



Heartlands Academy

Title of Post: **Head of Physical Education**

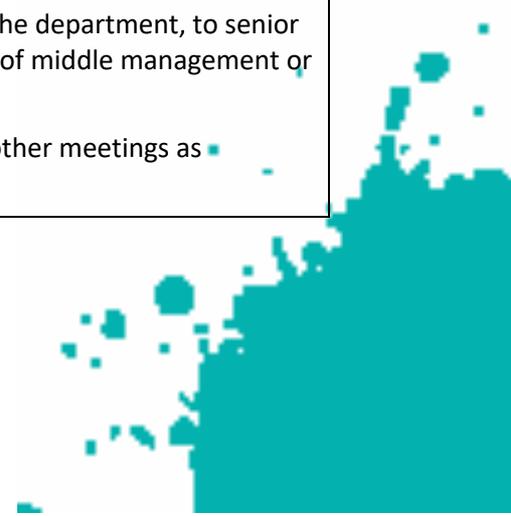
Aims of this post of responsibility	<p>The aim of this post of responsibility is to sustain and improve the quality of education offered to the students in PE and to contribute to the ethos and vision of the academy.</p> <p>All staff contribute through the year to the academy's development planning and implement the action plan.</p>
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Responsibilities as a member of the academy's middle management team	<p>To oversee the writing of reports, provision of subject/year information to parents, attendance at parents' meetings and response to parents enquiries</p> <p>To implement the academy's agreed policies</p> <p>To maintain effective discipline through implementation of the academy's agreed procedures</p> <p>To produce an annual departmental development plan according to the academy format identifying the priority activities to be carried out in order to achieve the targets set for pupil achievement, and to contribute to the achievement of the whole academy development plan targets;</p> <p>To report to governors as and when requested and maintain links with appointed governor</p>
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Staff	<p>To set targets for the department;</p> <p>To take part in the appointment of staff to the department and in the drawing up of their job descriptions;</p> <p>To promote INSET and training opportunities for the department; to give or arrange for other support that may be necessary;</p> <p>To monitor systematically the quality of teaching and learning in the department and give feedback that enables further improvement, within the framework for whole academy monitoring and evaluation;</p> <p>To induct NQTs as required;</p>
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<p>Curriculum</p>	<p>To lead the department through effective teaching, professional vision and knowledge;</p> <p>To plan with the team for the development of the department and to write an action plan in consultation with the team and within the framework of the academies action plan;</p> <p>To maintain and develop schemes of work within the framework of the national curriculum and the requirements of examination boards, working collaboratively with the whole team;</p> <p>To arrange in consultation with members of the department, the deployment of these members on the timetable;</p> <p>To ensure that lesson planning and delivery for all lessons take account of the needs of SEN and EAL students, and recognise IEP targets;</p> <p>To review academy baseline data for all students and add subject data to maintain an up to date department record of pupil attainment and progress</p> <p>To ensure that assessment of students' work is regularly carried out and gives guidance to students on their level of performance and how to improve it, in accordance with department and academy policies;</p> <p>To ensure that students are prepared for internal and external examinations, that all internal exam papers are prepared to deadlines and are appropriately differentiated, that entry information is provided accurately and that analyses of all results are submitted within the published timescales;</p> <p>To monitor the quality of teaching and learning within the department;</p> <p>To ensure that curricular records are kept and reports written;</p> <p>To support members of the department in maintaining sound discipline, within the academy's agreed procedures;</p>
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<p>Communication and meetings</p>	<p>To run appropriate meetings for the team, ensuring the provision of agendas and minutes;</p> <p>To support effective communication by forwarding minutes and conclusions of meetings and any other documentation or memos to the relevant members of the department, to senior management and to other members of middle management or the staff;</p> <p>To attend middle management and other meetings as appropriate;</p>
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Finance	<p>To manage the department annual budget, to monitor expenditure and keep an inventory of equipment, textbooks and all other resources;</p> <p>To oversee the provision and maintenance of effective resources for learning, textbooks, students materials, equipment, rooms</p>
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Health and Safety	<p>To ensure that academy and subject specific Health and Safety requirements are known and adhered to in all areas of the academy used by the department, and during off site activities including visits and residential trips, and that risk assessments are appropriately carried out.</p>
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Safeguarding	<p>Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.</p> <p>To ensure all tasks are carried out with due regard to Health and Safety</p> <p>Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection; reporting concerns to an appropriate person.</p> <p>Carry out all duties with regard to the academy's policies and codes of conduct.</p>
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