



POSITION DESCRIPTION

Title:	Head of Health and Physical Education
Reports to:	Director of Teaching and Learning
Direct reports to this role:	Health and Physical Education Teachers
Internal Liaisons:	Head of Sport, Deputy Principal, Director of People and Culture, Head of Junior School, Head of Senior School, and other Senior Leaders.
Terms and Conditions:	This is a teaching position with a 0.4 leadership time release.

At PLC our priority is creating an environment where our students and staff thrive. Health and Physical Education is an important part of the diverse curriculum offered at PLC. In addition to academic learning, our students engage in a comprehensive co-curricular programme that enhances, physical health, well-being and a strong sense of belonging.

The Head of Health and Physical Education will lead a vibrant, rigorous academic department in the PLC Senior School. The successful applicant will ideally have teaching and curriculum development experience across all Health and Physical Education subjects from Years 7-12 and/or previous experience in a leadership role. The Head of Health and Physical Education will be deeply passionate about advocating for the advantages of health and wellness through physical education. They will also be dedicated to enhancing awareness of the positive influence that overall physical health and well-being can have on the school community.

PLC Statement of Purpose

Presbyterian Ladies' College is a Uniting Church School committed to educational excellence that gives girls the confidence to lead purposeful lives and make an active contribution towards the common good.

Statement of Commitment to Child Safety and Wellbeing

All children and young people who come to Presbyterian Ladies' College have a right to feel and be safe. We are committed to the safety and well-being of all children and young people. We are committed to providing a child-safe and child-friendly



environment, where children and young people are safe and feel safe and can actively participate in decisions that affect their lives.

We have zero tolerance for child abuse, grooming and other harm and are committed to acting in students' best interests and keeping them safe from harm.

The College regards its child safety responsibilities with the utmost importance and is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintaining a child safe culture.

Each member of the College community has a responsibility to understand the important and specific role that they play individually, and collectively, to ensure that the well-being and safety of all students is at the forefront of all that they do, and every decision that they make.

Staff Obligation to Child Safety

All staff at PLC take an active role and are well-informed of their obligations in relation to the safety and well-being of children and young people at PLC. The PLC Statement of Commitment to Child Safety and Wellbeing and relevant policies have been developed in line with the National Principles for Child Safe Organisations. They are incorporated into the College's employment cycle from recruitment and reference checking to induction and a commitment to regular Professional Learning. All staff at PLC are required to sign a statement that they have read, understood, and agree to abide by the PLC Child Safety Policy and the PLC Child Safety Staff Code of Conduct.

Key Duties and Responsibilities

Leadership

- Support the strategic direction of the College and assist in managing change as required.
- Lead the National, WA Curriculum and International Baccalaureate courses for PLC, bringing contemporary knowledge, good judgment, and inspirational leadership to your learning area.
- Lead the development of strategic curriculum plans, long-term goal setting and achievement of outcomes for Health and Physical Education at PLC.
- Develop and articulate a Health and Physical Education strategy, and vision to students, staff, parents, and the wider school community.
- Work collaboratively with various teaching areas to ensure shared success.
- Be a positive, professional, affirming, and fair leader of a teaching team, supporting teacher autonomy and accountability.
- Ensure that appropriate human and physical resources are identified and



managed.

- When required, participate in the recruitment and selection of staff.
- Provide leadership to your team and support them to develop and achieve agreed goals through the dedicated PLC Professional Growth and in their general work life.

Academic Management Outcomes

- Align Health and Physical Education programmes with the WA Curriculum, adjusting the curriculum to meet the needs and characteristics of PLC students.
- Physical Education curriculum and elective course curriculum oversight and delivery (Outdoor Recreation and Sport & Recreation).
- Manage the Year 11/12 Lighthouse Leavers and Year 7 – 10 Health and Wellbeing programmes and curriculum courses.
- Monitor and implement National Curriculum and IB courses as and when required.

Health and Physical Education Curriculum

- Manage Department curriculum timetabling, and facility use to support best practice teaching and learning.
- Coordinate internal standardisation procedures to ensure consistency of assessment.
- Manage the monitoring of individual student outcomes and effectiveness of the curriculum.
- Review assessment outcomes and records within required timelines.
- Develop and support inquiry, collaborative practice and co-teaching, differentiated curriculum, student-centred learning, feedback, and use of ICT to enhance teaching and learning.
- Ensure effective management, selection, and use of teaching resources (including staff) to:
 - Minimise disruption to student learning outcomes.
 - Provide the best learning strategy for students.
- Oversee the day-to-day teaching practices and outcomes of departmental staff.
- Explore possibilities of interaction between Junior School and Senior School students for health and physical-related peer support activities.
- Coordinate annual fitness testing procedures for tracking, analysis and reporting of student achievement over time.

Administration

- Manage the internal cover of reliefs, in liaison with the Lead Academic Administrator, for teaching staff within the department on a day-to-day basis.
- Coordinate and organise Inter-House Carnivals.
- Maintain effective communication, ensuring that team members are kept up-to-date and informed on relevant matters and events.
- Attend meetings on behalf of the Department as appropriate or required.



- Attend Teaching and Learning and Educational Leadership Team meetings and work closely with other senior members of staff in the formulation of academic policy and its implementation.
- Maintain and manage resources allocated to the Department on an ongoing basis.
- Prepare and be accountable for the allocated budget.
- Contribute articles to the various PLC publications as required or requested.
- Contribute to co-curricular life at PLC, with HPE staff taking a lead role in sports.
- Undertake other duties from time to time as determined by the Director of Teaching and Learning

Health and Safety

- Demonstrate a commitment to health and safety in the workplace in daily activities, by always performing tasks in the safest possible manner for the individual, co-workers, and students.
- Always ensure that you work in compliance with all laws, acts, regulations, and internal policies outlined in all manuals and handbooks, as updated from time to time.
- Report all hazards and incidents that the individual is party to, or observes, in the correct manner.
- When required or directed by PLC, participate in any health and safety training.

Knowledge, Skills, and Attributes

- Aligns with PLC's vision and values.
- Passionate about leading young women's education.
- Demonstrates outstanding knowledge of contemporary teaching practices.
- Has the ability to lead; fosters trust and honesty and inspires others to achieve outcomes.
- Embraces diversity and demonstrates empathy and enthusiasm.
- Demonstrates well-developed interpersonal, communication, presentation, and negotiation skills.
- Collaborates effectively in teams and values and inspires continuous learning.
- Adaptable and resilient in changing environments.
- Can confidently manage resources (staff and finance) within budget parameters.
- Displays empathy, enthusiasm, and commitment; is highly motivated to contribute.
- High-level skills in managing behavioural and learning expectations for students.
- Committed to excellence and improvement.
- Displays a strong work ethic and attention to detail.



PLC PERTH
PRESBYTERIAN LADIES' COLLEGE

Qualifications, Certifications and Experience

- Right to work in Australia (essential).
- Working with Children Check WA (essential).
- Relevant qualifications and clearances to be registered as a Teacher in Western Australia (essential).
- Leadership or management experience in a similar role (desirable).
- Fitness and/or Strength & Conditioning qualification (desirable).
- Bus License (desirable).