



**Post Title:** Assistant Subject Leader in Physical Education

**Grade:** TLR2a

**Hours:** Full-time

**Job Purpose:**

To support the Subject Leader to lead learning in Physical Education (PE) and promote the active sporting life of students within West Coventry Academy.

**Description of Duties and Responsibilities:**

- To embrace the Academy's values of 'Enjoy, Achieve, Aspire'.
- To comply with the Academy's Code of Conduct.
- To play an active role in achieving the school's improvement targets.
- To make an active contribution to the development of spiritual, moral, social and cultural education in the school and to support cross-curricular working.
- To demonstrate a commitment to improving participation in a range of activities out of school hours, as well as celebrating the achievements of all students.

**To Support the Subject Leader to:**

- establish short, medium and long-term plans for the department in line with the School Strategic Plan and school self-evaluation.
- define, agree and be accountable for appropriate improvement targets.
- develop and implement appropriate policies and practices in the department.
- support the line management of the PE Department.
- promote the professional development of the team by sharing and delegating tasks and by conducting their Performance Management.
- lead, manage and facilitate high quality teaching and learning in PE.
- ensure the scheme of work and resources are maintained and developed appropriately to result in high quality teaching and learning.
- track and monitor pupil performance against school and department targets in KS3, KS4 and KS5.
- implement appropriate intervention strategies, supporting both teachers and pupils.
- support PE teachers in promoting positive classroom management.
- monitor and evaluate the quality of planning and provide constructive feedback.
- monitor and evaluate standards of teaching and learning, identifying areas of strength and areas for improvement.
- ensure that teachers are aware of the needs of inclusion of all students and groups and make provision for this in their planning.



### **General notes**

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment and to the Pay and Conditions policy adopted by the Governing Body.
- The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least every two years and it may be subject to modification or amendment at any time after consultation with the holder of the post.

**AND such duties as are within the scope and the spirit of the job purpose,  
the title of the post, and its grading.**

### **Special Requirements**

This Academy is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

All posts within this Academy are exempted under the Rehabilitation of Offenders Act 1974 and, as such, appointments to these posts will be conditional upon receipt of a satisfactory response to a check of police records via The Disclosure and Barring Service. A copy of the Academy's Child Protection Policy statement is enclosed.

All duties and responsibilities must be carried out with due regard to the Academy's Health & Safety Policy and Health & Safety at Work Act.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Academy's Equal Opportunities Policy.

Duties which include the processing of any personal data must be undertaken to comply with the Data Protection Act 1998.

Postholders will be expected to comply with the Academy's Acceptable Use of ICT Policy.



PLEASE NOTE  
WEST COVENTRY ACADEMY  
IS A NON SMOKING SITE

<b>SUPERVISION RECEIVED</b>	
<b>Name:</b>	<b>Danielle Benge (or successor)</b>
<b>Post Title:</b>	<b>Subject Leader of PE</b>
<b>Or Alternatively:</b>	<b>Ana Neofitou – Deputy Headteacher</b>

**LEVEL OF SUPERVISION\***

- Regularly supervised with work  
Checked by Supervisor.**
- Left to work within established guidelines,  
Subject to scrutiny by supervision.**
- Plan own work to ensure the meeting  
of defined objectives.**

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Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Line Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_