post holder will develop a strategic vision for participation and performance in sport across the College from Early Years to Year 11
Reporting line:	Assistant Principal Academic

SPORT AT SHOREHAM COLLEGE

The College aims to provide a balanced, challenging, relevant and enjoyable programme available to all pupils, irrespective of physical ability, which enables them to:

- develop and foster positive attitudes to physical fitness and support a lifelong active lifestyle;
- develop physical potential through a range of recreational, developmental and competitive experiences;
- develop life skills such as resilience, communication skills, responsibility, teamwork, tolerance and fair play, perseverance and organisational skills;
- develop and demonstrate leadership skills and act as positive role models;
- understand how a healthy lifestyle can improve wider achievement.

The Department:

Shoreham College sports facilities include a full size multipurpose sports hall with mezzanine and department office, a 20 metre outdoor swimming pool, 4 netball and tennis courts and extensive grounds for cricket, football, athletics, rounders and other sports.

MAIN RESPONSIBILITIES

- Coordinate and deliver the PE curriculum and the College's sports programme for all pupils from Early Years to Key Stage 4, ensuring appropriate schemes of work are in place and that they are delivered effectively.
- Monitor the quality of teaching and learning within the department including via lesson observations, work scrutiny and performance management meetings to ensure that all pupils are given the opportunity to make the best possible progress.
- Stay at the forefront of developments in the delivery of PE and sports in education and encourage innovation in and beyond the classroom.
- Set appropriate challenge grades to enable effective monitoring and tracking of pupil progress.
- Ensure that the department provides opportunities for pupil personal development including leadership, mentoring and citizenship schemes.
- Ensure there is an allocation system in place that affords all pupils the opportunity to participate in a diverse range of sport activities.

- Work with the SENCO to ensure that all learning needs are being addressed in and outside of the classroom, ensuring appropriate differentiation is in place.
- Oversee a coordinated Shoreham College fixture programme that is appropriate to the needs and levels of respective teams and year groups.
- Encourage and nurture non PE staff to support and contribute to the extracurricular sports programme of the College.
- Foster and maintain links with local schools, clubs, universities and national bodies such as the ISA, as appropriate to ensure the provision is relevant and reflects current best practice.
- Coordinate the sports programme for the Head of Houses competitions.
- Establish and chair a regular sports forum for parents and pupils.
- Be the central point of contact with parents to ensure they are engaged and have a positive view of sports at Shoreham College.
- Coordinate a balanced programme of sports tours (domestic and overseas) taking account of wider school commitments and the financial expectations placed on parents.
- Encourage and support the development of a comprehensive community engagement strategy.
- Collaborate with the Marketing Executive and Principal, to positively promote the College at recruitment events (for example open mornings) and ensure the College's PE and sports profile supports the College's marketing strategy.
- Organise GCSE entries with the Examinations Officer and coordinate NEA assessments, including the internal assessment appeal process. Attend GCSE results day in order to liaise with parents and pupils and subsequently process potential re-marks, clerical checks and challenges to the boards, as deemed appropriate and necessary on the day, working closely with the Assistant Principal Academic.
- Organise the setting and marking of internal exams, including mock GCSEs.
- Produce an annual report and development plan with specific reference to GCSE results as part of the annual departmental review process.
- Ensure appropriate risk assessments are in place and are reviewed regularly, for all activities within the department and ensure the swimming pool handbook is kept up-to-date and meets all mandatory and best practice requirements and ensure sufficient members of staff are appropriately trained to supervise pupils in the pool.
- Ensure the appropriate training/professional development is in place for those involved in contact sports in particular and all sports in general.
- Attend Head of Departments meetings as and when required by the Assistant Principal Academic.
- Hold regular departmental meetings where teaching and learning best practice is discussed.
- Attend staff and INSET meetings where appropriate and teach at least one Easter revision session per year.
- Liaise with the Assistant Head Academic on all matters concerned with the timetable, curriculum and setting arrangements.
- Attend parents' evenings and options evenings and ensure appropriate departmental representation.
- Contribute subject specific information to the GCSE options booklets.
- Subject mentor and train any PGCE/QTS assessment only/NQT teachers/gap students within the department.
- Participate in the wider life of the College including being a form tutor and joining one of the Houses.

QUALIFICATION

- Qualified Teacher Status (Essential)
- 2:1 in a relevant degree (Preferred)
- Experience coaching and umpiring (Preferred)
- Current First Aid Certificate (Desirable)
- Current Lifeguard Certificate e.g. RLSS National Rescue Award (Desirable)

PERSON SPECIFICATION

- We are looking for an individual with vision and energy who can build and lead a team of dedicated PE teachers, sports coaches and young leaders to take our sporting achievements to greater heights whilst encouraging life-long participation in sport by pupils at all levels.
- The new Head of PE will play a key strategic role in ensuring that PE and sport makes a real difference to the life experiences and achievements of our pupils.
- As an innovative and passionate leader you will have a proven track record of achieving outcomes and utilising PE and sport to support whole school achievement and the wellbeing of the pupils.
- You will be passionate about leading a department that is self-reflective and flexible, strives for excellence and cultivates the pupils' trust, enthusiasm, motivation and ability.
- You will have responsibility for the three strands of our overall strategy; the development of sporting excellence, the participation of pupils of all abilities in sports activities and the provision of an excellent physical literacy and PE curriculum.
- We are seeking an inspiring and dynamic leader who is passionate about PE and school sport, and possesses the drive and communication skills needed to inspire pupils, staff and the wider community in that vision.
- A positive role model to the pupils, both on and off the sports field who believe that with excellent provision and teaching, all pupils can go beyond what they believe they are capable of.
- An excellent networker, the Head of PE will need to build effective relationships and inspire confidence with the pupils, within the department, across the school and with local community partners to maximise effectiveness.