SAMUEL MARSDEN COLLEGIATE SCHOOL

POSITION DESCRIPTION

POSITION:	Head of Physical Education and Health
REPORTING TO:	The Principal through the Deputy Principal
STAFF RESPONSIBILITY:	Physical Education and Health Teachers
DATE:	September 2026

PURPOSE AND RESPONSIBILITIES OF THE POSITION:

The Head of Physical Education and Health is responsible for:

- The planning and delivery of Physical Education and Health Curriculum to students Years 7 to 13 as required from year to year
- Providing high-quality, specialist instruction in all aspects of the Physical Education and Health Curriculum
- Being a positive, co-operative leader and member of the Physical Education and Health Team

The following description provides an outline of the responsibilities of the position named above. It is not a detailed account of all the duties and tasks, which reasonably can be expected of a professional educator at Marsden School, nor can it be a substitute for the spirit of collaboration, which is encouraged among the teachers, their colleagues, the Principal, the Board of Management and the Marsden School community.

All teachers are expected to support the Christian ethos of the school and to conduct classes in the spirit of the Mission Statement and our school goals.

The Head of Physical Education and Health will provide academic leadership; plan, implement and evaluate the Physical Education and Health Programmes Years 7-13 and oversee outdoor education in line with the aims and objectives of the School.

The Head of Physical Education and Health is one of the team of HOD's reporting to the Deputy Principal who is expected to play a full part in the development of academic policy making and help co-ordinate the Department into the life of the whole school.

ACCOUNTABILITIES:

The Head of the Physical Education and Health will:

Professional

- develop and maintain a high-quality core curriculum of Physical Education and Health in the Middle and Senior Schools with appropriate courses, effective and efficient teaching with up-to-date resources

- co-ordinate inclusive programmes of all levels of Physical Education
- promote the integration of tikanga and te reo Māori across Physical Education and Health
- integrate wellbeing practices into everyday learning
- collaborate with the Director of Sports in order to co-ordinate and run whole-school events, e.g. senior sports, athletics, cross country
- set the aims and objectives with the Deputy Principal and ensure, through carefully prepared schemes, these are carried out as effectively as possible
- provide professional leadership and staff development for the members of the Department
- promote the interests and market the strengths of the department both inside and outside the School.

Administration

The HOD will be responsible for administering the department to meet its major objectives by:

- forward planning of the department's year
- recording individual students and class progress
- departmental timetabling - distribution of classes among staff
- overseeing the delivery and assessment of NCEA within the department
- encouraging the participation of students in entries to competitions
- shared responsibility for organisation of school wide sports events, such as athletics day and swimming sports, cross country with the Sports Department
- assuming responsibility for the approving of Risk Analysis Management (RAS) forms prepared by staff and sharing with the Deputy Principal and Principal for approval at least one week prior to the event.

Management

The HOD will be responsible for:

- the running of Departmental meetings (fortnightly)
- attendance at HOD meetings
- supporting the professional development and professional growth cycle of department members

Resources

- estimation of budget allocation for textbooks, classroom materials, video equipment, IT etc.
- ordering stock, materials and equipment
- maintaining Physical Education facilities, resource room, etc

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FUNCTIONAL RELATIONSHIPS

Internal

The Head of the Physical Education and Health reports to the Deputy Principal and works with the other HoDs, the members of the Senior Management Team, the Sports Department, the Staff and students in the School.

External

The Head of the Physical Education and Health will also liaise with parents, will have contact with members of the outside community including agencies that work with the School.

AUTHORITY

The Head of the Physical Education and Health is responsible for:

- planning and setting the budget for the Department under the directive of the Business Director and in conjunction with the Deputy Principal, and working within the agreed budget
- planning, implementing and evaluating the programmes of the Department and the progress of the students.

EXPECTED RESULTS

The Head of the Physical Education and Health expected to ensure:

- the pursuit of excellence in all areas
- the development of educationally sound courses which are regularly reviewed
- the regular assessment of student's work by a variety of assessment methods
- that each student is extended to the limits of their ability, with specific performance targets set and students taking responsibility for their own development and learning
- teaching of advanced thinking skills with the development of independent thought and sound judgement
- an ethos of fair play, loyalty and team support is engendered
- a balanced extra-curricular programme with full participation and extension of students in regional, national and international competitions
- the effective use of ICT
- the provision of support and guidance for students
- effective communication with parents
- the retention of a well-qualified and suitably trained staff team of staff who see curriculum knowledge is up to date, with teaching strategies and approaches that inspire students to learn
- the provision of appropriate resources for the needs of the students with up-to-date technology and trained staff.