

Job Description

Job title: PE Lead
Reports to: Vice Principal

JOB PURPOSE

To ensure high standards of teaching and learning (including innovative practice) and the wellbeing of students and staff. To contribute to the strategic development of the academy by implementing whole academy new initiatives, monitoring and reporting on key outcomes related to PE.

General responsibilities

- Carrying out the professional duties of a teacher as circumstances may require and in accordance with academy policies, under the direction of the Principal
- Plan and lead PE lessons in the secondary college as part of the PPA timetable.
- Communicating clear purpose and vision for the department
- Contributing to the strategic development of the academy by implementing new whole academy initiatives, monitoring and reporting on key outcomes for PE
- Providing clear, cohesive leadership and direction across the school for PE and motivating teaching, support colleagues in developing innovative strategies to enhance the quality of learning, teaching and achievement.
- Promoting the achievement of high standards through effective teaching and learning within PE including preparation, evaluation and action planning.
- Modelling the vision and values of the academy
- Implement the PE Development Plan to secure continuous improvement and quality outcomes for all students.
- Receiving and acting on feedback to build on the strengths and improve personal performance within the academy systems.
- Consider and constantly review academy contextual factors and pupils prior attainment when planning and teaching lessons.
- Working in a cross-curricular way to support the subject across the academy in the use of active learning approaches to enrich curriculum and skills delivery.
- Recognising, promoting and celebrating diversity
- PE department resources and budget.
- Quality of education for PE across the school, including planning and writing the Primary Sports Premium Statement
- Supervision and progress of students in allocated classes
- Supervision and direction of work of classroom support staff during lessons



Leadership and Management

- To develop and review Programmes of Study, assessment and teaching and learning strategies in PE
- To actively monitor and follow up pupil progress
- To work with the SLT line manager to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To manage the available resources of staff, finance, space and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget
- Maintain departmental monitoring with evidence of departmental data, targets and trends
- Lead on the development of the PE Action Plan

Teaching and Learning

- To liaise with the SLT line manager to ensure the delivery of an appropriate, comprehensive, high quality and cost effective curriculum programme which complements the Academy Development Plan.
- To be accountable for the development and delivery of the PE curriculum
- To keep up to date with and respond to national developments in the subject area and teaching practice and methodology
- Help devise, implement and monitor Programmes of Study to ensure they focus on consistent and effective learning and teaching to produce progression for all
- Analyse and interpret data on students' attainment and action plan accordingly, reviewing with teachers their assessments of progress for classes, groups and individuals
- Work to student targets and ensure that progress is tracked through a range of strategies
- Take account and review academy contextual factors and prior attainment when planning and teaching lessons
- Reflect on the success of teaching strategies, individual lessons and Programmes of Study meeting the needs of students
- Apply current guidelines on effective learning and teaching
- Strive for outstanding lessons
- Deliver interactive lessons with students
- Provide high quality assessment using formative and summative methods in conjunction with the academy's policy

Attitudes and Behaviour

- To comply with the Academy's Safeguarding procedures and to report concerns to the Designated Safeguarding Lead
- To ensure the behaviour support system is implemented in the department so that effective learning can take place



- Take the leading role in upholding standards of behaviour support
- Through the role, develop systems which address the social health of students to raise standards

General responsibilities to the Principal

- To promote the aims, values and ethos of the Academy and uphold Academy rules
- To carry out a share of supervisory duties in accordance with normal academy schedules
- To participate in and lead appropriate meetings with colleagues and parents
- To participate in performance management arrangements
- To support the ethos of the academy and enforce the academy's behavioural and uniform policies

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.