

**THE BUCKINGHAM SCHOOL**  
**A SPECIALIST SPORTS COLLEGE**



**ASSISTANT CURRICULM LEADER**  
**JOB DESCRIPTION**

## **ASSISTANT CURRICULUM LEADER PHYSICAL EDUCATION**

**SALARY: TMS1 (£25,714) ~ UPR3 (£41,604)  
TLR 2b £4,974**

Alongside the Curriculum Leader, provide specialist support and professional leadership and management for the PE Department in order to secure high quality teaching and learning, effective use of resources and monitoring and tracking information to improve standards and achievement for all students.

**Responsible to: Curriculum Leader**

### **Line Management Responsibilities:**

- Teachers of PE

### **Accountability for Leading, Managing and Developing a Curriculum Area**

Work collaboratively with curriculum leader and other relevant teachers in PE:

- Identify relevant school improvement issues
- Agree appropriate improvement targets
- Co-ordinate CPD needs and opportunities
- Evaluate the impact of all improvement activities on the quality of teaching and learning
- Provide the Curriculum Leader with relevant curriculum information
- Use financial and resource management innovatively and effectively
- Comply with school's Health and Safety Policy
- Safeguard and promote the welfare of students
- Fulfil all requirements and duties set out in the Standard Teacher's Pay and Conditions Documents
- Achieve criteria or targets arising from the school's Performance Management
- Lead and participate in the provision of extra-curricular opportunities, which are essential part of PE e.g. fixtures, lunchtime clubs etc.
- Ensure department comply with all H&S guidance as required by the school and for example, by sport governing bodies
- Ensure all activities are compliant with safeguarding requirement and events, trips, fixtures, etc. are planned carefully and line with policies and regulations
- Ensure all member of the department are first aid trained, or working towards

### **Impact on Educational Progress Beyond Assigned Students**

Work collaboratively with curriculum leader and other relevant teachers in the curriculum area:

- Provide a specialist role within the department, developing and influencing existing practices of the teaching and learning team and increasing the provision of outstanding curriculum teaching and learning
- Lead evaluation strategies to contribute to overall school self-evaluation
- Play a lead role in whole school coaching and mentoring, developing and sharing best practice across school
- Ensure that relevant attainment/achievement targets, that have been agreed and discussed with the Headteacher are met
- Monitor and evaluate assessment data across PE
- Plan and implement intervention strategies to improve student achievement
- Develop, support and monitor good practice within the classroom
- Support teachers in planning appropriate strategies to achieve student progress target levels
- Ensure that agreed student progress target levels within the subject are achieved or exceeded

- Encourage students' motivation and enthusiasm within PE and develop positive responses to challenge and high expectations
- Monitor the objectives and targets for all groups of students and promote the importance of raising their achievement.

## Leading, Developing and Enhancing the Teaching of Others

Work collaboratively with Curriculum Leader and other relevant teachers in PE:

- Maintain personal expertise in your subject and management and share this with other teachers
- Act as a role model of good classroom practice for other teachers, modelling effective strategies with them
- Plan and implement strategies to improve teaching where needs are identified
- Identify staff development needs and co-ordinate these with Curriculum Leader
- Plan the deployment of staff expertise to achieve school improvement objectives
- Act as a performance management team leader for identified teachers
- Carry out any other duties as reasonably expected by the Headteacher
- Ability to work in a way that promotes the safety and well-being of students within the school
- To participate in the School's performance appraisal system
- To undertake training and development relevant to the post and in line with the school's priorities
- To maintain a presence around the school to ensure that the highest standards of behaviour and site usage are maintained

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Assistant Curriculum Leader - PE)

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Headteacher)