



# Sacred Heart College

65 Laings Road, Lower Hutt 5010

## JOB DESCRIPTION

**NAME:**

**POSITION:**

Assistant to HOD Health and Physical Education

**RESPONSIBLE TO:**

The Principal through the HOD

### RESPONSIBILITIES:

In addition to the responsibilities of an assistant teacher, the Assistant to HOD Health and Physical Education will be responsible for:

1. Assisting the HOD in fulfilling their full range of responsibilities.
2. Taking on individual responsibilities (which could come from the list of Key Tasks or Individual Responsibilities negotiated on an annual basis).
3. Being familiar with and actively supporting the school's special character, charter, policies and general goals.

### KEY TASKS to be selected from:

1. Assisting in:
  - a. Upholding the teaching/learning in health, physical education and outdoor education.
  - b. Encouraging the development of the courses from Junior to Senior PE, Health, Sport Studies and Outdoor Education.
  - c. The development and supervision of the teaching of the Health and PE Curriculum.
  - d. Overseeing the assessment of students at selected levels and undertake evaluation.
  - e. The building of staff morale by encouraging staff to be fully supportive within the department.
  - f. The preparation of trips and outside providers for activities.
  - g. Providing up-to-date information on the subject including skills, knowledge and teaching methods.
  - h. Ensuring the curriculum reflects the goals and objectives as outlined in the curriculum document of the school.
  - i. Supervising adherence to school policies eg assessment, reporting and homework.
  - j. Assisting with the management and maintenance of resources and equipment.
2. Assisting the HOD with PRTs within the department.

**INDIVIDUAL RESPONSIBILITIES to be selected from and negotiated on an annual basis:**

1. Leading and overseeing the Junior Health and PE programme
  - a. Regularly communicating curriculum, assessment and reporting expectations with staff
  - b. Designing, developing and evaluating curriculum resources and assessments
  - c. Tracking and evaluating student achievement and success.
2. Assisting the HOD with:
  - a. Development and maintenance of PE Department's online resources
  - b. Timetabling:
    - i. Allocating gym space to senior and junior classes
    - ii. Allocating health lessons to Year 10 classes
    - iii. Changing room allocations
    - iv. Completing daily room announcements to students (small whiteboard).
  - c. The organisation of events, including Athletics Day:
    - i. Work alongside HOD to ensure this event runs smoothly.
  - d. The Board Report
  - e. Liaising with outside agencies.
  - f. Management and operational responsibilities:
    - i. Māori and Pacific success
    - ii. Hazard register
    - iii. Report reminder
    - iv. Special needs register
    - v. Senior assessment reporting and Moderation.
  - g. Department meetings:
    - i. Taking minutes and ensuring all staff are aware of meeting time and location.
3. Assisting with the organisation and leadership of the Year 10 Camp:
  - a. Work alongside HOD to ensure this event runs smoothly.
4. Carrying out appraisal meetings, observations, and goals with allocated teachers.
5. Enriching the well-being of all PE staff:
  - a. Assisting with all inquiries
  - b. Printing relief when required.

Signed \_\_\_\_\_  
PRINCIPAL

Signed \_\_\_\_\_  
ASSISTANT HOD

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

**SACRED HEART COLLEGE IS A SMOKE-FREE AND VAPE-FREE AREA AND HAS A NO  
SMOKING AND NO VAPING POLICY FOR STAFF AND STUDENTS**