

PE Coordinator Job Description

PE role

Raising standards for pupils-

To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support a designated curriculum area as appropriate.

To monitor and support the overall progress and development of pupils to reach their potential

To contribute to raising standards of pupil attainment.

To assist in the development of appropriate syllabuses, resources, schemes of work, assessment process and teaching strategies in the Curriculum Area and Department.

To contribute to the achievement of the school's development plan and its implementation.

To plan and prepare lessons.

To contribute to the whole school's planning activities.

Raising standards in self & staff-

Develop own expertise in the above subject areas

To keep abreast of the above subject areas through research, CPD etc

To produce in consultation with colleagues written policies and guidance; and lead staff in the discussion of policy and guidance

To oversee the effective supply & use of curriculum resources

Ensure legal compliance with statutory curriculum guidance in the above subjects

Advise, monitor, support & coach colleagues to ensure good practice in PE

Monitor and assist in the evaluation of the delivery of the above subject areas across the school

Monitor and evaluate the spending of the Sports Premium

Sports role

To help plan and deliver a varied and interesting programme of physical and sporting activities, including intra and inter school competition, sports leadership training and deployment of healthy lifestyle programmes.

To establish a system to monitor participation

To implement appropriate Health and Safety policies and procedures in order to ensure a safe, effective, child friendly environment in all lessons and activities

Other:

To liaise with Admin staff re processes for PE clubs, fixtures and trips

To create awe and wonder for sporting excellence – via presentations, assemblies and boards.

To tidy PE cupboard – constantly !!!!