



# St. Nicholas Preparatory School

with Montessori Nursery & Reception

## Working with us

Providing an inspiring world of education – that is what we strive for in our schools. We want it for our children, and we want it for the people who work for us.

Since Cognita's launch in 2004, we've built an international network of 67 schools that serve some 35,000 pupils across seven countries in the UK, Europe, Latin America and South-East Asia. Cognita's international network of schools and regional offices, combined with our ongoing investment in the professional development of our people, means we can offer first-class career opportunities with a global dimension. If you want to take your career further, we want to support you in achieving that goal within Cognita.

## St. Nicholas School Aims

St. Nicholas Preparatory School is an independent school promoting a rich and varied education in which all children are valued equally and encouraged to fulfil their potential. We offer a structured and challenging environment. Children are rewarded for the highest standards of behaviour, effort and academic achievement.

## St. Nicholas School Values

Ambitious

Respectful

Resilient

Kind

Together we are a Team

## Shared Responsibilities

All members of staff have shared responsibility to comply with all policies and procedures and most importantly those relating to Safeguarding, Safer Recruitment, Child Protection, Data Protection, Human Resource issues and Health and Safety.

*"The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Education Safeguarding Policy (including Child Protection Procedures) at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's*

*Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.”*

All employees should promote relationships based on mutual respect where all are treated with dignity and fairness promoting equality of opportunity and co-operation.

Effective communication is the responsibility of all staff and inclusive of all appropriate stakeholders (e.g. pupils, colleagues, parents, outside agencies etc).

Additionally all members of the teaching staff should aspire to excellence and, if not already, to become, outstanding teachers. All should comply with the DfE Teachers’ Standards.

## **JOB SPECIFICATION**

<b>Job Title:</b>	<b>Head of PE and Games</b>
<b>Reporting To:</b>	The Headmistress,
<b>Line Manager:</b>	Deputy Head
<b>Internal Contacts:</b>	All school employees, pupils
<b>External Contacts:</b>	Education establishments, suppliers, parents

## **OUTLINE JOB DESCRIPTION**

### **KEY DELIVERABLES**

Head of PE/Games: Leadership

- To lead the development and innovation of teaching and learning in PE/games across the school to ensure the highest standards of attainment and accelerated pupil progress
- To oversee and monitor the planning, delivery, differentiation and assessment of PE/games across the school and to act as a source of advice and support to colleagues
- To ensure that schemes of work in PE/games meet the aims of the school, are aspirational and contain clear differentiation
- To deliver inspiring and creative PE and games lessons to pupils, acting as a role model for your team and the pupils, aspiring to excellence in all things
- To keep abreast of changes in the curriculum related to PE/games (both in the independent and state sector) at a local and national level and to adapt the curriculum and Schemes of Work accordingly, acting as a source of advice and support to colleagues
- To oversee the tracking of pupil progress in PE/games and sport and use appropriate methods to record and monitor this, setting targets and next steps
- To line manage and meet regularly with members of the PE/games department, including specialist teachers and any peripatetic sports coaches, keeping records of meetings

- To contribute to the development of the School Improvement Plan and to prepare an annual improvement plan for the PE/games department in line with agreed SIP
- To manage the PE/games department budget effectively to promote the best learning environment for pupils
- To ensure fair/adequate distribution of resources relating to the teaching of PE/games
- To undertake lesson observations for staff teaching PE/games as part of the school's performance management processes as directed by the Head
- To lead inset and professional development activities for staff in relation to the delivery of the PE/games programme, including non-specialists
- To support new members of staff
- To oversee the organisation and delivery of squad, training and club sessions related to the PE/games and sports curriculum, including those at lunchtimes and after school
- To arrange regular fixtures with other IAPS and independent schools
- To accompany pupils to matches and tournaments, including those after school and sometimes at weekends
- To referee matches
- To act as an ambassador for the school and host visiting teams accordingly
- To keep abreast of issues relating to health and safety and prepare risk assessments accordingly, including those for off-site venues eg Imperial College
- In liaison with the School Business Manager and Head, to source and book suitable venues as required for games and PE related activities
- To oversee the safe storage of resources for the delivery of PE/games and sports lessons, including those at off-site venues
- To identify and prepare pupils who are potential Sports scholars at 11+
- To contribute to the writing of references for pupils in relation to Sport as directed by the Head
- To develop and participate in cross curricular projects and schemes of work relating to PE/games
- To arrange school trips and competitions relevant to PE/games and sport, across all year groups as appropriate
- To oversee the organisation and delivery of the annual Sports Day and inter-house sports competitions
- To contribute to the development of pupils who are able, gifted and talented in PE/games
- To prepare displays in relation to PE/games and ensure these are of a high quality
- To ensure that all events relating to PE/games and sport are properly planned, promoted and celebrated

## Teaching

- Teaching pupils assigned to you, registering attendance, supervising, setting and marking work to be carried out by pupils in school or elsewhere

- Maintaining good order and discipline amongst pupils, safeguarding their health and safety both on school premises and during authorised school activities elsewhere.
- Planning and preparing courses and lessons, attending assemblies and attending and leading after school clubs
- Promoting the general progress and wellbeing of pupils, keeping records and reports on their development, attainment, personal and social needs
- Providing guidance and advice to pupils on educational and social matters
- Communicating and consulting with parents of pupils, participating in meetings arranged for any of the purpose described above
- Maintaining and monitoring display work in appropriate areas of the school
- Communicating and co-operating with persons or bodies outside the school

#### Educational methods

- Producing short, medium and long term schemes of work for the classes that you teach
- Reviewing from time to time your methods of teaching and programme of work
- Co-operating with the Head and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment of pastoral arrangements
- Being aware of the developments in ICT and how they may be integrated into your subject

#### Public examinations

- Participating in arrangements for preparing pupils for and supervising them during public examinations and providing assessments

#### Administration

- Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of person providing support for the teachers in the school and the ordering and allocation of equipment and materials
- Participating in meetings which relate to the curriculum, the administration or organisation of the school, including pastoral arrangements
- Working with other members of staff as necessary at the end of the academic year to ensure a smooth transition for pupils and teaching staff into the next year, including liaising with teachers and staff from other schools within the group

#### Learning and development

- Participating in arrangements for professional development
- Participating in any arrangements that may be made for teacher appraisal and performance management

#### General

- Maintain good order and promote self-discipline among pupils, with a view to their well-being and safety

- To help maintain the children's personal hygiene and well-being which may involve dealing appropriately with sickness and injury. This involves knowledge of medical issues pertinent to the children
- Maintain appropriate level of liaison with the local community
- Attendance at staff meetings and INSET days
- To be involved in the supervision of individual children groups, or the whole class as appropriate and necessary. This will include activities such as Garden breaks and walkovers to Imperial College and Hyde Park
- To undertake such additional duties as might be reasonably requested by the Head or other authorised person

#### Admissions and Marketing

- To contribute in the promotion of your subject and the school
- To support and where appropriate lead on the trialling of pupils and to support the admissions process for prospective pupils
- To ensure the sports pages on the website are up to date, that forthcoming events are promoted on the web and written up afterwards to celebrate all that has been achieved and enjoyed
- Maintain appropriate level of liaison with outside bodies and other agencies where needed

#### Academic

- To promote the highest attainment and progress for each pupil in your subject. To liaise with colleagues in the developments of schemes of work and negotiate agreement on themes and topics
- To review schemes of work to ensure that they meet the needs of all pupils and, where appropriate "to reach beyond", the agreed curriculum
- To promote teaching methodologies to suit a variety of learning styles
- To identify, track and provide proper learning experiences to enable access for all and with specific reference to Gifted and Talented, SEN and EAL
- To identify, track and ensure effective assessments and feedback of pupils' attainment and progress and to ensure consistency in marking across the department
- To maintain an update manual and computer records of pupil marks and progress and to use this data to analyse trends in performance and initiate interventions as appropriate
- To use data to improve teaching and learning
- To maximise the opportunity for trips to support the curriculum

#### Assessment and Reporting

- Working with the Deputy Head and Subject leads to ensure assessment and exam weeks and other means of testing are properly in place
- To report on pupil attainment and progress as required by the pattern agreed each academic year

- To attend parents evening to discuss pupil's progress with parents
- To provide written reports on pupils on request e.g. for school transfers

### **Person Specification**

- A love of sport and an eagerness to inspire all children to be 'fit for life'
- A commitment to promoting competitive sporting opportunities across the year groups
- Experience of teaching PE and games as a specialist subject (ideally at prep/ primary level)
- Knowledge and experience of the delivery of boys and/or girls sport in the independent sector
- Knowledge of relevant Key Stage and National Curriculum requirements
- A team player who can work collaboratively with colleagues
- Ability to build up a strong rapport with pupils, parents and colleagues
- Excellent written and oral communication skills
- Excellent organisation and time management skills

### **Education and Skills**

- UK Qualified Teacher Status (QTS) or equivalent
- Degree in PE/sport or other related field
- Evidence of further professional development in the area of PE/games eg coaching and refereeing qualifications

### **Remuneration**

- Salary according to experience and qualifications
- Teachers Pension Scheme
- The school is committed to the further professional development of employees and the post holder would be able to take full advantage of training provided by Cognita and other providers

*Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK and/or criminal policy checks for all other countries lived or worked in for a period of 3 months or more since the age of 16 (irrespective of whether they worked in those countries).*

JW/April 2018