



## **PE School Coordinator Teaching and Learning Responsibility Job Description TLR2a**

**Reporting to: The Trustees/Headteacher/Senior Leadership**

Support the Director of Learning to coordinate and direct the deployment of a small team of PE subject specialists to ensure the highest standards of teaching and learning with the aim of maximising student achievement/attainment.

### **In summary, the professional responsibilities of the post are:**

The post holder will be required to exercise their professional skills and judgement to carry out, in a collaborative manner, the professional duties set out below:

- Exemplify the professional responsibilities common to all classroom teachers
- Making an impact on the educational progress of students beyond those directly assigned
- Leading, developing and enhancing the teaching practice of others
- Undertaking other School Development Plan responsibilities

In common with all leadership posts within the school, the post holder is expected to maintain their own teaching practice and deliver consistently good or outstanding lessons.

**Purpose of role:** To be responsible for the PE curriculum and development with leadership support from the Director of Learning. To coordinate any sporting activities for students across the whole school; this will include promoting and coordinating healthy school themes.

### **Responsibilities of the post:**

- Provide knowledgeable and innovative leadership of teaching and the PE curriculum;
- Support the department's curriculum planning, consistent with whole school objectives, having regard for National Curriculum and national strategies.
- To ensure high standards of teaching and learning, academic attainment and the progress for all students within the curriculum area;
- Liaise with the Vocational Learning Coordinator and Exams Officer for all examination requirements including internal moderation arrangements;
- To implement an effective assessment system within the curriculum area;
- To work with colleagues to develop innovative and engaging schemes of work, lesson plans, marking policies and related learning resources that accelerate student progress;
- To undertake and support subject-specific staff training and professional development within the PE curriculum area in question;
- Maintain clear vision, purpose and high expectations of staff and students, focusing on student achievement;
- Monitor the recording of assessment data for department ensuring that it is accurate, timely and complete;

- To support and ensure that members of the department follow the school Behaviour Policy and procedures and take responsibility for the standards of behaviour and assist and support as problems arise;
- Liaise with the Director of Learning to produce reports and provide necessary information as required.
- To organise and promote the sports fixtures for whole school
- The development of teams and individuals that compete successfully at a local, county wide and national level
- To plan the travel arrangements and staffing for sports trips ensuring Evolve is completed by relevant Visit Lead for all educational trips and the necessary events specific plans are in place.
- Promote a positive ethos across the sport at the school including respect, hard work, discipline and exceptional behaviour.
- Provide communication to promote sporting successes through the school website and other i.e. local paper, school Twitter
- Work with the partnership schools with transition events and sporting activities.
- Ensure a high profile for sport is developed and maintained across the school
- Liaise with colleagues including the pastoral team to promote health and lifestyle choices through the Assembly Programme.
- Liaise with in-house catering to promote healthy food options.
- Ensure the PE department staff comply with the policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person;
- Contribute to the annual self-evaluation cycle;
- Contribute to the annual Academy Development Plan.

#### **Monitor and report any concerns relating to:**

- The pastoral care provided to students;
- The support provided for SEND and vulnerable students;

#### **General Duties:**

- Participate in relevant meetings with colleagues, parents and be involved in links with external agencies as part of role
- Attend relevant meetings and participate in training opportunities and performance development as required;
- Support other members of the curriculum area and students as appropriate

#### **Review your own professional development and maintain professional standards**

Carry out any other such duties as the post holder may reasonably be required to do.

#### **Safeguarding Children & Safer Recruitment**

This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment

***This Job Description forms part of the contract of employment of the successful applicant. The appointment is subject to the conditions of employment contained in the School Teachers' Pay and Conditions.***