



JOB DESCRIPTION

Post title:	Subject Leader for Physical Education
Academy:	Academy 360
Reporting to:	Member of the Senior Leadership Team
Salary/pay range:	L3-L6
Hours of work:	Full-time

Job purpose

The Subject Leader will be expected to make a significant and positive contribution to supporting all students to achieve their full potential. As a leader, they will ensure high standards across the subject, leading others effectively to achieve this aim. They will plan and deliver excellent lessons, undertaking additional duties as appropriate to ensure the effective operation of the school.

Main duties and responsibilities

1. Leadership responsibilities

- Lead the curriculum development of the subject area for which the postholder is responsible.
- Raise standards of student attainment and achievement within the subject area and monitor and support student progress. Lead subject area improvement planning.
- Lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and learning and teaching strategies in the subject.
- Lead the day-to-day management, control and operation of the subject area. Effectively manage and deploy financial and physical resources to support the effective delivery within the curriculum area.
- Lead the monitoring and evaluation of the subject area in line with agreed procedures including evaluation against quality standards and performance criteria. Identify areas for improvement, and implement measures to secure this improvement, where necessary.
- Lead high-quality adaptive teaching in the subject to ensure students with SEND access an ambitious curriculum and make strong progress.
- Support the implementation of all school policies and procedures. Lead on the implementation of subject area policies and procedures.
- Participate in the induction of new staff in line with procedures.
- Participate in the statutory processes for the appraisal of all staff. Ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- Contribute to the academy procedures for lesson observation and other self-review activities.
- Manage the ordering of provisions relevant to the subject area.
- Promote actively the development of effective subject links with external agencies.

- Formulate aims, objectives and strategic plans for the subject area which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the academy.
- Lead the use of performance data for analysis and evaluation purposes. Lead upon appropriate action on issues arising from data, systems and reports.
- Lead the production of reports within the quality assurance cycle for the department.
- Analyse and produce reports on student performance.
- In conjunction with the relevant SLT member, ensure the development of a subject area supports the development of the Trust's digital learning strategy.
- Liaise with appropriate SLT and the Examinations Officer to maintain accreditation with the relevant examination and validating bodies associated with any subject area the postholder has delegated responsibility for.
- Lead the active tracking and monitoring of student progress along with any subsequent intervention.
- Where necessary, to make appropriate arrangements for classes when staff are absent.
- Participate and support the ITT programmes, where necessary.
- Ensure that Health and Safety policies and practices, relating to any area of specific leadership responsibility, including risk assessments, are in line with national requirements and are updated where necessary, liaising with relevant colleagues.

2. Teaching and Learning

- Raise standards of attainment and achievement through working to the direction of the Principal, having regard for the curriculum, assessment recording and reporting of the academy.
- Plan, prepare and deliver courses and lessons appropriate to the individual needs and abilities of all pupils.
- Provide data and information regarding all aspects of the progress of all pupils you are assigned to teach in order to contribute to pupils' regular coaching/mentoring sessions.
- Monitor the attainment and engagement of SEND learners, using data and pupil profiles to inform teaching and intervention.
- Assess, record and report on the development, progress and attainment of pupils in accordance with policy.
- Keep appropriate records in accordance with policy.
- Prepare high-quality resources appropriate to raising standards.
- Assist with the monitoring and evaluation of teaching and learning including subject delivery, work scrutiny, resource audits and data analysis.
- Lead and manage the business planning function of the subject, and ensure that the planning activities of the subject reflect the needs of students and the aims and objectives of the academy.
- Encourage and maintain high standards of behaviour and discipline in order that effective learning can take place, and good relationships can be formed within the community. Follow procedures where pupils fail to cooperate with expectations.
- Work effectively with support staff.
- Develop your own subject knowledge and expertise, keeping up to date with national developments, teaching practice and methodology to support pupils in achieving high standards.
- Manage classroom resources effectively.

3. Pupil welfare and development

- Provide high-quality support, guidance and advice to pupils on educational and social matters and make records and reports in accordance with policy and the practice of the academy.
- Provide high quality support, guidance and advice to students on their further education and future careers and make records and reports in accordance with policy.
- Make records and reports on the personal and social needs of pupils in accordance with policy.
- Communicate and consult with parents in accordance with policy.
- Coach, mentor and support pupils allocated to you in accordance with policy.
- Encourage students to develop high-quality learning behaviours in order that effective learning can take place and good relationships can be formed within the community.
- Follow procedures when pupils fail to cooperate with expectations.
- Contribute to ensuring the health and safety of all pupils through managing and supervising their safety at all times, including coming into and leaving the academy, moving between lessons and break times.
- Participate in meetings organised through the academy for the purpose of pupil welfare and development.
- Participate in meetings with parents/carers or appropriate bodies for the purpose of enhancing pupil support and/or raising standards of attainment and achievement.

4. Communications

- Lead effective communication/consultation as appropriate with the parents/carers of students.
- Liaise with partner schools, higher education, industry examination boards, awarding bodies and other relevant external bodies, as required.
- Represent the subject area views and interests at meetings.

Other duties

- Carry out any other duties in accordance with the expectations of a teacher (at your current level of experience i.e., MPS/UPS1/UPS2/UPS3) at the reasonable request of the Principal.
- Ensure that the area of work complies with legislation relating to health and safety, and observe and implement specific responsibilities in relation to these matters as detailed within the Trust's policy.
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so.
- Be aware and familiar with policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Take appropriate action in accordance with policies and Keeping Children Safe in Education where required.