St. Joseph's Institution International School
JOB DESCRIPTION

Job Title:	***WS Head of PE (Curriculum)***		
Reporting To:	***ES Assistant Principal (Academic) / HS Assistant Principal (Academic)***		
Direct Reports:	***PE Teachers (Elementary and High School)***		
Effective starting from:	***1 August 2027***	**To:**	***31 July 2029***

Primary Purpose: The *WS Head of PE (Curriculum)*'s primary responsibility is to ensure high quality teaching and learning occurs within the Department, and to lead whole-school curriculum planning for PE so that students experience a coherent, progressive PE curriculum from Early Years through to Year 13.

Position in Context: The *WS Head of PE (Curriculum)* is responsible to the ES and HS Assistant Principals (Academic) for the development, leadership and management of the Department. Each Assistant Principal (Academic) in turn reports directly to the Deputy Principal (Head of Elementary or High School, respectively). The HS Assistant Principal (Academic) is the post holder's line manager and conducts their appraisal, with input from the ES Assistant Principal (Academic). As a whole-school role, the post holder works across both Elementary and High School and contributes to the school's whole-school curriculum planning. The post holder also works closely with the Head of Sports so that the PE curriculum and the school's sports programme support one another. The *WS Head of PE (Curriculum)* leads the PE curriculum, teaching and assessment; the Head of Sports leads the competitive sports programme, including teams, coaching and fixtures. The two share responsibility for the PE and Sport Improvement Plan.

Personal Specifications:

- Leadership skills
- Emotional and social intelligence
- Decision making and problem-solving skills
- Excellent communication
- Excellent organisational and time management skills
- Ability to work collaboratively with staff, students, parents, administrative staff and the SLT
- Strong understanding of curriculum design and progression across the full age range
- Diligence

Major Activities:

1. Teaching and Learning
2. Assessment and Reporting
3. Curriculum Development and Whole-School Curriculum Planning
4. Resources and Budgeting
5. Leadership and Management
6. Teaching
7. Managing and Developing Relations within the School
8. Relations with Parents and the Wider Community
9. Other general/administration
10. Safeguarding, Health and Safety

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Specific Duties and Responsibilities:

1. Teaching and Learning

- Oversee pedagogical practices and classroom management within the department to ensure high quality teaching and learning occurs. This will include modelling excellent teaching practices to other staff within the department.
- Monitor the quality of teaching and learning within the department and provide assistance and support when required to individual teachers.
- Monitor and support departmental performance using drop in observations, work reviews and learning walks.
- Create a culture where best practice is shared among colleagues within the department.
- Ensure staff members in the department are contributing to the development of the whole student, e.g. developing meaningful approaches to learning, SJIIS values and ethos, character and wellbeing.
- Ensure that department homework is set in accordance with the school policy and used to support effective learning.
- Ensure PE lessons are inclusive, adapting activities and assessment for students with SEN, injuries or medical needs, working with the learning support team and LAs as appropriate.
- Promote student wellbeing and healthy, active lifestyles across the whole school, encouraging lifelong participation in physical activity beyond timetabled PE lessons.

2. Assessment and Reporting

- Oversee all aspects of formative and summative assessment.
- Ensure that high quality written reports and student targets are produced by all teachers.
- Monitor student progress towards targets.
- Have clear strategies in place which allow for intervention when groups or individuals do not make expected progress.
- Provide opportunities for all staff to participate in standardisation and moderation exercises that allow for consistency of assessment practices.
- Ensure the completion of internally and externally assessed coursework administration and entries for external examinations.
- Analyse external examination results (e.g. IGCSE and A Level PE) and internal assessment data each year, identifying strengths and areas for development and using them to plan improvements.

3. Curriculum Development and Whole-School Curriculum Planning

- Lead whole-school curriculum planning for PE, producing and maintaining a full curriculum map from Early Years to Year 13 that sets out the progression of knowledge, skills and understanding in every year group.
- Ensure the PE curriculum is vertically aligned across all year groups, so that learning builds year on year without unnecessary gaps or repetition, and that assessment expectations are consistent across phases.
- Contribute to the school's whole-school curriculum planning cycle, working with the Assistant Principals and other Heads of Department to align PE with whole-school priorities, cross-curricular links and the SJIIS Strategic Plan.
- Work alongside the Head of Sports to ensure the PE curriculum supports the school's sports teams, developing the skills, fitness and game understanding students need to compete, and aligning curriculum units with the sports calendar where appropriate.
- Review the whole-school PE curriculum annually, using student outcomes and staff feedback to plan improvements for the following year.
- Ensure quality, rigour and detail in the short, medium and long-term planning so that staff have clear guidance on how to deliver the subject and course content.
- Oversee procedures to ensure setting is completed in a reliable and valid manner. Ensure communication to students and parents is conducted as per the requirements of the Assistant Principals (Academic).
- Ensure communication and cohesion between the ES and HS curriculum team, in order to ensure a smooth transition.

4. Resources and Budgeting

- Ensure adequate resources are provided to fulfil requirements of schemes of work.
- Ensure all teaching spaces, offices and storage areas are maintained to a high standard and teaching spaces present a stimulating climate for learning.
- Manage department resources and budget.
- Agree with the Head of Sports a schedule for the shared use of PE and sports facilities across PE lessons, CCAs and team training, and review it each term.

5. Leadership and Management

- Create, implement and monitor a PE and Sport Improvement Plan, in conjunction with the Head of Sports, aligned with the SJIIS Strategic Plan and setting out clear targets, actions, timelines and success criteria; report on progress to the Assistant Principals.
- As part of the middle leadership team, role model the values of the school in all aspects of work.
- Provide leadership to all teachers in the department. This includes actively engaging in the responsive appraisal process for all staff and ensuring staff meet professional standards as outlined in school policy.
- To ensure student data is up to date and fulfils the school's requirements; monitor and use this data to enhance student improvement within the department.
- Liaise with the ES and HS Assistant Principals (Academic) with regard to allocation of staffing loads.
- Understand the CPD needs of department members based on your ongoing monitoring and evaluation of teaching and learning and observations and feedback provided by the ES and HS Assistant Principals (Academic) and the Deputy Principals (Head of Elementary and Head of High School).
- Monitor that staff are planning lessons of appropriate level and challenges.

6. Teaching

- Teach allocated classes and participate in CCAs as required.

7. Managing and Developing Relationships within the School

- Interact on a professional level with academic and administrative colleagues to establish productive working relationships.
- To contribute to meetings, discussions and systems to facilitate the smooth running of the school.

8. Relationships with Parents and the Wider Community

- Prepare and present informative reports to parents in a professional manner.
- Facilitate parental engagement by ensuring Home Learning tasks detail how parents can assist their children.
- Prepare presentations for parental groups as required.

9. Other general/administration

- Coordinate participation in appropriate external competitions and department specific CCAs.
- Participate in marketing events.
- Participate in school assemblies and other events.
- Perform duties and cover lessons, as required.
- Other duties as directed by the Head of School.

10. Safeguarding, Health and Safety

- Uphold the school's safeguarding and child protection policies at all times, ensuring all department staff complete required training and understand their responsibilities, and reporting concerns promptly through the correct channels.
- Ensure risk assessments are completed and kept up to date for all PE activities, facilities, swimming, off-site fixtures and trips.
- Ensure PE equipment and facilities are checked regularly and are safe for use, and that appropriate first aid provision and emergency procedures are in place for all PE activities.

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Qualifications and Experience:

Essential

- Degree in Physical Education, Sports Science or a related subject
- Recognised teaching qualification (e.g. PGCE or equivalent)
- Successful experience teaching PE across a range of age groups
- Experience of curriculum planning and leading curriculum development
- Strong knowledge of curriculum design, progression and assessment in PE
- Commitment to safeguarding and promoting the welfare of children

Desirable

- Middle leadership experience, such as Head of Department or Subject Leader
- Experience teaching in both Elementary and High School, from Early Years to Year 13
- Experience teaching IGCSE and/or A Level PE
- Experience in an international school setting
- Current first aid qualification; coaching or lifeguard qualifications

Safeguarding Statement:

St. Joseph's Institution International School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This appointment is subject to satisfactory background and criminal record checks, verification of qualifications and professional references, in line with the school's safer recruitment procedures.

Review and Acknowledgement:

This job description sets out the main duties of the post at the date of issue. It may be reviewed and amended by the Head of School, following consultation with the post holder, to reflect the changing needs of the school.

Post holder name:	_____	**Line manager:**	*HS Assistant Principal (Academic)*
Signature:	_____	**Signature:**	_____
Date:	_____	**Date:**	_____
Review date:	_____		