



**Truro and Penwith
Academy Trust**

Truro and Penwith Academy Trust is a supportive and collaborative organisation with one primary focus: the improvement of teaching and learning within Cornwall.

Job Title:	Head of Faculty – PE and Sport
Salary Range:	Leadership Scale L2 – L6
Hours:	Full Time
Base:	St Ives School
Responsible to:	Senior Leadership Team Line Manager
Direct Supervisory Responsibility for:	PE and Sport Teachers
Important Functional Relationships: Internal/External	<p><u>Internal:</u> Headteacher, Leadership Team, SENCO, teaching staff, support staff, pupils</p> <p><u>External:</u> School Governors, LEA advisers and representatives, suppliers, parents, external support agencies</p>

Main Purpose of Job:

To lead and manage the team of teachers and support staff delivering the PE and Sport curriculum, leading on curriculum design, teaching and learning approaches and behaviour, attitudes and outcomes within the subject area. As a membership of the Extended Leadership Team, make a significant contribution to wider school development.

Main Duties and Responsibilities:

Leading/Managing Policy

- Make a significant contribution to the improvement of the school in line with the School's development plan.
- Lead on specific whole school initiatives.
- Monitor, review and evaluate the work of teams and individuals in the context of school policies and procedures.
- Implement and support behaviour management systems in line with school policies.
- Support governors by reporting to governor meetings as required.

Leading/Managing People

- Be a visible presence around the school during the day to role model high levels of professionalism for staff and promote high standards of conduct for students.
- Lead and manage the faculty team of teaching and support staff.
- Assist the Headteacher, Leadership Team and Governors with staffing appointments.
- Ensure the provision of an appropriately broad and balanced, relevant and differentiated curriculum for all students within the faculty (including those with Special Needs eligible for Pupil Premium and Most Able).
- Lead meetings of groups of staff as required.
- Secure and sustain good and outstanding teaching within the faculty and more widely within the school.

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- Take a full and committed part in your own performance management, as well as those of your team members
- Review the performance of faculty staff and set development objectives.
- Monitor performance against those objectives in line with school policy.
- Provide advice and guidance for staff in terms of their development within the profession.
- Assist with the induction of new staff, as required.
- Act as a positive role model for staff and students, having positive impact upon students' lives and education.

Managing Resources

- Monitor health and safety practice and report any issues to relevant staff
- Be conversant with the Health and Safety policy of the school, implement all aspects relevant to yourself, your responsibilities and those in your care.
- Co-operate with other staff that have health and safety responsibilities, eg by adhering to advice and instructions and by reporting unsafe plant, equipment and working practices to the Health and Safety Manager.
- Work in ways which are safe and without risk to health, both to yourself, other staff and visitors.
- Manage the faculty accommodation and resources, in order to promote the creation of a safe and stimulating learning and teaching environment
- Manage budgets for your areas of responsibility
- Celebrate success and achievement of students, staff and the school within the faculty

Teaching & Learning

- Plan teaching to achieve progression in students learning, consistent with school policy, across the faculty.
- Lead the development of a high quality, engaging and developmental curriculum offer in the faculty, ensuring well planned intent, carefully implementation and methodically analysed impact.
- Ensure effective teaching of whole classes, of groups and individuals across the faculty area.
- Make effective use of, and monitor the effective use of, assessment information on students' attainment and progress across the faculty.
- Establish and maintain a purposeful working atmosphere.
- Set high expectations for student's behaviour, establishing and monitoring a good standard of discipline through well-focussed teaching and through positive and productive relationships.
- Ensure school behaviour standards and approaches are embedded across the faculty.

External Relations

- Represent the school and its interests in meetings and other partnerships with parents, members of the community, and external organisations and agencies
- Lead and participate in school events such as Open Evening and celebration evenings
- Secure progress and personal and social development of students within the faculty, including the use of data analysis and evaluation, report writing and assessment.
- Contribute to relevant marketing and liaising activities e.g. collection of materials for press releases, liaison events with partner schools etc.



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Safeguarding Children

- The school is committed to the safeguarding of the children in its care. To this end all school staff must be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty
- All posts in a school are deemed to have a high degree of contact with children and are, therefore, exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of the pre-employment checking process.

Additional Information

- The post holder is responsible for their own continuing self-development, undertaking training as appropriate, taking responsibility for their own work-life balance
- This document is a job description and is neither prescriptive nor exhaustive. It may be adapted following consultation with the postholder.

General/Other:

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the Academy's and the Trust's pupils at all times
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance
- To be aware of and adhere to all Trust policies and procedures
- To be responsible for your own continuing self-development and attend meetings as appropriate
- To undertake other duties appropriate to the post as required

Special Conditions related to the post

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All new employees will be required to undertake mandatory training required by the Trust.

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Person Specification:	Essential	Desirable	Recruiting method
Education and Training	<p>Attainment of GCSE's grade C or above in English & Maths and a range of other curriculum subjects</p> <p>A Levels</p> <p>Degree in National Curriculum Subject</p> <p>Qualified teacher status</p>	<p>Honours Degree at 2:1 or above</p> <p>Masters Level qualification</p> <p>NPQ qualification (Middle, Senior or Headteacher)</p>	Application Form / Interview
Skills and Experience	<p>A proven track record of working with students of the relevant age in a learning environment.</p> <p>Experience of working in at least one secondary school</p> <p>Track record of securing standards commensurate with Ofsted 'Good' or better</p> <p>Experience of managing significant resources or finance within a school environment</p>	<p>Relevant experience to include providing specialist support within certain areas of the curriculum, or with specialist pupil groups</p> <p>Track record of improving outcomes for students, including vulnerable students and those with SEND, disadvantaged.</p> <p>Experience of coaching, mentoring and developing colleagues</p>	Application/Interview/Assessment
Specialist Knowledge and Skills	<p>Up-to-date ICT skills.</p> <p>Good listening & communication skills.</p> <p>In-depth knowledge of specific curricular areas.</p> <p>Awareness of the SEND Code of Practice and guidance on meeting SEND.</p> <p>Knowledge and understanding of the Ofsted framework</p>	<p>Experience of examining or curriculum development in the relevant curricular areas.</p>	Application/Interview/Assessment

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Behaviours and Values	<p>Self-motivated and able to work constructively as part of a team and as a leader. Able to adapt approach to suit circumstances and audience.</p> <p>Ability to relate well to children and adults and to inspire others to excel.</p> <p>Outstanding role model for Growth Mindsets</p> <p>Excellent communicator: to a variety of audiences and orally, in writing and using social media</p> <p>Ability to work to deadlines and methodical approach to work. Ability to thrive under pressure.</p> <p>Ability to manage challenging situations including with students and stakeholders.</p> <p>Deeply committed to equality of opportunity, British Values and diversity.</p>		Application/Interview/Assessment
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