



CARDINAL HEENAN
CATHOLIC HIGH SCHOOL

Job Description

Assistant Curriculum Leader of PE and Health (Girls PE)

Postholder	Assistant Curriculum Leader of PE and Health (Girls PE)
Line Manager	Curriculum Leader of PE and Health
Salary/Scale of Post	MPS/UPS Full Time Role plus TLR 2A
Purpose of Post	<ol style="list-style-type: none"> 1. To carry out duties set out in the terms of the Catholic Education Service Contract. 2. To carry out duties set out in the School Teachers' Pay and Conditions Order that are relevant to the post. 3. The Job Description should be read alongside the range of professional duties of Teachers as set out in Part X11 of the Teachers' Pay and Conditions Document, sections 48 to 50. The postholder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England. 4. To work co-operatively with the Head of PE and Health to provide leadership and management to the PE and Health Department in order to secure high quality teaching, effective use of resources and improved standards of learning and teaching. 5. To work as part of a curriculum team and lead in specified areas of responsibility.
Areas of responsibility for a Teacher	<p>A teacher must:</p> <ul style="list-style-type: none"> • Set high expectations which inspire, motivate and challenge students. • Establish a safe and stimulating environment for students, rooted in mutual respect. • Set goals that stretch and challenge students of all backgrounds, abilities and dispositions. • Demonstrate consistently the positive attitudes, values and behaviour which are expected of students. <p>Promote good progress and outcomes by students</p> <ul style="list-style-type: none"> • Be accountable for students' attainment, progress and outcomes. • Be aware of students' capabilities and their prior knowledge, and plan teaching to build on these. • Guide students to reflect on the progress they have made and their emerging needs. • Demonstrate knowledge and understanding of how students learn and how this impacts on teaching. • Encourage students to take a responsible and conscientious attitude to their own work and study. <p>Demonstrate good subject and curriculum knowledge</p> <ul style="list-style-type: none"> • Have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain students' interest in the subject, and address misunderstandings. • Demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship. • Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher's specialist subject. <p>Plan and teach well-structured lessons</p> <ul style="list-style-type: none"> • Impart knowledge and develop understanding through effective use of lesson time. • Promote a love of learning and children's intellectual curiosity. • Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding students have acquired. • Reflect systematically on the effectiveness of lessons and approaches to teaching.

	<ul style="list-style-type: none"> • Contribute to the design and provision of an engaging curriculum within the relevant subject area(s). <p>Adapt teaching to respond to the strengths and needs of all students</p> <ul style="list-style-type: none"> • Know when and how to differentiate appropriately, using approaches which enable students to be taught effectively. • Have a secure understanding of how a range of factors can inhibit students’ ability to learn, and how best to overcome these. • Demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support students’ education at different stages of development. • Have a clear understanding of the needs of all students, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them. <p>Make accurate and productive use of assessment</p> <ul style="list-style-type: none"> • Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements. • Make use of formative and summative assessment to secure students’ progress. • Use relevant data to monitor progress, set targets, and plan subsequent lessons. • Give students regular feedback, both orally and through accurate marking, and encourage students to respond to the feedback. <p>Manage behaviour effectively to ensure a good and safe learning environment</p> <ul style="list-style-type: none"> • Have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school’s behaviour policy. • Have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly. • Manage classes effectively, using approaches which are appropriate to students’ needs in order to involve and motivate them. • Maintain good relationships with students, exercise appropriate authority, and act decisively when necessary. •
<p>Main areas of Responsibilities for this post</p>	<ul style="list-style-type: none"> • Promote a love and passion for your subject area – providing a rich, broad and balanced offer, providing opportunities for all of our students to engage with physical activities. • Knowledge of local, national and international developments in the subject area • Liaise regularly with school leaders to enhance and enrich the taught and wider curriculum. • Participate in Local Authority and Catholic Partnership PE networks • Monitor and respond to curriculum developments and initiatives at local and national levels. • Lead by example, providing inspiration, motivation and leadership and embodying for students and staff the vision and purpose of the department. • Provide prominent, effective and positive leadership of teaching and learning in the department. • Undertake line management for identified members of staff and contribute to the wider remit of the middle leadership group. • Lead the development of syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department and explore innovative ways of teaching and organising the curriculum. • Keep up-to-date with and respond to developments in pedagogy and curriculum at national, regional and local levels and lead the department in implementing whole school initiatives, (e.g. focus on participation, achievement of pupil premium students, promotion of literacy, numeracy and communication skills). • In the absence of the Head of Pe, take responsibility for the day-to-day management, control and operation of the department and its resources. • Help to ensure that schemes of work, teaching and learning styles are suitably differentiated to meet the needs of all students, including groups of students such as SEND and Most Able. • In relation to assessment and testing, establish and implement clear practices for assessing and recording student achievement, in line with school policy. • Work with appropriate postholders to ensure that staff development needs are identified and met. • Take responsibility for own professional development.

	<ul style="list-style-type: none">• Engage actively in staff performance management and the Appraisal Review process and act as reviewer for staff within the department.• Assist in the selection and induction processes for new staff.• Promote teamwork and motivate staff to ensure effective working relationships• Help secure effective behaviour for learning within the department by following school policies and procedures.• In association with colleagues, help formulate aims and objectives for the department.• Help manage the process of target setting within the department and monitoring student progress, putting in place intervention strategies as appropriate to ensure targets are achieved.• Help monitor the effectiveness of departmental practice through the self-evaluation cycle, implementing improvement where required and helping to ensure consistency of approach across the department, including via lesson observation.• Oversee the accurate reporting of student performance and progress to parents by standardising and moderating marked work and assessments.• Analyse and evaluate performance data, systems and reports, assuming responsibility for examination entries within the department and liaising with examining bodies and other relevant external agencies as required.• Contribute to the development of links with other departments in school, partner schools, the wider community and with relevant external agencies.• Organise or oversee the organisation of curriculum enrichment activities as appropriate and ensuring appropriate risk assessment completion in line with school visits policy.• Help ensure that health and safety policies and practices, including risk assessments, throughout the department are in-line with national requirements and are updated where necessary, liaising where appropriate with the school's Health & Safety Manager.• Enthuse, inspire and develop staff and students under the school's Catholic ethos.• Have an understanding of, and commitment to promoting the educational principles of Cardinal Heenan Catholic High School.• Ensure high standards of professional appearance in line with the school's dress code.• Have a commitment to safeguarding and promoting the well-being of all students in line with school policy and national guidelines.• Undertake any responsibilities commensurate with the scale and responsibility of the post as directed by the Headteacher.
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