

New Mills School



JOB DESCRIPTION

Post Title: Head of Physical Education, Health and Fitness

Grade: Main Pay Scale/Upper Pay Scale + TLR 2

Responsible to: Headteacher

Reporting to: Deputy Headteacher

Responsible for: Teachers and associate staff deployed within the PE faculty

Purpose of the Job

The core purpose of the **Head of Physical Education, Health and Fitness** is to provide professional leadership and management for the PE faculty and to lead a whole-school approach to health and fitness. This includes:

- Designing and delivering an ambitious, inclusive, and knowledge-rich PE curriculum at KS3 and KS4.
- Leading the delivery of KS4 qualifications including Sports Science, Health and Social Care, and exploring additional suitable pathways for students.
- Overseeing high-quality teaching, effective use of resources, and improved standards of achievement for all students.
- Developing and coordinating a whole-school Healthy Schools initiative to promote healthy lifestyles, fitness, and wellbeing.
- Managing partnerships with local organisations, including the leisure centre and feeder primary schools, to enrich students' experience and opportunities.

Curriculum Leadership Responsibilities

- Provide clear vision, strategic direction, and optimistic leadership for the PE department.
- Support and contribute to the school's strategic direction and improvement plan.
- Lead the self-evaluation and quality assurance of the faculty through observations, work scrutiny, staff and student voice, and data analysis.
- Stay up to date with curriculum and assessment developments in PE, Sport Science, and Health and Social Care.

- Use this expertise to develop and implement strategic plans and write, monitor, and refine the Curriculum Leader Improvement Plan (CLIP).
- Ensure that appraisal activities are carried out effectively, identifying strengths and areas for development.
- Use data to track student progress, identify underachievement, and implement targeted interventions.
- Report regularly to your line manager and provide a formal annual report for governors.
- Build and develop an effective team, planning workload, delegating tasks, and holding colleagues accountable.
- Establish clear expectations for staff that reflect the ethos and direction of the school.
- Promote the work of the faculty through newsletters, displays, and celebration of student success.
- Attend leadership team, student progress, and ad-hoc meetings as required.
- Promote high expectations of behaviour, participation, and achievement within the department.

Curriculum Responsibilities

- Ensure that there is an ambitious, equitable, and well-sequenced curriculum in core PE and KS4 courses, exceeding National Curriculum requirements.
- Lead the ongoing review and development of long-term and medium-term plans.
- Be responsible for internal assessments, external examination entries, and moderation processes.
- Monitor and evaluate teaching resources, ensuring they promote inclusion and equality of opportunity.
- Keep abreast of statutory and exam board requirements and adapt the curriculum accordingly.
- Ensure effective use of information about students' prior attainment to secure good progress.
- Promote productive liaison with primary schools to ensure smooth transition in PE.

Health, Fitness and Wellbeing Leadership

- Lead the school's Healthy Schools initiative, promoting healthy lifestyles through PE, PSHE, assemblies, and student council activities.
- Coordinate the use of the school fitness suite for lessons, after-school student use, and staff wellbeing sessions.
- Develop campaigns and events to raise awareness of nutrition, physical activity, and positive lifestyle choices.
- Work with the catering team and external providers to promote healthy eating choices on site.

- Support whole-school wellbeing strategy, contributing to improved attendance, engagement, and student mental health outcomes.

Extra-Curricular and Community Engagement

- Lead and coordinate a comprehensive programme of extra-curricular clubs, inter-school sports fixtures, and enrichment opportunities.
- Manage links with the local leisure centre, ensuring effective use of their facilities for lessons and activities.
- Build and strengthen partnerships with feeder primary schools and oversee the local PE network and host events, tournaments, and transition activities.
- Encourage wide participation in physical activity, including from underrepresented groups.

Teaching and Learning

- Evaluate teaching within the faculty to identify effective practice and areas for improvement.
- Deliver or facilitate high-quality CPD to ensure the highest standards of teaching and assessment.
- Support trainee teachers and Early Career Teachers (ECTs) within the faculty, ensuring compliance with statutory requirements and quality mentoring.
- Support the induction of new staff and ensure they are familiar with whole-school expectations.
- Establish and implement policies for assessing, recording, and reporting on student achievement that are consistent with whole-school policies.

Deploying Resources

- Understand the school's financial position and communicate this to department staff.
- Establish staffing and resource needs and advise SLT of priorities.
- Deploy teaching and non-teaching staff effectively and efficiently.
- Ensure learning spaces are safe, well-maintained, and stimulating, reporting repairs and maintenance needs promptly.
- Manage the faculty budget to achieve maximum impact and value for money.
- Organise teaching groups appropriately within the school's curriculum structure.

Safeguarding, Health and Safety

New Mills School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Head of Health, Fitness and Physical Education has a responsibility to:

- Implement safeguarding and child protection policies.
- Follow procedures for reporting safeguarding concerns.
- Establish faculty monitoring procedures for Health & Safety, including risk assessments for PE activities and off-site visits.
- Report Health & Safety issues to the Health & Safety Officer.

General Whole-School Leadership Responsibilities

- Support the school's CPD programme as a facilitator, contributor, or trainer where appropriate.
- Play an active role in whole-school systems such as duty rotas, on-call, and other operational activities.
- Represent the department at out-of-hours events and parent information evenings.
- Promote high standards of behaviour and uniform around the site.
- Encourage a culture of participation and aspiration across the school community.