

## JOB SUMMARY

Job Title: Head of Whole School PDHPE  
Reporting to: Head of Middle & Senior School  
Direct Reports: MSS PDHPE Teachers, Junior School PDHPE  
Teacher, PDHPE Assistant  
Created: March 2016  
Reviewed: June 2019



The **Head of Whole School PDHPE** is responsible for development, management and promotion of PDHPE and the International Award program across the Whole School. The **Head of Whole School PDHPE** is responsible for the development of practices to ensure an excellent standard of teaching, assessment and monitoring of the curriculum area across all year groups. S/he will ensure a high quality PDHPE program, promoting the program amongst the School and wider community. S/he will work as a subject specific expert on the Curriculum Leadership Team of the Middle and Senior School and provide leadership in this area to the Head of the Middle and Senior School. S/he is also responsible for making recommendations to the Heads of School regarding resources and budget.

## JOB OUTCOMES

Assist the Heads of School in the following areas of accountability:

### ● PDHPE OUTCOMES

- Develop and review curriculum documentation across 6-12 for PDHPE, ensuring the continuity of curriculum delivery.
- Review curriculum documentation across F-5 for PDHPE, ensuring the continuity of curriculum delivery.
- Develop and maintain high quality programs in line with New South Wales Board of Studies outcomes and AISM's learning philosophies and practices.
- Line management of PDHPE teaching staff.
- Ensure the Visible Learning approach to teaching and learning informs pedagogy in the PDHPE Department.
- Support moderation practices across year levels in PDHPE.
- Develop approaches that ensure the extension of all students in PDHPE.
- Support of CCA Coordinators for all School sporting carnivals.
- Assist in the development of approaches that integrate the use of ICT.
- Ensure adequate resources are available to support learning.
- Ensure fair and equitable use of sport-related resources and facilities across the Whole School, in conjunction with relevant Sporting Coordinators.

### ● INTERNATIONAL AWARD OUTCOMES

- Attend outdoor co-curricular activities, overnight excursions, excursions and incursions as required.
- Prepare required documentation, including licensing requirements, for the conduct of the International Award Scheme.

## ADDITIONAL RESPONSIBILITIES

Additionally the Head of Whole School PDHPE will:

- Support the sporting programs within and outside of the School.
- Make recommendations to the Heads of School regarding resources and budgeting.
- Support the Development Coordinator & Head Coach - Swimming & Triathlon to ensure the efficient and effective operation of swimming programs in PDHPE.

- Oversee and manage the PDHPE Assistant to ensure the efficient and effective day-to-day operations of the PDHPE Department.
- Other duties as directed by the Principal or Heads of School.

#### **BEHAVIOUR EXPECTATIONS (*Values and Leadership*)**

- Sees the 'big picture', thinks ahead and meets goals that are aligned to the values, purpose, mission and strategic priorities of the organisation.
- Plans, prioritises and organises work and resources effectively to meet departmental and organisational objectives.
- Develops and maintains effective relationships with all key stakeholders to meet mutual goals and objectives.

#### **COMPETENCIES (KNOWLEDGE, SKILLS & ABILITIES)**

- Understanding of the principles of Visible Learning.
- Excellent understanding of Australian curriculum and approaches to design and monitoring of such curriculum.
- Has broad understanding of web technologies.
- Excellent in overcoming obstacles with strategic problem solving skills.
- Spoken and written English is used for all school communications and as such high standards of English communication skills in reading, writing, speaking and listening are required to be successful in this position.
- Proven ability to demonstrate initiative.

#### **MINIMUM QUALIFICATIONS**

- Bachelor's degree or equivalent in Education.
- Eligibility for teacher registration in home country.

#### **DESIRED EXPERIENCE**

- Experience or potential to lead small teams of teachers in prescribed tasks.
- A demonstrated ability to promote high participation rates of students in sport and the International Award.

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Reporting to: Head of MSS

Direct Reports: PDHPE staff; PDHPE Assistant

Revised – June 2019

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

cc: HR Office