

HEAD OF PE AND SPORT – JOB DESCRIPTION

Pangbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Job Title:	Head of PE and Sport
Reports to:	Deputy Head - Academic
Department:	PE and Sport
Hours per week:	Full time Core Hours: 08.15 – 17.45 Monday to Friday. Saturday: There are no academic lessons on a Saturday but a full sporting and boarding programme runs. Involvement in this programme is optional and would be reflected in reduced expectations Monday-Friday.

Key working relationships

Members of the PE and Sport Departments
Senior Management
Teaching Staff
Pupils, Parents and Guardians

Role Summary

We are seeking a dynamic and experienced Head of PE and Sport to lead and develop the academic provision of Physical Education and Sport across GCSE and BTEC (post-16) courses. This is a key leadership role within the College, contributing to both academic excellence and the broader co-curricular sporting ethos of Pangbourne.

Key Responsibilities

Leadership and Management

- Lead the academic PE and Sport curriculum from Years 7 to 13, ensuring high-quality teaching and learning across all qualifications (GCSE PE, BTEC Extended Certificate and Diploma Sport).
- Line Manage Academic PE Staff, providing support, mentoring and performance development.
- Maintain and enhance academic standards through rigorous assessment, data analysis and curriculum review.
- Work closely with the Heads of Performance Sports and the Assistant Head Teacher Co-Curricular to ensure academic PE and co-curricular sport are integrated and mutually reinforcing.
- Represent the department in academic leadership meetings and contribute to whole school strategic planning.

Curriculum and Teaching

- Oversee the planning and delivery of engaging, rigorous and differentiated schemes of work.
- Deliver outstanding teaching across a range of qualifications.
- Stay abreast of curriculum changes and assessment developments, particularly for examination specifications.
- Organise and oversee internal and external assessment, coursework moderation and exam preparation.

Student Progress and Welfare

- Monitor pupil performance, identify underachievement and implement effective interventions.
- Foster a love of sport, physical education and a healthy lifestyle.
- Promote pathways into university and careers in sport, exercise science and related fields.
- Provide UCAS support and academic references for students pursuing sport related degrees.

Wider Contribution

- Play a full role in the co-curricular life of the school, including coaching or managing sports teams where possible.
- Support school events, open days and parent communication related to the academic PE offering.
- Ensure the department reflects the values of the school in its inclusive, ambitious and forward-thinking approach.

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Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and College.

This job description and accompanying documentation do not form part of the employment contract.

Child Protection and Safeguarding Policy

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with the Pangbourne College Child Protection and Safeguarding Policy, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.

Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the College.

The post holder will be subject to an Enhanced Disclosure and Barring Service Certificate.

The post holder will be required to participate in the College's appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

Information Security, Confidentiality and Data Protection

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All personal identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the General Data Protection Regulation and the College's Privacy Notice, unless explicit written consent has been given by the person identified.

Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

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Health and Safety

Under the Health & Safety at Work etc Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the College and colleagues in complying with Health and Safety obligations to maintain a safe environment.