



# Highclare School

## **JOB DESCRIPTION** **Head of Preparatory School PE** **Line Manager: Head of Preparatory School**

### **In addition to teaching duties, as timetabled:**

1. To be Head of Preparatory PE, teaching PE as timetabled.
2. To be responsible for and to oversee physical education and games provision, both curricular and extra-curricular including clubs run by PE staff, across the preparatory schools, co-ordinating as necessary and communicating with head of senior PE over use of facilities.
3. To be responsible for developing and monitoring a preparatory PE curriculum that meets the needs of all learners.
4. To liaise with the primary committee with regard to the implementation of amendments to current practice, arranging for copies of policies / schemes of work to be amended and distributed.
5. To ensure that sport continues to have a high profile within the school and in the community.
6. To ensure that all preparatory school staff teaching PE are adequately qualified and up-to-date with current trends, by identifying training and professional learning and development (PLD) needs.
7. To hold regular preparatory school departmental meetings and liaise when necessary with head of senior PE to ensure effective co-ordination of facilities.
8. To be responsible for the co-ordination and communication of preparatory school sporting achievements, results and information for the senior school to parents, pupils and staff via the newsletter, publications, website, assemblies, press releases, prize giving programme, prospectus, etc.
9. To be responsible for the monitoring and implementation of the school health & safety policy in the preparatory PE department.
10. Liaise with learning success co-ordinator and gifted and talented co-ordinator to ensure needs of those groups are met.
11. To ensure that long and medium term plans are appropriate to the full ability range.
12. To be responsible for and undertake some team coaching and officiating duties at weekends and after school.
13. To attend Sutton Schools and ISA AGM and other meetings when required.
14. To organise house events and preparatory school sports days.
15. To be responsible for professional reviews for departmental colleagues.
16. To be responsible for the preparatory PE elements of the school development plan.
17. Co-ordination of two sites for Highclare sports teams and House Sports events for EYFS, KS1 and KS2 and facilitate team selections.
18. To organise sports colours and colours assemblies and PE assemblies, as necessary.
19. To organise, co-ordinate and oversee the reporting process for preparatory PE.
20. To provide information on preparatory school fixtures and results for the board of governors on a regular basis (monthly plus annual preparatory PE report).
21. To drive the school mini bus, if necessary, taking teams to off-site curricular and extra-curricular activities.

This list is intended to be as comprehensive as possible, but is not exhaustive.