



Job Description

Position: **Assistant Head of Learning Area:** PE / Health

Includes: Classroom Teacher
Permanent, full-time
1 x MU

Reporting to: The HoLA PE/Health

As classroom teacher I will:

- Exhibit the professional qualities of a teacher as described in the Professional Standards.
- Establish and maintain effective relations with students.
- Maintain a positive classroom learning environment.
- Maintain effective classroom behaviour management.
- Communicate and consult with parents when required.
- Plan and teach programmes which implement Learning Area schemes which are linked to the National Curriculum requirements.
- Record results and compile reports.
- Be aware of current educational developments and participate in staff development as appropriate.
- Participate in the school's Performance Management/Appraisal system.
- Be a useful and supportive member of the Learning area.
- Manage equitably the teaching resources available.
- Carry out effectively other administrative tasks as required.
- Carry out grounds duties / supervisions / relief as required.
- Participate in the wider life of the school / co-curricular activities and be available for school-related meetings, functions, events when required.

As an Assistant Head of Learning I will:

- Ensure student learning is the Learning Area priority.
- Attend appropriate Professional Development/Subject Associations and be up-to-date on all curriculum developments both local and national.
- Assist in the planning, development and review of courses for subjects within the learning area or, where this is delegated to a TIC, ensure this is done by them.

- Assist the HoLA in Performance Management and classroom visits.
- Deputise for the HoLA at meetings or Professional Development sessions in the absence of the HoLA
- Learning Area Administration duties:
 - Organise shared weekly lunchtime department detention /catch-up time
 - Internal and External Moderation procedures
 - Co-ordinating NCEA assessment, materials, appeals
 - Timetabling NCEA oral presentations
 - Oversee the Resource Room, and student helpers
- Communicate effectively with Learning Area staff, students, colleagues and Management.
- Foster positive relationships within the school community.

Other Specific Responsibilities:

- Responsible for teaching Scholarship PE

Initial here: _____