



**DOWNLANDS SCHOOL - LEARNING IS AT THE HEART OF EVERYTHING WE DO**  
**“This is an outstanding school” – Ofsted January 2017**

**HEAD OF PE AND DANCE FACULTY - ROLE SPECIFICATION**

<b>Job Title:</b>	<b>Head of Physical Education and Dance Faculty</b>
<b>Grade</b>	<b>MPS/UPS plus TLR 1b</b>
<b>Responsible to:</b>	<b>Deputy Headteacher: Achievement</b>

**MAIN PURPOSE OF THE ROLE:**

The role of the Head of Faculty PE is to provide leadership in a number of key areas.  
The post holder will:

- ensure that the school has clear, unifying objectives through a clear vision and development plan
- provide opportunities for all staff to develop and achieve their maximum potential
- set a high standard through personal example
- aim for excellence in all aspects of their work
- support the implementation of school policies and the school development plan
- ensure the continual improvement of the faculty



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**ACCOUNTABILITIES AND TASKS**

Accountability	Task
<p><b>Leadership of the PE Faculty</b></p>	<ul style="list-style-type: none"> <li>• To strategically plan the future development of the Faculty, be brave, develop others and monitor impact</li> <li>• Have high expectations of the delivery of teaching and students' learning</li> <li>• Involve, consult and discuss with staff on major policy issues</li> <li>• Develop courteous professional relationships in which issues can be discussed freely and openly</li> </ul>
<p><b>Specific responsibilities within the PE Faculty</b></p>	<ul style="list-style-type: none"> <li>• Support, develop, monitor, hold accountable and lead a team of TLR holders and teachers within the faculty to deliver high standards of teaching and professional practice.</li> <li>• Implement effective plans for addressing the underperformance of students</li> <li>• Co-ordinate, monitor and develop provision for specific groups students, including low ability students, PP, SEND and G&amp;T</li> <li>• Be accountable for high standards of learning, student progress, improved attainment and support and challenge for students.</li> <li>• Assist with the recruitment, selection and deployment of teaching and support staff</li> <li>• Ensure that there are appropriate Schemes of Work for all courses taught and that these are updated regularly</li> <li>• Ensure that guidance is given to staff on appropriate teaching and learning and that there is a continuous professional debate and review within the department</li> <li>• Lead and manage members of the faculty through modelling excellent professional practice, including colleagues with departmental responsibility and those who are post threshold</li> <li>• Monitor and evaluate the quality of teaching and learning including feedback to students ensuring it is of a high standard and congruent with school policy</li> </ul>



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- Ensure arrangements for internal examinations are clearly communicated to the relevant members of staff.
- Ensure that systems are maintained for the recording and assessment of students’ work and procedures meet school and external standards
- Responsible for self-evaluation and Faculty development plans
- Ensure that the school’s policies are fully implemented including the school appraisal policy
- Be responsible for the day to day management and deployment of staff and to oversee arrangement for classes when staff are absent
- Be responsible for the welfare of staff within the Faculty and ensure that the work of the department promotes a positive ethos and encourages social and moral responsibility through adherence to the school vision and values
- Provide opportunities for staff professional development
- Lead Faculty meetings and provide minuted feedback to the SLT line manager
- Represent or ensure that the Faculty is represented at strategically important meetings
- Link with associated primary schools in order to ensure curriculum continuity (where appropriate)
- Be responsible for use and care of Faculty areas and the Health and Safety Risk Assessment within the areas allocated to the Faculty
- Carefully plan and monitor the Faculty budget in line with school policy.
- Plan and deliver an outstanding class extra-curricular offer



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### Performance Standards:

The performance standards against which this post is measured are :

- Individual targets to be agreed with the SLT line manager
- The existence of clear leadership, good teamwork and regular staff development
- The achievements, attainment and progress of students
- The success of students in public exams
- The quality of lessons delivered by the Physical Education and Dance Faculty
- The standard of student behaviour in the areas
- The satisfactory completion of professional administrative tasks relating to the post
- The success of the extra-curricular offer

### Teachers’ Pay and Conditions

Post holders are expected to carry out the duties included in the most recent national Teachers’ Pay and Conditions of Service Document.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.



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**HEAD OF FACULTY PE & DANCE – PERSON SPECIFICATION**

	ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW EVIDENCED
<b>Qualifications and experience</b>	Teaching qualification to the level required for the sector.	✓		<b>Qualification, application, references, interview.</b>
	QTS and a background of relevant, successful teaching	✓		
	Higher degree or equivalent		✓	
	Evidence of recent continuing professional development	✓		
	Understanding of the essential components of outstanding lessons	✓		
	Outstanding practitioner	✓		
	Experience of subject leadership		✓	



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<b>Professional Knowledge, Skills and Ability</b>	Full understanding of & experience of learning and teaching practice for GCSE PE specifications	✓	<b>All evidenced by application, reference and interview</b>
	Detailed understanding of the National Curriculum	✓	
	Excellent written and verbal communication and management skills	✓	
	Ability to inspire and guide enthusiasm for learning in students and staff	✓	
	Ability to create and maintain an outstanding climate for learning in the faculty, skill in inciting and driving participation in Physical Education and Dance and celebration of students' achievements	✓	
	Expertise in subject area	✓	
	Commitment to team-work and responsive organisation of work	✓	
	Ability to assess accurately and responsively for learning.	✓	
	Proven ability to set targets and through systematic monitoring, review and evaluation, to see these targets achieved	✓	
	A positive outlook and determination to optimise outcomes in response to any opportunity or challenge	✓	
	A proven track record of success with extra-curricular activities	✓	
	A determination to ensure equal treatment and opportunity for the full diversity of learners.	✓	
	A commitment to the highest standards in ensuring safe and healthy practice in the learning and teaching of PE.	✓	
Knowledge of current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people.	✓		



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<p><b>Personal Qualities &amp; Values</b></p>	<p>Genuine care and respect for, and ability to ensure, the welfare and high achievement of students</p> <p>Understanding of and commitment to safeguarding and promoting the welfare of young people.</p> <p>Evidence of high level of leadership qualities, including clear educational vision, energy, drive and stamina</p> <p>A commitment to the development of the professional effectiveness of all staff</p> <p>The ability to work sensitively and effectively with a variety of people including parents, staff and wider community</p> <p>To sustain partnerships with governors, parents, the local and wider community and the family of schools</p> <p>Ambitious and driven</p>	<p align="center">✓</p>		<p align="center"><b>All evidenced by application, reference and interview</b></p>
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#### **Further Information:**

Downlands Community School is a thriving, 11-16, mixed, Local Authority, comprehensive school, set in a beautiful location at the foot of the South Downs, only 6 miles north of Brighton with an enviable reputation for success with pupils of all abilities and from all social backgrounds. The School was inspected by OFSTED in November 2016 and the report, published in January 2017 found that the School was “Outstanding” in all areas. Due to its popularity, the school has expanded to 8 forms of entry. A new teaching block and other improvements have been provided to accommodate this. Full information about the School is available from the Downlands Website - see “Information for Applicants” under “Information – Vacancies” on the website.

The School is committed to Physical Education and Dance. The PE curriculum aims to allow pupils of all abilities to enjoy and to succeed in a broad range of sports and physical activities. At Key Stage 4, GCSE Physical Education is a popular option. The Department is made up of a Head of Faculty and seven teachers, one of whom specialises in Dance. They are supported by a PE Assistant. The staff offer a range of activities and sports during lunchtimes and after school. Downlands has a record of success with sports teams in competitions at local, district, County and National level. Currently, the teachers offer a broad range of activities and sports.

The Department enjoys the use of good facilities, that include: a large, modern Sports Hall with changing rooms designated for indoor and outdoor physical education ; an artificial pitch, which was renewed in the summer of 2018; a modern, purpose built Dance Studio, a traditional gymnasium and extensive playing fields with views of the South Downs. The facilities are rented out in the evenings by a community company called Freedom Leisure with whom the Department has close links.

The School has a strong programme to provide professional development for teachers of all experiences and aspirations including NQTs. For this reason, the post is suitable for an NQT or for a more experienced teacher.

Downlands is West Sussex School and uses West Sussex pay scales. At the present time, the pay range for a Main Scale Teacher is point 1 (£25,714) to point 6 (£36,961). Teachers will be placed on this range according to the number of years of successful teaching experience they bring. The pay range for teachers on the Upper Pay Range is point 1 (£38,690) to point 3 (£41,604). Teachers will be placed on this range according to their current point on the range unless evidence can be produced of successful appraisal and recommendation from the current Headteacher that progression is warranted.



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#### Applications

Applications should be made on a West Sussex Application form for teaching posts which can be downloaded from the School website.

Applications should be addressed to Mr M Wignall – Headteacher and emailed to the HR Officer: [mhill@downlands.org](mailto:mhill@downlands.org)

Applicants who are short listed for interview should be aware that references will be taken up before the interview.

Please note that, because of the nature of this job, if you are successful in your application, you will be subject to a criminal record check from the Disclosure and Barring Service. This will be done by means of applying for an “Enhanced Disclosure”. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.

The job will be offered subject to satisfactory references, criminal record and health checks.

A copy of the staff dress code can be found on the school website

**The start date is 1<sup>st</sup> September 2021.**

The **closing date** for applications is **midday Thursday 29<sup>th</sup> April 2021** though we reserve the right to bring this date forward if there are sufficient applications. Interview date tbc. Applicants that have not been invited to interview by Tuesday 4<sup>th</sup> May 2021 should assume that they have not been successful on this occasion.

All communication will be by email or telephone.

All questions about the post and the application, selection and appointment process should be directed to our HR Officer, Mark Hill.  
email: [mhill@downlands.org](mailto:mhill@downlands.org) or telephone 01273 845 892 Ext 269 or direct line 01273 84 77 34

Thank you for your interest in the post.