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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 |
| ***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 |
| ***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 |
| ***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) |
| ***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 |
| ***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 |
| ***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 |
| ***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. |
| ***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 |
| ***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. |
| ***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 |