



JOB DESCRIPTION

Post details:

Job Title: Curriculum Leader – Sports & Physical Wellbeing

Grade: MPR/UPR plus TLR2B plus 1 SEN Point

Department: Woodbridge Park Education Service

Division/Section: Children and Adult Services

Line Manager: Member of SLT

Main Purpose of the Job

- To provide professional leadership and to develop the Physical Education curriculum across the service in order to ensure high standards of teaching and learning.
- To promote the highest standards of behaviour in order to ensure a calm working environment.
- To contribute towards a positive learning culture that promotes success and personal well being for students and staff.

Supervisory Responsibility

To be responsible for the performance of all subject-specific staff when they are teaching within that subject areas

Main Responsibilities and Tasks

1. As a specialist in your subject area(s), to set high expectations and deliver high quality lessons and targets for students, using information regarding prior attainment to secure progress
2. To agree, monitor and evaluate the student subject progress targets, to make a measurable contribution to whole service targets
3. To take a lead role in the strategic direction of creating a Subject Development Plan which contributes positively to the achievement of the Service Development Plan and which actively involves all subject teachers in its design and execution.
4. To provide regular feedback for subject/service colleagues in a way which recognises good practice and supports their progress against Performance Management objectives resulting in a tangible impact on student learning.

5. To assist the designated SLT Manager in the annual review of the standard of leadership, teaching and learning in the subject area, consistent with the procedures for the service's self-evaluation policy.
6. To ensure all subject staff understand and are actively implementing the key aspects of the Service's Mission Statement and all aspects of the agreed policies for the service, including behaviour and inclusion policies.
7. To oversee and evaluate the budget allocation to ensure the budget is spent in line with subject delivery and development priorities and best value principles.
8. To engage all subject staff in the creation, consistent, implementation and improvement of excellent Schemes of Work which encapsulate key service learning strategies.

Competencies

The following competencies are expected to be demonstrated by the post holder:-

Title	Definition
Analytical Thinking	The ability to think logically, break things down and recognise cause and effect
Challenge and Support	A commitment to do everything possible for each student and to enable all students to be successful and to challenge colleagues when this does not occur
Community Engagement	Engaging with the aspirations and needs of groups in varied circumstances, understanding their position while persuasively communicating their vision for the Service
Conceptual Thinking	The ability to see patterns and links, even where there is a lot of detail
Confidence	The belief in one's ability to be effective and to take on challenges
Creating Trust	Being consistent and fair.
Developing Potential	Works to develop the long term capabilities and potential of others
Drive for Improvement	Relentless energy for setting and meeting challenging targets, for students across the service
Enduring Resilience	Able to sustain energy, optimism and motivation in the face of pressure and setbacks
Flexibility	The ability and willingness to adapt to the needs of a situation and change tactics
Holding People Accountably	The drive and ability to set clear expectations and parameters to hold others accountable for performance
Impact and Influence	The ability and the drive to produce positive outcomes by impressing and influencing others
Information Seeking	A drive to act now to anticipate and pre-empt events
Initiative	The drive and the ability to provide clear direction to students and to enthuse and motivate them
Managing Students	The drive and the ability to support students in their learning and to help them become confident and independent learners
Respect for Others	An underlying belief that individuals matter and deserve respect
Team Working	The ability to work with others to achieve shared goals
Understanding Others	The drive and ability to understand others and why they behave as they do

Operational Duties and Responsibilities

1. To coordinate Physical Education across the Service, providing professional leadership and management to secure high quality teaching, effective use of resources, and improved standards of learning and achievement for all students.
2. To plan, prepare and teach programmes of work to small groups of students, most of whom have been excluded, or do not currently attend mainstream school and to be aware of, and take proper account of the strategies agreed in Individual Education Plans.
3. To line manage and monitor staff who work within the subject area, ensuring that all teachers are performing to the highest possible standard when teaching the subjects.
4. To assist in reintegrating students into mainstream school or preparing them for further education and world of work.
5. To teach Physical Education to students with a wide range of educational needs and behavioural difficulties and to develop the range of courses leading to accreditation in Physical Education.
6. To have a thorough and up to date knowledge of their subject(s), to take account of wider curriculum developments that are relevant to their work. To take responsibility for their own professional development and use the outcomes to improve their teaching and students' learning.
7. To consistently and effectively use information about prior attainment to set well-grounded expectations for students, and monitor progress to give clear and constructive feedback and to be able to make use of performance data available in order to determine how much progress students are making.
8. To consistently and effectively use a range of appropriate strategies for teaching and classroom management and to be effective professionals who challenge and support all students to do their best, ensuring that good practice is shared and celebrated across the service.
9. To maintain accurate and up to date records of students and complete reports on their progress for termly reviews, annual reports to parents and multi-professional assessments. To communicate with parents and carers and to participate in meetings as required.
10. To uphold the services policies in respect of child protection and safeguarding matters.
11. To liaise with the Examination Officer regarding external student entries for examinations and the organisation of setting and marking of internal examination papers.
12. To participate in the pastoral management organisation of the service, including assisting students to develop their personal, social and health skills and to act as a form tutor as required.
13. To liaise with outside agencies; this may involve organising educational visits, outside speakers and activities relating to the postholder's curriculum area.
14. To carry out a share of supervisory duties in accordance with published rotas.

15. Setting appropriate work for teaching classes in the event of absence from work.
16. To induct, support and monitor new staff in your subject area.
17. To develop and share professional knowledge and skills and keep up to date with current developments in Physical Education, Special Educational Needs and Behaviour Management. To recognise the importance of attending and participating in various staff meetings, INSET and committees/working parties.
- 18 To produce reports and statistics as required by the Headteacher for Committee Meetings.

Performance

Performance will be measured against student progress and outcomes in relation to targets set and in addition will take note of progress as measured against the Subject Development Plan.

Conditions of Employment

The post requires that you should take an appropriate share of the responsibilities attached to teachers generally across the service in connection with the teaching of students, the preparation and marking of their work and the promotion of their progress and welfare. You will be required to undertake any other duty not mentioned above as specified by the School Teachers' Pay and Conditions Document and the Conditions of Service ("Burgundy Book"), as reasonably directed by the Headteacher.

Responsibility for resources

Responsible for the proper use and safekeeping of equipment, keys, passes, post, and other school property related to the role.

School Standards

Equal Opportunities

The school has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote its policy in their own work. We welcome applications from all sections of the community, irrespective of religion, race, age, colour, gender, sexuality or disability.

Health and Safety

The school is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

Confidentiality, Data Protection

The school is committed to maintaining privacy of all its staff, pupils and stakeholders. It expects all staff to handle all individuals' personal information and confidential school information in a sensitive and professional manner, including at the point of disposal of data and data storage devices. This post deals with highly confidential and sensitive data and there are particularly rigorous expectations about confidentiality and data protection. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have. All staff must comply with policies regulating the proper use of computers, email and the internet.

Safeguarding / Child Protection

The school is committed to maintaining appropriate professional standards at work and safeguarding children. It expects all staff to familiarise themselves with and adhere to the 'Code of Professional Conduct' and all safeguarding and child protection guidance, policies & procedures. The post holder is responsible for formally notifying the Headteacher directly of any changes to status and must, for safeguarding reasons

and at the earliest possible time, disclose all new information about cautions, reprimands, final warnings, police enquiries, pending prosecutions, convictions, criminal charges or summonses subsequent to the last DBS Enhanced disclosure.

Signatures – Post Holder and Line Manager
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We have reviewed the contents of this job description to ensure understanding of what is required in this post.

Signed.....
Post Holder

Dated:.....

Signed.....
Line Manager

Dated:.....

The duties of this post may change and develop over time. SLT will review this document periodically with the post holder (normally annually in the week allocated for Performance Management) and propose amendments for consideration by the Headteacher when necessary. Any changes need to be authorised by the Headteacher.



**London Borough
of Hounslow**



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