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| **Logo, icon  Description automatically generatedHEAD OF PE - ROLE AND OPERATIONAL RESPONSIBILITIES** |
| ***PHYSICAL EDUCATION AND SPORT PROGRAMME*** | * Teaching, learning and assessment – Quality assurance
* CPD - ensure all staff hold and retain relevant qualifications to deliver the full PE and sport programme
* Curriculum development in line with school and college developments plan
* Timetabling – in consultation with heads of school and college
* Planning documentation is updated
* Assessment Frameworks – baseline and progress
* Accreditation pathways are reviewed and implemented to ensure they are meaningful
* Prepare annual budget prediction and manage spending
* Support wider active curriculum – daily mile, teach active etc
* Ensure quality of PE reporting – end of year and earwig
* Complete yearly development plan and link with budgetary considerations
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| ***SPORTS FACILITIES*** | Management and timetabling of the following:* Swimming Pool (see below for further detail)
* Boathouse – Pond and Gym (Including running staff inductions)
* Sports Hall
* Archery Range
* Outdoor Gym
* MUGA
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| ***SERVICING*** | Update and maintain service and asset register. Servicing and repairs/maintenance to be arranged for.* Sports Hall and Trampolines
* Adapted bikes, trikes and go karts
* Lifejackets
* Wheelyboat and engine
* Pond – water testing
* Boathouse gym
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| ***QUALITY MARKS*** | * Youth Sport Trust (gold)– yearly application with case study and evidence file
* School Games Mark – apply for mark at end of academic year (Also requires us to attend and host various events)
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| ***PRIMARY FUNDING*** | * Spending planned on developmental priorities
* Liaise with teachers to ascertain specific student needs
* Impact statement to be completed at end of academic year
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| ***PESSPA SAFETY POLICY AND PROCEDURES*** | * Policy and risk assessments to be reviewed annually and updated with current best practice
* Safe systems of work for high-risk tasks
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| ***PROFESSIONAL MEMBERSHIPS AND SUBSCRIPTIONS*** | Annual subscription to be maintained to the following* Youth Sport Trust
* Association for Physical Education
* Individual NGB memberships
	+ British Gymnastics (trampoline coaches)
	+ Canoe England (paddlesports coaches)
	+ Swim Teachers Association (swim teachers in school, college and therapy)
	+ Archery England (Archery coaches in school and college)
* SOLD (Surrey Outdoor Learning and Development) – D of E
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| ***ST PIERS SCHOOL POOL AND AQUATIC ACTIVITIES*** | * Day to day operational management of pool use
* Timetabling - liaise with education, residential and therapy teams to ensure pool use is maximised and shared across St Piers
* Annual review of the Pool Safety Operating Procedure and all associated risk assessments to include the access and use for residential staff– collaborate with facilities and health and safety advisor
* Ensure all qualified users from school, college and therapy maintain their qualifications and arrange CPD when needed
* Organise and deliver on site epilepsy-specific role-play for school, college, and therapy team.
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| ***ENRICHMENT PROVISION*** ***events, activity weeks, school games, surrey school*** | Plan, organise and deliver the following* Off-site water sports weeks for school and college
* Activity Week – National School Sports Week
* Southeast Natspec games
* School Games calendar – liaise with Active Surrey and Surrey Special Schools Sports Association
* Surrey Special Schools Sports Association (SSSSA) events – host and attend
* Olympic group and link with Lingfield College
* Maintain links with disability sports organisations re free session delivery and resources – Sussex disability cricket etc
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| ***OFFSITE WATER SPORTS PROGRAMME***  | Maintain relationship with Wier Wood reservoir and all the relevant stakeholders – head leaseholder (mooring and access fees), Sailing club (sailability provision) |
| **DUKE OF EDINBURGH** | * Organising funding – for student enrolment, equipment, and service provider (Expedition)
* Update student award progress on E d of E (Duke of Edinburgh website)
* Liaise with student’s parents via emails/Newsletters.
* Liaise with SOLD to keep up-to-date with relevant developments/procedures.
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| ***WHEELYBOAT*** | * Review and update the operational and emergency procedures including refresher training
* Liaise with St Piers finance director re insurance
* Arrange annual service of boat and engines
* Maintain community engagement referrals with wheelyboat trust
* Arrange mooring and storage at both Wier Wood and St Piers
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