

Salary:	Teachers Main/Upper Pay Scale plus TLR 1a
Responsible to:	Headteacher, Assistant Headteacher
Date of Job Description:	September 2026

Purpose of the Role:

Securing in consultation with the senior leadership team outstanding education within the PE faculty for all young people, ensuring consistently high expectations of students and outcomes, which improve year on year.

Ensuring a purposeful, positive and disciplined culture and ethos in the PE faculty, with strong progress and attainment outcomes for students. Thereby, ensuring a high quality education for all students.

Ensuring the key elements of progress and achievement, quality of teaching, behaviour and safety and leadership are all of a very high standard within the faculty.

Working in association with line managers overseeing, as appropriate to this role, staffing and resource management to ensure the school is financially secure and operating within budget.

Main Tasks and Responsibilities

Professional Standards: Meeting the professional standards for teachers, Core and Post Threshold, as applicable to the post-holder and as revised in the most recent update of the School Teachers Pay & Conditions document.

Acting as a form tutor, carrying out all reasonable duties associated with this role.

Strategic and Operational leadership of the faculty, in particular ensuring that high quality teaching and learning is embedded daily within the faculty. Strategic and Operational leadership of all self-evaluation within the faculty including producing and monitoring of the faculty improvement plan.

In carrying out their duties, all senior post holders will be required to implement the policies of the Fylde Coast Academy Trust and the Academy Council.

Main Duties:

- Responsible for setting and achieving the strategic direction of the faculty with regards to teaching and learning ensuring rapidly improving outcomes.

- To fulfil requirements of a classroom teacher to Core and Post Threshold standards as defined in the generic job description for teachers.
- To act as a form tutor, carrying out all duties associated with this role.
- To ensure a commitment to safeguarding is evident in all actions taken.
- To ensure all actions taken are in line with the requirements of the DfE guidance and academy policies on safeguarding and child protection.
- To have a good knowledge and awareness of the academy education/improvement plan and for this to underpin your actions as Head of Faculty and the subject improvement plan.
- To be aware of the staff handbook and the policies within, acting in accordance with them and to be an ambassador for the implementation of these.
- To attend and contribute where appropriate to all meetings as designated by the Head of School.
- To play a full professional role with regard to Health & Safety, taking a lead role for Health & Safety within the faculty.
- To act as a member of a duty team where required and reasonable.
- To communicate and consult with parents about individual student progress as necessary.
- To attend parents evenings.
- To pro-actively support other academies within the Fylde Coast Academy Trust as considered necessary or as required.
- To carry out efficiently and effectively specific administrative and organisational tasks allocated to the role.
- To maintain and further develop high standards of Teaching & Learning within the faculty, through regular monitoring and coaching and by personal example.
- To play an active part in the development of the faculty and subject improvement plan including taking overall strategic lead for aspects of the plan.
- To perform the duties of Performance Management Reviewer for identified support staff and teachers:
 - Reviewing annually the performance of these support staff and teachers and setting new objectives in line with the FCAT policy and procedures.
 - Making recommendations on pay progression based on academy policy and consistently applied standards to the Principal
- To challenge underperformance at all levels ensuring effective corrective action and follow up.
- To manage delegated budgets to ensure that costs remain in line with budget.
- To encourage staff and students, by personal example, to participate in all aspects of academy life.
- To ensure that the character and reputation of the academy is highly regarded and maintained.
- To manage own workload and that of others to allow an appropriate work/life balance.

Outcomes for Students

- Responsible and accountable for standards of achievement and progress against annual targets of all students within the faculty.
- Ensuring that high expectations prevail with high standards of achievement and progress.
- Responsible for policy planning and development for maximum student success.
- Plan, implement and evaluate strategies where improvement needs are identified.
- Responsibility for maintenance and analysis of student tracking systems, consistent with the academy policy, arranging and monitoring the impact of intervention of students to ensure maximum progress.
- Provide SLT, Academy Council with relevant, subject, curriculum or student performance information.
- Take a lead role in rapidly improving outcomes within the subject areas you are responsible for, ensuring that all students make progress in all subjects.

Teaching and Learning

- Responsible for faculty planning, curriculum coverage and learning outcomes.
- Responsible for setting the strategic direction of the faculty with regards to teaching and learning, ensuring that all staff are engaged in improving their own practice.
- Ensure optimum student learning underpins all decision making and planning.
- Ensure the highest quality assessment for learning.
- Lead the development and enhancement of pedagogy within the faculty in line with academy and faculty priorities.
- Ensure these pedagogies are consistent and effective, through rigorous planning, monitoring evaluation and review, training and support.
- Maintain personal expertise and act as a role model for excellent classroom practice, modelling effective strategies and sharing/coaching other teachers.
- Monitor and evaluate standards of teaching, identifying areas for improvement and acting to address these without delay.
- Monitor and assess the standard of student work and feedback within the faculty, taking steps to improve any areas of inconsistency.
- Plan, implement and demonstrate the impact of strategies to improve teaching.
- Be inspirational and dynamic in your own approach to teaching including ensuring that practical learning plays a high profile within the faculty.

Leadership and Management

- Provide strong, effective, clear and purposeful leadership of the faculty.
- Line management of TLR holders in the Faculty and Subject Leads as appropriate.
- Responsible for faculty self-evaluation and improvement planning.
- Assist in the induction, support and monitoring of new staff including NQTs.
- Act as an appraisal reviewer for identified teachers and leaders, reviewing annually the performance of these teachers and setting new objectives.
- Responsible for implementation, monitoring and review of faculty policies.
- Initiate and review curriculum developments focussed on raising attainment.
- Provide rigorous, challenging and supportive line management for the faculty.
- Continue to take an active interest in your own CPD and that of others.
- Define and agree appropriate improvement targets for the faculty taking a lead role in demonstrating the impact for these.

- Provide dynamic leadership and structure within the faculty ensuring that standards rise rapidly.

Behaviour and Safety

- Responsible for standards of behaviour and attitude within the faculty.
- Ensure optimum conditions for effective teaching and learning prevail.
- Responsible for improving the standards of student behaviour within the faculty.
- Responsible for ensuring that students develop a love of learning and a passion for the subjects within the faculty.

Accountabilities

- Accountable for the standards of achievement (attainment and progress) of all students in your faculty in all subjects.
- Ensure that appraisal arrangements are executed appropriately.
- Accountable for the effective implementation of the faculty improvement plan.
- Accountable for the standards of teaching and behaviour within the faculty.
- Accountable for a positive, purposeful and productive team spirit within the faculty.
- Line management responsibility, substantial direct and indirect responsibility for teaching and support staff.
- Planning the deployment of staff expertise to achieve improvement objectives.
- Accountable and responsible for the well-being of people within the faculty.

Flexibility

The above represents a broad outline of the specific duties and responsibilities currently attached to the role of a Head of PE. Depending on the needs of the academy, these may be altered from time to time in consultation with the Head of School.

General Duties:

- To act in accordance with the academy and FCAT's Policies and Procedures.
- To act as a role model, to encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within our academy.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day.
- To adhere to FCAT's Safeguarding Policy and Procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- To contribute to the provision of an effective environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To attend skill training and participate in personal/performance development as required.