



Whole school Head of PE and Swimming

Job Description

Key Criteria

- A suitable teaching qualification in Physical Education
- Experience, understanding and skills relevant to the specific responsibilities of the post, notably within both Primary and Secondary PE leadership and Swimming.
- An ability to demonstrate recent effective strategies to achieve high quality PE and Swimming teaching and learning.
- The ability to lead a department team, including ensuring all school fixtures are staffed and ensuring whole school PE tasks and responsibilities are equitably carried out.
- Effective communication skills to a wide range of people (staff, parents, students, other school coaches and teachers)
- Effective organisational and indoor and outdoor gym and classroom management skills with the ability to mentor less experienced staff an advantage.
- Ability to make effective use of technology to enhance teaching and learning where appropriate, including the recording and analysing of student's skills in IGCSE PE modules

Key Tasks

- To lead the department and ensure all staff plan, share, prepare and teach PE and Swimming lessons and courses, across all phases of the school, in accordance with agreed schemes of work and school/key stage policies;
- To ensure the department provides an effective and safe PE and Swimming learning environment in accordance with the school's 'Learning and Teaching' Policy;
- Lead all staff within the department to maintain productive working habits and discipline in PE lessons, Swimming lessons, ECA's and Sports Teams;
- Attend relevant leadership, staff meetings, training and development sessions;
- Accurately, fairly and openly lead, assess, evaluate and report on PE and Swimming students' educational progress and abilities;
- Discussing PE and Swimming students' progress with parents and guardians, administrators and other professionals as necessary.

Skills and knowledge

- knowledge of teaching and the ability to design courses and lessons appropriate to individual student's needs



- Sensitivity and understanding of individual student's needs, attitudes and behaviours in a PE/Swimming context;
- patience and the ability to remain calm in stressful situations
- the ability to work well with others
- the ability to create the best conditions for learning or teaching new things to PE/Swimming classes across the age range (5-18)
- to be flexible and open to change

Day-to-day tasks

In this role you could:

- Lead department meetings, participate in secondary leadership meetings
- Work with colleagues from other Budapest schools to organise, host and attend sports fixtures
- Plan and teach lessons in the school's indoor and outdoor gyms, swimming pool and sports tent to students aged 5-18
- During term time, organise, train and attend sports fixtures after school and at weekends with other schools in Budapest and beyond
- Prepare teaching materials and write reports for specific students
- help students develop confidence, independence and specific skills in a range of sports
- talk to colleagues, leadership, parents and carers about PE students' progress, providing targets for improvement
- work with other specialist PE teachers to fully support all students ● attend relevant workshops and training, specific to PE development across the school, sharing outcomes with colleagues

Administration

- To implement the school assessment, recording and reporting procedures;
- To keep an accurate register of students in accordance with the school's policy; ● To fulfil supervisory duties and sports fixtures, as appropriate;
- To participate, contribute and if appropriate take the lead role in meetings with colleagues and parents.



Health and Safety

- To comply with procedures on all matters concerning health, safety and welfare in accordance with the school's' policies and procedures;
- To take responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.

OTHER ACTIVITIES

- Fostering the general progress and well -being of the individual pupils in any class or group of pupils assigned within the role

REVIEW AND PROFESSIONAL DEVELOPMENT

- Reviewing annually methods of teaching and programmes of work
- Actively engaging in the school's Professional Mastery programme, in line with the school's staff ethos of 'we are all learners.'

DISCIPLINE AND WELL BEING

- Maintaining good order and promoting self-discipline among pupils and taking care of their safety and wellbeing, Please note that this job description is not an exhaustive list and there may be other tasks not on the job description required at the discretion of the Principal.