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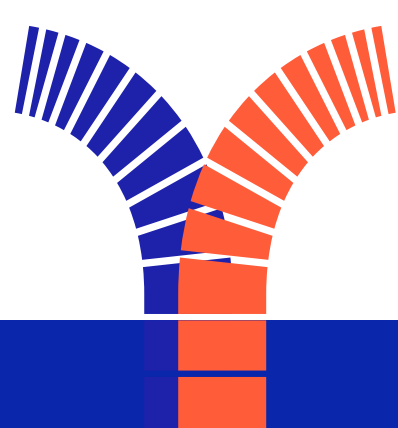
Termly Checklist for PE Leads

Secondary

How to use this checklist

This termly checklist is designed to support Heads of PE in planning, prioritising and reflecting throughout the academic year. Use it as a flexible working tool – not everything will apply to every context, and that's okay. Adapt, personalise and revisit it regularly to suit your department's evolving needs. It's not about ticking every box, but about supporting consistent, purposeful leadership across the year.

■ Autumn

- Review curriculum mapping and ensure alignment with whole -school priorities
 - Set departmental goals and share with staff – link to school priorities
 - Finalise extra-curricular sport schedule (fixtures, clubs, leadership)
 - Audit and maintain equipment/facilities (if not done at the end of last summer)
 - Plan internal moderation of assessment
 - Lead department CPD or support needs analysis – responding to need – identify PD needs and create a plan
 - Launch interventions or targeted groups (e.g. non-participants, disadvantaged and inclusion – seldom heard voices)
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■ Spring

- Track student progress and review assessment data
 - Lead or contribute to staff performance reviews (if applicable)
 - Amend PD offer following performance reviews and lesson monitoring
 - Prepare for summer term events (sports day, transitions, trips)
 - Monitor KS3–KS4 progression and GCSE uptake
 - Review and adapt extra-curricular offer based on engagement
 - Carry out pupil voice survey and act on feedback
 - Review department budget and plan spending
 - Sign up to National School Sports Week
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■ Summer

- Deliver and evaluate sports day and end-of-year events
- Finalise curriculum plans for next year
- Analyse GCSE/BTEC/KS3 performance and write summary in September, as won't have data till mid-august
- Update schemes of learning (including literacy, life skills, inclusion)
- Submit or renew School Games Mark or equivalent
- Celebrate PE achievements for students and staff
- Induct new staff or plan for September changes
- National School Sports Week

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