



Bristol
Grammar
School

Job Description

Head of Physical
Education

Bristol Grammar School: a company limited by guarantee, company number: 5142007
Registered Office: University Road, Bristol, BS8 1SR. Registered Charity Number: 1104425

Life changing

Job Role Specification

Post: Head of Physical Education

Line Manager: Deputy Head

Anticipated start date: 01 September 2019

Outline of Department

The PE department has eight full-time and two part-time members of staff, all of whom teach the complete range of activities within the PE curriculum. In addition to the Head of PE, the School also has a Director of Sport. This is, therefore, an exciting opportunity for the right candidate to take on Physical Education at Bristol Grammar School.

The Head of PE oversees both the examination subject of PE (GCSE and A level), together with the planning, management and delivery of the core PE curriculum. The department currently follows the AQA specification for GCSE and A level. It is currently taught by six of the ten staff and the examination results for 2018 showed 57% A*-A at 'A' level (100%A*-C) and 51% 9-7 at GCSE.

For core PE, students are taught on site in mixed groups, from Reception to Year 11. The Infant and Junior School PE Co-ordinator will oversee all provision up to and including Year 6. The Head of PE will ensure the delivery from Year 7 onwards. The lesson content is wide ranging, based upon National curriculum guidelines at KS 1 to 4, and provides the foundation from which the off-site programme thrives. Each year-group spends one afternoon a week at Failand, taught predominantly in single-sex groups, following a traditional sport programme which concentrates upon the introduction of the major games of Rugby, hockey, netball, football, cricket, athletics and tennis. From KS4 greater variety is provided as an option-guided scheme is introduced.

The Head of PE will need to work closely with the Director of Sport, ensuring close ties between the Core PE curriculum and the Games programme.

The on-site facilities are superb. The Sports Centre houses a large indoor hall, internal climbing wall, four glass-backed squash courts, a newly refurbished gym with strength and conditioning facilities, and a number of multipurpose areas and a designated teaching base.

The School's extensive games facilities are equally impressive. Located four miles away at Failand, there are some fifty acres of grass pitches, two floodlit Astro turf hockey pitches, six netball and sixteen tennis courts, athletic areas and an impressive sports pavilion. The School has recently developed these facilities further with the addition of a 3G pitch, enabling many more students to benefit from an outstanding sports provision at the school. In addition, the School has a strong tradition of ambitious sports tours: in recent years senior teams have travelled to South East Asia, South Africa, South America, Australia and New Zealand, while the younger years prepare for these major events with trips to Barcelona, Malta, Belfast, Dublin and other areas of the UK.

The School enjoys a vigorous sporting tradition for boys and girls in all team and individual sports. To maintain this, a commitment to the ethos of BGS is essential from both pupils and staff. Many mid-week practices complement a comprehensive Saturday fixture list. The department aims to encourage the participation of all in meaningful physical activity while maintaining the pursuit of excellence as a specific goal in team and individual performance. The successful applicant will be expected to play a full part in this programme by coaching a sports team, including attending and officiating a fixture on a Saturday in each term. The ability to coach Hockey will be of benefit, but any team sport will be considered.

Professional development is considered to be very important and all teachers are encouraged to take the opportunity to attend internal and external courses to enhance their professional skills, linking in with our annual Appraisal cycle. Five days every year are directed to whole-school Inset.

Duties and Responsibilities

A successful Department is one that not only produces good examination results, but which generates enthusiasm, enjoyment and a sense of purpose among students and staff. We aim high at Bristol Grammar School and are proud to do so, inspiring a love of learning, fostering intellectual independence, and promoting self-confidence and a sense of adventure among our students. The Head of Department has an important part to play in this and will set his / her sights high in everything they do. Successful Heads of Department are leaders, not just managers, leading by example through excellent teaching, outstanding organisation, patience, understanding and empathy, as well as knowledge of the 'bigger picture' and the place the Department has in the priorities of the School. To be a Head of Department is a great achievement and the position is held in high esteem.

All Heads of Department are responsible to the Headmaster for the proper discharge of their duties. The overall direction of Heads of Subject is, however, delegated by the Headmaster to the Deputy Head who is responsible for Learning and to the Assistant Head (Curriculum). The Head of Physical Education will be responsible for:

- The leadership, oversight and good management of the Department.
- Ensuring that the quality of learning is at its very best in the Department. This will be brought about through such things as close observation of students' work, both within and outside of the classroom, carrying out work scrutinies and student voice work, as well as analysis of data.
- Ensuring that the quality of teaching is at its very best, leading on new learning and teaching innovations in the subject, helping to facilitate all staff in the Department to discuss their teaching and develop new pedagogical techniques. This will be brought about through such things as lesson observations, being observed, advising on delivery of schemes of work, sharing of good practice and regular Department INSET on teaching styles and techniques.
- Setting the direction of the Department, with reference to the School's priorities, through the Department's Review and Plan document.
- The planning, organisation and review of the courses taught in the Department. The publication of the schemes of work, both internally for Department use, as well as on the School website for parents to access (in a shortened form).
- Liaison with the Infant and Junior PE Co-ordinator and ensuring that we are 'One School' as far as possible within schemes of work.
- The preparation and submission of an annual budget and the use of the budget allocated to the department for upkeep of stock, equipment and accommodation.
- The integration and induction of all new teachers to the Department. Supervision and observation of teachers during their probation period.
- The supervision and oversight of student teachers and liaison with the Director of CPD.
- The timetabling of Departmental staff to provide a fair and comprehensive spread of work.
- Ensuring that the School's homework policy is implemented within the Department.
- Ensuring that marking is in accordance with the agreed marking policy of the Department.
- The conducting of regular meetings, ensuring active and relevant participation of staff in departmental organisation. To promote the professional development of the staff in the Department by devising a suitable responsibility structure and encouraging in-service training.
- The progress of students, their welfare and the discipline within the Department, in line with the stated aims and objectives of the School, liaising with Head of Year 7, Academic Tutors and Heads of House where appropriate; the maintenance of adequate records; the allocation of grades as required by the School; and advice to students on choice of subjects to be taken at both GCSE and at A Level.
- The internal and external departmental examination policy and administration.
- Appraisal of members of the Department and associated Support Staff, including formal lesson observations.
- The organisation and co-ordination of trips, visits and co-curricular activities that may add enrichment to the day-to-day teaching of the Department and to the holistic development of students.
- Ensuring effective departmental channels of communication. Holding and taking minutes of regular formal meetings as well as holding informal meetings as the need arises.
- Liaison with Form Tutors, Heads of House, Year Heads and Directors of Studies regarding the work of individual students. Responding to concerns of Heads of House, Year Heads and Director of Studies regarding the professional work of any member of the Department.
- Production of stimulating displays in and around the Department and ensuring a high standard of up-keep in those rooms used by the Department.
- Assisting the Headmaster as required with the appointment of new members of the Department.
- Participation in the interview and examination of candidates for entry to the School.
- Occasional presentations to governors and parents.

- Ensuring the Headmaster is informed of developments in teaching and examinations and of the possible implications these may have for Bristol Grammar School.
- Ensuring that all activities undertaken in the Department conform to current Health and Safety legislation and that Risk Assessments are completed and stored as required.

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post.

Particular duties of all teachers at BGS include:

- Keeping up-to-date with developments of their subject particularly having regard to matters relevant to the secondary school curriculum
- Planning lessons carefully and ensuring that appropriate resources are available
- Maintaining good classroom discipline having regard to the behaviour policy of the School
- Regularly marking work in accordance with the marking policy of the department
- Providing assessment information, report grades and feedback for learning as required by the assessment and reporting schedule
- Observing School policy on health and safety requirements and being aware of any subject specific health and safety requirement and ensuring that they are implemented appropriately at all times
- In the first year at BGS, attending the induction programme meetings
- Taking part in the appraisal procedures
- Acting as a Form Tutor unless other duties preclude this
- Acting as a House Tutor and supporting the Head of House in as wide a variety of House activities as possible
- Taking note of the special educational and health needs of individual students, following advice from the Director of Studies for Students' Learning Needs or Head of House or Director of Studies or School Nurse
- Referring concerns about the performance of students to the Head of Department
- Contributing to discussions of individual students or giving written advice on request from Form Tutors, Heads of Department, Director of Studies or Heads of House
- Attending Charter Day Service, Open Day, Entrance Exams, Prize Giving and other major School events
- Developing and maintaining good relationships with parents and the local community
- Contributing fully to the life of the School and to the co-curricular programme of the School
- Conforming to the School's Code of Conduct.
- Adherence to the School's safeguarding procedures

All teachers at BGS commit themselves to contribute fully to the life of the School in and outside the classroom. In addition to being an energetic and enthusiastic teacher, the person appointed will also be expected to make a contribution to school games. The person appointed may also make a contribution to activities which can include almost anything of interest to both staff and students. Applicants should indicate their areas of interest and expertise.

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Candidate Specification

It is expected that the Head of Physical Education will possess the following attributes:

L = assessed through evidence from application form, references and letter of application	I = assessed at interview	E / D = Essential / Desirable
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A highly skilled and competent teacher who is energetic and totally committed to the ethos of the School and department	L	I	E
Ability to contribute effectively to the teaching of PE at both A Level and GCSE	L	I	E
Excellent subject knowledge and able to teach engaging PE lessons to all ages and abilities	L	I	E
Knowledge of AQA specifications for GCSE, AS and A2	L		D
A strength in the teaching/ coaching/ leading of team sports in the school in at least one of the traditional areas (major winter sports of rugby, hockey, netball and football)	L	I	E
An enthusiastic and approachable nature		I	E
A sense of humour and an optimistic, resilient style when faced with pressure		I	E
The ability to develop good working relationships with all members of the School community	L		E
A well organised and resourceful approach to their work and have the ability to meet deadlines	L	I	E
Be able to create a challenging and effective learning environment for all students	L	I	E
Plan a sequence of engaging lessons that builds on previous learning, with clear objectives and that encourages student progress and a sense of adventure		I	E
Ensure that a range of teaching strategies are used that enables all learners to be highly motivated, enthusiastic and respond positively to challenge and high expectations	L	I	E
Use assessment data to challenge and motivate students of all abilities and inform future planning and targets	L	I	E
Monitor, assess and report on students' progress			E
Experience of delivering leadership of coaching awards	L		D
An up-to-date knowledge of teaching and training initiatives that can be used to enhance learning. (ICT literacy: iPads, software for recording and analysing students' performance)	L		D
Willingness to participate fully in the co-curricular activities and fixtures including weekends	L	I	E
Commitment to the ethos and holistic education provided by BGS and to the maintenance of BGS as a leading independent school	L		E
Be able to communicate well with children and young people and in particular be prepared to demonstrate: <ul style="list-style-type: none"> ● Motivation to work with children and young people ● Ability to form and maintain appropriate relationships and personal boundaries with children and young people ● Emotional resilience in working with any challenging behaviour ● Professional attitudes to use of authority and maintaining discipline ● Understanding of safeguarding and promoting the welfare of young people 	L	I	E

Working hours and conditions

Working Hours	Normal working hours will be those necessary to carry out the duties of the post as Head of Physical Education.
Salary	The salary will be determined by the BGS Teachers' Scale.
Pension	The School is part of the Teachers Superannuation Scheme and all teachers are automatically included in the Scheme.
Lunch	School lunch is provided during term time.
Education	At present the School's policy is to allow all eligible members of staff to educate their children at the school at concessionary rates, subjects to their children meeting the academic entry requirements and subject to a place being available.
Sports Facilities	Free use of school sports facilities.
Library	Free use of the school Library.
Car Parking	No car parking is provided during term time.

Equal Opportunities

The School is an equal opportunities employer and is committed to equality of opportunity for all staff. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

How to apply

Application forms should be accompanied by a *brief* covering letter addressed to the Headmaster, Mr JM Barot. Please send to the HR Department, BGSHR@bgs.bristol.sch.uk (Bristol Grammar School, University Road, Bristol, BS8 1SR)

The closing date for applications is Friday, 11 January 2019, at 9am.

Interviews are currently planned for Wednesday, 30 January 2019.

Bristol Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared when applying. The applicant may post such a declaration in an envelope marked 'Private & confidential for the Headmaster' which will only be opened should the candidate be shortlisted. The successful applicant must obtain List 99 clearance and DBS (Disclosure and Barring Service) clearance at enhanced level.