POST: Head of Physical Education

RESPONSIBLE TO: Head of School

POST OBJECTIVE: To manage all aspects of the teaching and learning process in Physical Education within the overall aims of the school.

To support members of the Physical Education department in all appropriate ways.

To offer support to the learning and pastoral needs of individual students through the school's pastoral policy and the school's aims and values.

The Job description and allocation of particular responsibilities may be amended by agreement from time to time.

BACKGROUND:

Loughborough High School has strong sporting traditions and sport plays an important part in the school's curriculum. The department strives to promote physical well-being and we believe that young people should develop physical skills and achieve their highest standard in both individual and team activities. We encourage them to enjoy both competitive and recreational sport so that they learn the value of regular physical exercise, healthy living and team membership as part of a preparation for life.

The school has a well equipped gymnasium, six netball courts, eight tennis courts and one grass hockey pitch. The all weather floodlit hockey pitch for use by Loughborough High School and Loughborough Grammar School converts into a further nine tennis courts.

Years 7, 8 and 9 have two double periods of teaching per week, and years 10 and 11 have one triple period. The Sixth Form follow a recreation programme on Wednesday afternoons.

The major games are currently hockey, netball, tennis and athletics but we are also very successful in cross country and rounders. Loughborough High School teams enjoy a fine reputation and teams from all age groups represent the school in inter school fixtures, county, regional and national competitions and have an outstanding record of achievement at these levels. Also recently introduced orienteering, cheerleading, football and cricket

AS and A2 Physical Education are offered in the Sixth Form (providing that there are appropriate numbers of students wanting to study the subject) following the OCR specification and there will be an opportunity for a suitably qualified applicant to be involved in this.

There are three full time staff and two part time members of staff. The person appointed would share in the teaching of gymnastics, dance, netball, hockey, athletics, tennis, rounders, volleyball, basketball, lacrosse, football, rugby, orienteering, football, cricket, cheerleading, badminton and health related fitness.
The successful applicant will have the opportunity to take some responsibility for school teams. Applicants with an interest in hockey and/or tennis would be ideal but other specialists would be considered.

Most full-time members of staff at Loughborough are form tutors where pastoral work, is an important addition to the teaching of an academic subject.

The successful applicant will be expected to assist with the extensive extra curricular activities within the department and within the school. The expectation is that the post holder will play a full part in the afterschool and weekend fixtures programme.

Salary will be determined according to LES pay scales.

**DUTIES:**

- to teach the pupils according to their educational needs and abilities

- to foster and support the school's rules and guidelines, aims, values and ethos

- to implement all relevant aspects of school policies e.g. reports, homework, references, entries in year/option booklets etc.

- to plan, implement, review and develop the curriculum throughout the school. Planning the future development of the subject within the department, according to changes nationally and/or within the school is also vital. This may include the initiation of new ideas and the introduction of new material in the interests of improving the effectiveness of the department. It is essential to be fully conversant with the national requirements and to deliver those requirements in a stimulating and lively way to all members of the department

- to prepare schemes of work, the departmental handbook and any other necessary documentation

- to organise the department's contribution to the Open Morning

- to provide a lively and stimulating environment within the Physical Education building

- to encourage departmental members to develop skills to meet the needs of current educational requirements by attendance at lectures, conferences, and relevant courses, having first discussed the feasibility of such action with the head

- to represent the department in heads of department meetings and the dissemination of appropriate information to members of the department

- to organize the arrangement of teaching groups in consultation with the department and to liaise with the assistant head in all matters concerning the timetable

- to assist the head in the appointment of new staff to the department
- to organise the induction and supervision of newly qualified teachers, any teachers new to the school and those joining the school on a temporary basis and to review their work within the department.

- to develop all members of the department by supporting and delegating as appropriate

- to supervise student teachers, when appropriate

- to hold weekly departmental meetings, to keep minutes and submit to the head at regular intervals, and implement departmental decisions taken

- to oversee work provided for classes when members of the department are absent

- to manage departmental budgets

- to check equipment, resources and departmental areas and update as necessary. It is important that all equipment is made ready for students' use in good time and necessary to oversee that the appropriate safety checks have been completed annually

- to be responsible for the security and safe use of valuable items held by the department and to report to the deputy head of any damage to departmental equipment, furniture or fittings

- to provide storage and maintenance of equipment, as appropriate

- to oversee the safety of pupils and staff in accordance with the school's Health and Safety Policy in liaison with the deputy head

- to be responsible for Health and Safety problems/risk assessment and to oversee the safety of all students when being taught and to make students themselves aware of safety

- to ensure that pupils wear appropriate, regulation clothing and are aware of safety rules within the department and especially those relating to Physical Education

- to update the First Aid Certificate to ensure First Aid could be administered in case of an accident during any activity undertaken by the PE department and to update Life Saving qualifications

- to oversee the departmental section in the library and to liaise with the librarian concerning new stock

- to encourage and organise activities and events associated with the subject e.g. lectures, exhibitions, visits, clubs, societies etc. and organise pupil participation in internal and external events and competitions, as appropriate

- to organise all matches, tournaments, tours and visits to other events in accordance with the school's policy for offsite trips

- to organise and manage a comprehensive list of fixtures for each term
- to encourage students to develop a sense of team spirit with emphasis on cooperation and commitment to teams, one another and the school

- to organise Sports Days, House Matches, inter-form matches and any other appropriate event(s)

- to oversee arrangements for all departmental events and to check these against the school calendar and, wherever possible, their entry in the provisional calendar for the next term

- to liaise with the ground staff to ensure pitches, courts, tracks etc. are maintained properly and marked correctly

- to liaise with form staff and the head, as appropriate, to ensure that the progress of each student in PE is monitored

- to manage the development of suitable materials, including making provision of realistic use of IT within the department to help with teaching and learning, as and when appropriate

- to establish and maintain positive working relationships with Fairfield and the Grammar School

- to administer timetables and allocate space for tuition, negotiate when appropriate, with Loughborough Grammar School and Fairfield re. use of facilities e.g. the tennis courts, the astro

- to liaise with the head, the Estates Officer or the Bursar regarding external use of school facilities and repairs

- to encourage links between local clubs and the school, especially in sports not offered in school

- to manage and participate in the department's contribution to the extra curricular activities in the school

- to provide clubs to cater for all abilities, as far as staffing allows

- to attend all Parents' Evenings relevant to students taught

- to offer Careers advice, when appropriate, to girls wishing to apply for Higher Education courses in Physical Education

- to undertake other tasks relevant to the work of the department or the needs of the school, as these may arise (e.g. to serve as a form staff, to carry out duties, when asked to do so).

- Communicating achievements and results in assemblies, end of term notes, website

- Organising presentation of trophies, colours and commendations

- To offer sports leaderships courses to those in Y11 and 12 (includes moderation, community visits); ties in with organization and monitoring of sports prefects
PERSON SPECIFICATION:

- Experience of teaching 11 – 18 years range and a passion for P.E!
- Educated to degree level or above, the post holder may also have other relevant professional qualifications
- IT literate with a willingness to develop skills as the use of technology changes; must be competent in the use of ICT for teaching and learning purposes, and for recording and monitoring use
- Effective and efficient communication skills, both verbal and written
- Good organisational skills
- Able to work effectively with students, parents, outside agencies and colleagues
- Good team worker and team leader

Any other duties relating to the job as required from time to time by the Headmistress.

The successful applicant will be expected to assist with extra-curricular activities within the school. Salary will be determined according to LES pay scales.

The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons with whom she/he comes into contact will be to adhere to and ensure compliance with the school’s Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school she/he must report any concerns to the school’s child protection officer.

Should you have any queries, having read these details, please do not hesitate to contact the school. You may want to visit our website at www.leshigh.org.