



Castle View
Enterprise
Academy

Your Academy...Your Future

Post Title	Director of Sport and Performance
Key Roles	<ul style="list-style-type: none"> • Director of department which incorporates physical education, performing arts and music. • Lead the Sport and Performance Academy. • Organise, monitor and drive extra-curricular provision across the Academy.
Purpose	<ul style="list-style-type: none"> • To raise standards of student attainment and achievement within the whole curriculum areas of PE, Performing Arts and Music, as well as to monitor and support student progress. • To be accountable for student progress and development within the subject areas of PE, Performing Arts and Music. • To develop and enhance the teaching practice of others. • To lead and strategically develop all aspects of the Sports Academy provision both internally and externally. • To maintain and achieve a range of external accreditations with regard to excellent practice in physical education provision as well as health and wellbeing. • To contribute with the development of whole school health and wellbeing strategies. • To ensure the provision and strategic development of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the Academy and the curricular policies determined by the Governing Body and the Principal of the Academy. • To be accountable for leading, managing and developing the subject/curriculum area. • To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio. • To manage the PE and PA zone areas of the Academy.
Responsible to	Vice Principal
Responsible for	Teaching staff and other relevant personnel within the department, and, where relevant, the wider Academy.
Contract Type	Permanent
Academy Type	The Academy is a publicly funded independent secondary school for pupils aged 11 to 16.
Grade	Leadership Spine L4 – 8
Disclosure Level	Enhanced

Expectations	<p><u>There is an expectation that all adults who work at Castle View Enterprise Academy will:</u></p> <ul style="list-style-type: none"> • Create opportunities to support the Academy vision. • Have respect and care for students and all other adults. • Set the highest possible standards through the way in which we behave, talk to each other and strive for excellence in all that we do. • Support the Academy uniform policy for students and echo this through professional and business-like mode of dress. • Contribute to the Academy enrichment programme.
Operational/ Strategic Planning	<ul style="list-style-type: none"> • To lead development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area and department. • To contribute to the curriculum area and department's development plan and its implementation. • To plan and prepare courses and lessons. • To contribute to the whole Academy's planning activities. • To endeavour to ensure that health and safety policies and practices, including risk assessments, throughout the department are in-line with national requirements and are updated where necessary, therefore liaising with the Academy's Facilities Manager.
Curriculum Provision	<ul style="list-style-type: none"> • To liaise with the Vice Principal to ensure that the curriculum area provides a range of teaching, which complements the Academy's strategic objectives.
Curriculum Development	<ul style="list-style-type: none"> • To lead curriculum development for all department areas. • To keep up to date with national developments in subject areas and teaching practice and methodology. • To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. • To liaise with the Vice Principal to maintain accreditation with the relevant examination and validating bodies. • To ensure that the development of the curriculum areas is in line with national developments.
Staffing <ul style="list-style-type: none"> • Staff Development • Recruitment/ Deployment of Staff 	<ul style="list-style-type: none"> • To work with the Vice Principal to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. • To continue own professional development as agreed with the Vice Principal. • To be responsible for the efficient and effective deployment of the Department's technicians/support staff. • To undertake Performance Management reviews and to act as reviewer for a group of staff within the designated department. • To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the relevant staff to secure appropriate cover within the department. • To participate in the interview process for teaching posts when required and endeavour to ensure effective induction of new staff in line with Academy procedures. • To promote teamwork and to motivate staff to ensure effective working relations. • To participate in the school's ITT programme. • To be responsible for the day-to-day management of staff within the designated department and act as a positive role model.
Quality Assurance	<ul style="list-style-type: none"> • To help to implement Academy quality assurance procedures and to

	<p>adhere to those.</p> <ul style="list-style-type: none"> • To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed Academy procedures, including evaluation against quality standards and performance criteria. • To seek/implement modification and improvement where required. • To regularly review methods of teaching and programmes of work. • To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the Academy.
Management Information	<ul style="list-style-type: none"> • To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc. • To complete the relevant documentation to assist in the tracking of students. • To track student progress and use information to inform teaching and learning.
Communications	<ul style="list-style-type: none"> • To communicate effectively with the parents of students as appropriate. • Where appropriate, to communicate and co-operate with persons or bodies outside the Academy. • To follow agreed policies for communications in the Academy.
Marketing and Liaison	<ul style="list-style-type: none"> • To take part in marketing and liaison activities such as open evenings, awards events, parents' evenings and liaison events with partner schools. • To contribute to the curriculum area and department's development plan, and its implementation. • To plan and prepare courses and lessons. • To contribute to the whole Academy's planning activities.
Management of Resources	<ul style="list-style-type: none"> • To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records. • To work with the Vice Principal in order to endeavour to ensure that the department's teaching commitments are effectively and efficiently timetabled and roomed.
Teaching	<ul style="list-style-type: none"> • To teach, students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere. • To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required. • To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students. • To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students. • To undertake a designated programme of teaching. • To ensure a high-quality learning experience for students which meets internal and external quality standards. • To prepare and update subject materials. • To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus. • To maintain discipline in accordance with the school's procedures, and

	<p>to encourage good practice with regard to punctuality, behaviour, standards of work and homework.</p> <ul style="list-style-type: none"> • To undertake assessment of students as requested by external examination bodies, departmental and school procedures. • To mark, grade and give written/verbal and diagnostic feedback as required.
Other Specific Duties	<ul style="list-style-type: none"> • To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. • To fully contribute to the delivery of extra-curricular activities both within the PE-PA departments as well as the wider Academy. • To support the Academy in meeting its legal requirements for worship. • To promote actively the Academy's corporate policies. • To continue personal development as agreed. • To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate. • To uphold the Academy Code of Conduct for staff, dress code and absence procedures.
Additional Duties	<ul style="list-style-type: none"> • Carry out other reasonable tasks from time to time as directed by the Principal.

Castle View Enterprise Academy is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. As part of our due diligence and to comply with our obligations in line with Keeping Children Safe in Education, an online search of publicly available information will be undertaken for all shortlisted candidates. The successful applicant will be subject to provide an enhanced DBS disclosure.

Person Specification

CRITERIA	ESSENTIAL = E DESIRABLE = D
Experience	
A positive and successful teaching experience whilst training/working.	E
Experience of full-time teaching.	E
Qualifications & Training	
A teaching qualification in PE	E
Experience of teaching and assessing Vocational Courses.	D
Skills, Knowledge & Aptitude	
A sound knowledge and experience of teaching PE	E
A sound knowledge and experience of teaching students with Special Educational Needs	D
A clear understanding about how children learn.	E
A sound base of experience in effective classroom management.	E
An ability to form positive relationships with students.	E
The ability to teach PE	E
Exceptional ICT skills and experience of a cross curricular approach.	D
Attributes	
Able to show initiative and insight in order to inspire students	E
Setting of high standards for self and students.	E
Committed to hard work.	E
An ability to respond effectively to challenging behaviour.	E
A wish to introduce new ideas for the benefit of students and the department.	D
Other Requirements	
A willingness to contribute to the extra-curricular activities within the faculty.	E
Experience in a range of extra-curricular activities.	E