



APPLICATION PACK

PE AND SPORT TEACHER

**CLOSING DATE: MONDAY 29 JANUARY
2018**





Dear Applicant

Welcome to The Manor!

Thank you for your interest in The Manor Preparatory School. This information pack is designed to give you more information about the school and the post you are interested in and we hope that we are able to convey the qualities that make The Manor an exceptional place, not only for our pupils, but also for our fulfilled and happy staff that work hard to create the school's spirit, warmth and dynamism.

Founded in 1947, The Manor is a thriving, happy school with around 390 pupils aged 2 to 11. The school is run as a charitable trust by an independent Board of Governors. At present, the School is co-educational until Y2 and girls only Y3-6. From September 2018 the school is phasing in full co-education and will therefore be welcoming boys and girls from 2 to 11 in every year group by 2021. This is therefore a very exciting time in the school's development.

In the Early Years Department, our purpose-built Pre-Nursery and Nursery gives children the best start in bright, airy facilities together with a team of enthusiastic, qualified and dedicated staff. Children in Reception, Years 1 and 2 are exposed to a stimulating and enriching curriculum supported by a team of exceptional Teachers and a full-time Teaching Assistant in each class.

From the age of 7 to 11, the pupils in our Prep Department enjoy increased specialised teaching in a rich, warm-hearted environment where all pupils are encouraged to fulfil their potential. The school has outstanding facilities for Music, Science, ICT, Food Technology, Sport and Drama and offers an extensive range of extra-curricular activities but retains a primary school ethos, focusing on the happiness and well-being of each child.

In its latest ISI Inspection Report, The Manor was rated 'excellent' (the top grade the ISI now awards) in all respects. Each member of our staff contributes to the unique identity of The Manor, providing a network of support and teamwork which has become a characteristic of the School. Children are "challenged and cherished".

We hope that on reading our application pack, we are able to convey a sense of the school's spirit, warmth and dynamism that have made it thrive over the years. Naturally if you have any questions, please don't hesitate to contact Mrs Nicole Burroughs, PA to the Headmaster, by email (hr@manorprep.org) or by phone (01235 858 478). You are welcome to telephone to arrange for an informal tour at any point.

May we take this opportunity to thank you for the time and thought that we recognise goes into preparing a job application.

With very best wishes

Alastair Thomas
Headmaster

JOB DESCRIPTION

Job Title:	PE & Sport Teacher
Primary Responsibilities:	
<p>PE & SPORTS TEACHER</p> <p>Purpose of the job:</p> <p>To enable all pupils of mixed ability in all years to be enthused and reach their potential in PE.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • To teach the curriculum Sport and PE with a vibrant, balanced and focused curriculum programme throughout the school year to children in Early Years, Pre-Prep and Prep • In collaboration with the Head of Sport & PE, co-ordinate and administer the hockey programme • In collaboration with the Head of Sport & PE, organise and assist at House events • To lead and assist at squads and clubs before school, after-school, at lunchtimes, attend weekday and weekend fixtures as is reasonably required and the occasional sports trips at weekends • To build up relationships with competitor schools • To plan and provide a stimulating, invigorating and motivating learning environment to generate a highly positive and inclusive atmosphere across the PE and sport environment • To continually evaluate schemes of work and lesson planning of the Department • To be aware of the new developments and advances in teaching and coaching, and take an active and positive interest in professional development • To take part in the school's CPD and INSET programme • To take a full and active part in the extra-curricular life of the school, as required, including attendance at open events to market the school • To participate fully and contributing to the spiritual and moral life of the school • Plan and prepare lessons in advance, in collaboration with colleagues, and ensure that learning is kept within the PE Department's targets • Record and report on the development, progress and attainment of children including initiating meetings with parents to discuss attainment and progress • To be present at Parents' Evenings, as necessary • To write individual reports once a year for designated class groups • To promote sport at The Manor through staff meetings, the school website and by being present at fixtures and events 	

- To carry out lunch and break time duties as timetabled or when necessary
- To maintain an appropriate awareness of and work effectively within the policies of the school
- To operate safety within the workplace and maintain a high standard of practice
- To behave professionally at all times and maintain confidentiality of information
- To promote and safeguard the welfare of the pupils that fall under your responsibility or that you come into contact with
- To enter wholeheartedly into the life of the school, enthusiastically supporting colleagues and parents for the benefit of our pupils
- Act as a class teacher and a Buddy Group Leader if required
- Such other duties that the Headmaster or Deputy Head may reasonably and from time to time require

General Teaching Duties

(Applicable to all Teachers, and to Teaching Assistants where appropriate)

Assessments and Reports

- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

Appraisal

- Participating in arrangements for the teacher's further training and professional development as a teacher.

Review: Further Training and Development

- Reviewing from time to time the teacher's methods of teaching programmes of work.
- Participating in arrangements for the teacher's further training and professional development as a teacher; the two or three days before the start of each term - i.e. when the pupils return - are for all staff for training and preparation; there may be other days in the school year when staff are required for training with reasonable notice.

Educational Methods

- Advising and co-operating with the Headmaster and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

Discipline, Health and Safety

- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the School premises and when they are engaged in authorised school activities

elsewhere; following all aspects of the School's Safeguarding Children policies, including informing the Headmaster (or Head of Early Years in EYFS) of any concerns.

Staff Meetings

- Participating in meetings at the School which relate to the curriculum for the School or the administration or organisation of the School, including pastoral arrangements. These could be after the Normal School Hours but should normally be finished by 5.45pm.

Cover

- Supervising and so far as practicable teaching any pupils whose teacher is not available to teach them.

Public Examinations

- Participating in arrangements for preparing pupils for public examinations (including Common Entrance, other 11+ tests, Key Stage tests and NFER tests at any age) and in assessing pupils for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examinations.

Administration

- Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the School and the ordering and allocation of equipment and material.
- Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.

Other Duties

- Staff are expected to carry out other duties as reasonably requested by the Line Manager, Headmaster or the SLT.

Staff Handbook

- To follow the directions contained in the Staff Handbook, which change from time to time.

Review Arrangements:

The details contained in this Job Description reflect the content of the job at the date it was prepared. It is inevitable that over time the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the school will expect to revise this Job Description from time to time in consultation with the postholder.

PERSON SPECIFICATION

CRITERIA	NECESSARY REQUIREMENTS	DESIRABLE REQUIREMENTS
SKILLS, KNOWLEDGE AND EXPERIENCE	<ul style="list-style-type: none"> • PE teacher and sports coach experience appropriate to this role • Ability to coach Hockey as well as other representative games and individual sports • Ability to teach Swimming 	<ul style="list-style-type: none"> • Experience of teaching PE and sport to Early Years, KS1 and KS2 • Experience of teaching or coaching swimming
EDUCATION/ QUALIFICATIONS/ KNOWLEDGE	<ul style="list-style-type: none"> • Qualified PE Teacher 	<ul style="list-style-type: none"> • UKCC Level 2 Hockey Coach • ASA Level 1 or 2 Swimming Teacher
COMMITMENT TO SAFEGUARDING OF CHILDREN	<ul style="list-style-type: none"> • Committed to all aspects of Safeguarding Children and undergone appropriate Safeguarding training and other checks 	
QUALITIES TO WORK AS A MEMBER OF A TEAM	<ul style="list-style-type: none"> • Passion to develop PE and sport at The Manor • Dynamic and teacher who inspires high levels of confidence in colleagues, pupils and parents • Inspiring personality who is innovative, progressive, makes learning fun • Sets high standards 	<ul style="list-style-type: none"> • Sense of humour • Adaptable and flexible

How to apply

Before applying for this position, candidates should read our Safeguarding Children Policy, available on the policies section of our website (<http://www.manorprep.org/about-our-school/policies/>). Please also refer to the website for further information about the school.

Applicants should send a Letter of Application and the signed completed Application Form by 5pm on Monday 29 January 2018 to:

HR Department
The Manor Preparatory School
Faringdon Road
Abingdon
OX13 6LN
Tel: 01235 858478 ♦ Fax: 01235 559593 ♦
e-mail: hr@manorprep.org

Please note that we will require a signed copy of the Application Form returned to The Manor.

Information provided will be administered under the school's Data Protection Policy.

The Manor Preparatory School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Application and Recruitment Process ♦

Explanatory Note

Application Form

- Applications will only be accepted from candidates completing the enclosed application form in full. CV's will not be accepted in substitution for completed application forms in the absence of good reason. They may, however, be submitted in addition to the application form.
- Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see job description for the post.
- Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared, even if the candidate believes they have been deleted from police records.
- The successful applicant will be required to complete an Enhanced DBS Disclosure. For further information, contact the Disclosure and Barring Service - www.disclosuresdbs.co.uk
- We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children. The employer may answer 'not applicable' if your duties have not brought you into contact with children or young persons. The school may contact any of your previous places of work, whether or not they have been named in connection with a referee.
- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or Department for Education.

Invitation to Interview

If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children. Interviews for teaching posts will normally consist of two rounds: short-listed candidates are invited to a first round. A selection of these candidates will then be asked to return for second round, which will include a lesson observation and a tour of the school.

What to bring to the Interview

1. Eligibility to work in the UK Documents:

Please ensure that you pass your proof of eligibility to work in the UK to the interviewer at your interview.

British Citizen;

- Passport showing that the holder is a British citizen.
OR
- A Full UK Birth Certificate or birth certificate issued in the Channel Islands, Isle of Man or Ireland along with either a P45 or P60 or a wage slip that is printed

Citizens from the EU/EEA;

Do not require work permits or Sponsorship and have complete freedom to live and work in the UK - see countries below:

1. Austria, Belgium, Cyprus, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, Malta, Netherlands, Portugal, Spain, Sweden, UK
and also Switzerland, Norway, Liechtenstein and Iceland
2. Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia, Slovenia

The following A2 Countries do require Accession Worker Card

Bulgarian or Romanian Nationals (Blue, Purple or Yellow)

All non EU/EEA Citizen require one of the following documents:

- Ancestral Visa
- Family Reunion Visa
- Shortage Occupations (Tier) 2
- Spousal Visa
- Married to a UK Citizen
- Partner/married to holder of Sponsorship
- Student Visa - Tier 4
- Tier 5
- Youth Mobility
- Indefinite leave to Remain in the UK (Permanent Residence)
- Settlement
- Refugee

2. DBS Documents:

We routinely verify qualifications where they are a mandatory requirement for the post and undertake enhanced Disclosure and Barring List checks on all staff who have contact with children or vulnerable adults.

Unless you are able to provide details of a portable DBS Certificate for checking by the school then you will be required to undergo a DBS check at The Manor.

The appropriate documents should be presented at interview and they will be photocopied and verified at this stage.

Should you not be successful in securing the position you are interviewing for, these copied documents will be securely destroyed. N.B. (Photocopies are not acceptable).

The Manor Preparatory School Faringdon Road Abingdon Oxfordshire OX13 6LN
Tel: 01235 858458 • email: admissions@manorprep.org • www.manorprep.org

**1 document from Group 1 and
2 further documents from Group 1 , 2a or 2b; one of which must verify
your
current address.**

Group 1 - Primary Trusted Identity Credentials

- Current valid Passport.
- Biometric Residence Permit (UK).
- Current Driving Licence (UK) (Full or provisional) Isle of Man /Channel Islands;
- Photo card only (a photo card is only valid if the individual presents it with the associated counterpart licence; except Jersey).
- Birth Certificate (UK and Channel Islands) - issued at the time of birth;
- Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces.

Group 2a - Trusted Government/State Issued Documents

- Current UK (inc Isle of Man and Channel Islands) Driving licence photocard (full or provisional).
- Current UK ((inc Isle of Man and Channel Islands) driving licence (full or provisional) paper version (if issued before 1998)
- Birth Certificate (UK, Isle of Man and Channel Islands) - (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars - Photocopies are not acceptable).
- Marriage/Civil Partnership Certificate (UK and Channel Islands).
- Adoption Certificate (UK and Channel Islands).
- HM Forces ID Card (UK).
- Fire Arms Licence (UK and Channel Islands).

Group 2b - Financial/Social History Documents

- Mortgage Statement (UK or EEA)**
- Bank/Building Society Statement (UK or EEA)*
- Bank/Building Society Account Opening Confirmation Letter (UK).
- Credit Card Statement (UK or EEA)*
- Financial Statement ** - e.g. pension, endowment, ISA (UK).
- P45/P60 Statement **(UK & Channel Islands).
- Council Tax Statement (UK & Channel Islands). **
- Work Permit/Visa (UK) (UK Residence Permit). **
- Letter of Sponsorship from future employment provider (Non-UK/Non-EEA only - valid only for applicants residing outside of the UK at time of application).
- Utility Bill (UK)* - Not Mobile Telephone.
- Benefit Statement* - e.g. Child Allowance, Pension.
- A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands)*- e.g. from the Department for Work and Pensions, the Employment Service , Customs & Revenue, Job Centre, Job Centre Plus, Social Security.
- EU National ID Card.
- Cards carrying the PASS accreditation logo (UK and Channel Islands).
- Letter from Head Teacher or College Principal (16/17 year olds in full time education - (only used in exceptional circumstances when all other documents have been exhausted).

The Manor Preparatory School Faringdon Road Abingdon Oxfordshire OX13 6LN
Tel: 01235 858458 • email: admissions@manorprep.org • www.manorprep.org

If a document in the List of Valid Identity Documents is:
Denoted with * - it should be less than three months old.
Denoted with ** - it should be issued within the past 12 months.

3. Professional Qualification and Membership

If the position you are applying for requires a mandatory professional qualification you will need to produce your qualification and proof of professional membership at interview.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon

- verification of identity and qualifications
- verification of right to work in the UK
- a check against the Children's Barred List and the Adults' Barred List
- a satisfactory Enhanced Disclosure and Barring Service check
- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance
- receipt of at least two satisfactory references
- verification of professional status such as GTC registration, QTS Status (where required), NPQH
- a signed declaration of medical fitness to work with children
- completion of an Declaration of Disqualification
- satisfactory completion of the probationary period
- verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)

WARNING

Where a candidate is:

- found to be on Children's Barred List, Adults' Barred List or the Protection of Children Act List; or
- the Enhanced DBS disclosure shows s/he has been disqualified from working with children by a Court; or
- found to have provided false information in, or in support of, his/her application; or
- has association with another individual who has had such orders or restrictions or committed certain offences; or
- the subject of serious expressions of concern as to his/her suitability to work with children, the facts will be reported to the Police and/or the Department for Education and the ISA