

## Head of Junior Sport and PE

### Recruitment Information

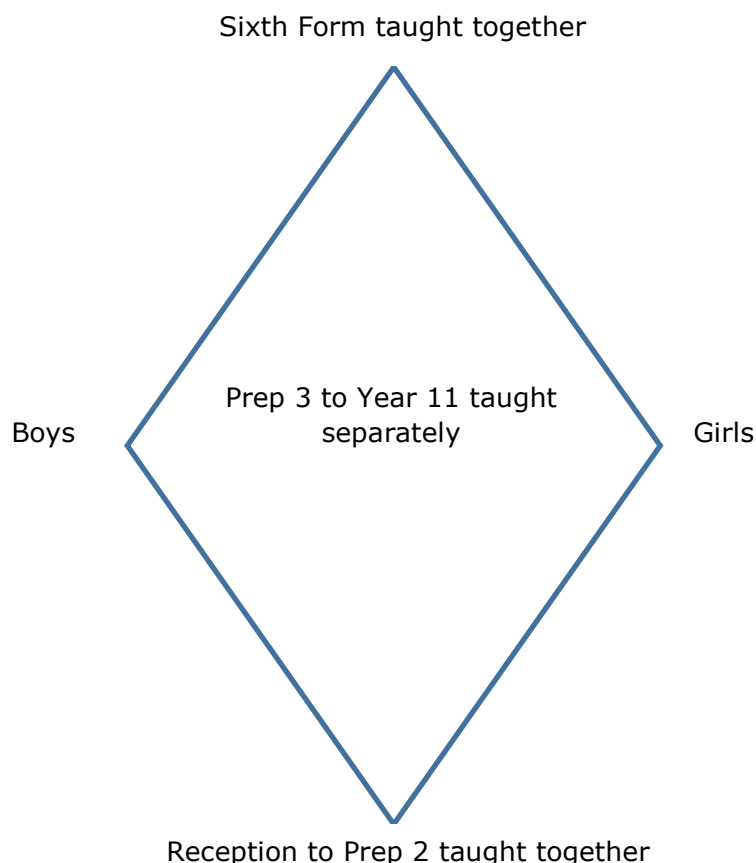
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The Royal School was founded in 1995 following the merger of two leading historic girls' schools: The Royal Naval School (founded in 1840) and The Grove School (founded in 1858).

We opened our International department in 2003 and our Daycare department in 2007.

In 2011, we adopted a Diamond model, enabling our students to benefit academically from single-sex classes at key points in their education.

The principal advantage of the Diamond model is that boys and girls are taught in a way that maximises their learning but also enables many co-educational opportunities to exist side by side. We are the only school in Surrey to follow this model.



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### **PE Department at The Royal School**

This role is suitable to a person who is dedicated in his or her approach to Sports development and education of children. He or she will have the oversight of all Sports taught at the Junior School, both for the girls and the boys.

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Job Title	<b>Head of Junior Sport and PE</b>
Department	<b>PE</b>
Reports to	<b>Head of the Royal Junior School</b>
Date	<b>September 2018</b>

#### 1. **Job Summary**

- 1.1 Leadership - The Head of Junior Sport and Physical Education is responsible for leading all aspects of curriculum PE for boys and girls from EYFS - Prep 6, including the Junior School's early morning *Feel Good 15* programme. The main sports taught to girls are Netball, Lacrosse, Rounders, Swimming, Athletics, Dance and Gymnastics. The main sports taught to boys are Football, Rugby, Cricket, Athletics, Gymnastics and Swimming. The role includes liaising with the Senior School Sports Department and the Junior School teachers in managing the department as part of the overall sports programme for the school. Leadership of the Junior School's Sports Department includes the organisation of weekly Sports fixtures for boys and girls from Prep 3 - Prep 6.
- 1.2 Teaching - The role holder will also be a full-time PE teacher with daily commitments to teaching across the whole age range at the Junior School. This involves planning, teaching, assessing progress, record-keeping, reporting to parents, and liaising with Class Teachers, the Gifted and Talented Coordinator and the SENDCo.
- 1.3 Extra-curricular - In addition to teaching, the person appointed to this post must expect to be fully involved in the school's excellent extra-curricular programme, participating willingly and enthusiastically in the life of a busy school. This will include running some lunch time and after school clubs and will involve supervising pupils at occasional weekend events eg. cross-country.

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### 2. Principal Duties and Responsibilities

#### **Leadership**

- 2.1 To be a positive role model to pupils, promoting a healthy lifestyle and setting high standards of personal presentation and punctuality.  
To lead the Junior School in the success of the Sports department objectives, in accordance with the whole of The Royal School's strategic plan.
- 2.2 To arrange and coordinate home and away fixtures on Wednesday and Thursday afternoons for the year ahead, including liaising with the Senior School PE Department, as appropriate.
- 2.3 To organise and coordinate Junior School sporting events throughout the school year eg. Sports Day, Swimming Gala, Inter-house Competitions, Charity events, Sports tours.
- 2.4 To work with the Sports Departments, both at the Junior School and the Senior School, to ensure the Physical Education programme of study is in line with the aims of the school and considers National Curricular requirements.
- 2.5 To manage and support other members of staff involved in the delivery of Junior School Sports.
- 2.6 To ensure consistency and continuity in the planning of the curriculum and schemes of work within the Junior School Sports Department.
- 2.7 To monitor and develop the quality of teaching/coaching in all Physical Education and the progress of pupils at the Junior School.
- 2.8 To develop Physical Education through extending participation and enjoyment amongst pupils in a range of activity areas.

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- 2.9 To liaise with the Junior School's Timetabler and the Senior School's Director of Studies regarding the timetable and operation of the PE Department.
- 2.10 To take responsibility for Health and Safety matters with regard to Physical Education and in liaison with the Health and Safety Officer.
- 2.11 To prepare and keep careful track of the annual departmental budget in association with the School Bursar and Head of The Royal Junior School.
- 2.12 To assist in the ongoing up-keep of all documentation and communication relating to Physical Education eg. School website, Parents' Handbook and School Newsletter.
- 2.13 To contribute to the Whole School Operational Plan, in particular those aspects which relate to the development of Sports at the Junior School.
- 2.14 To promote Sporting achievements through whole school assemblies, newsletters etc.

#### **Teaching**

- 2.15 To teach timetabled lessons and undertake all necessary preparation for the teaching of these lessons. To select appropriate materials and methods of teaching including differentiated materials for children with special educational needs or who are gifted and talented.
- 2.16 To have appropriate, clear and ambitious expectations for each pupil; involving pupils in setting their own targets.
- 2.17 To deliver lessons that are relevant, interesting, engaging to all at the appropriate pace.
- 2.18 To maintain discipline in accordance with the School's policies and procedures and supporting the School's ethos with regard to punctuality, behaviour and attitudes to learning.

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- 2.19 To research new topic areas, maintaining up to date subject knowledge, and develop and write new curriculum materials as and when appropriate.
- 2.20 To evaluate their own teaching critically to improve effectiveness.
- 2.21 To provide planning for classes in cases of foreseeable absence and wherever possible for unplanned absences, ensuring all equipment / resources are available for classes that are covered.
- 2.22 To cover for colleagues' absences as and when required by the Junior School's Timetabler.

#### **Assessing Pupils Progress**

- 2.23 To evaluate and grade pupils' work on effort and attainment, giving appropriate and prompt feedback and maintaining progress and development.
- 2.24 To monitor pupils' strengths and weaknesses, informing, planning and recognising the level at which the pupil is achieving in line with the school's assessment, recording and reporting policy.
- 2.25 To submit results and records of achievement to The Head of The Junior School as and when required.
- 2.26 To report either verbally or in writing on pupils' progress to the Head of The Junior Royal School and parents as appropriate.
- 2.27 To proof read end of term reports of other Sports teachers in the Junior School.

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#### **Other Commitments**

- 2.28 To attend Staff Briefings, Departmental Meetings, Assemblies, Activities, Duties, Parents' Meetings, Sports Days, Prize Days, Open Days as requested by the Head of the Junior School.
- 2.29 To participate in INSET and other training events as appropriate to keep up to date with developments, national initiatives and School policies and procedures.
- 2.30 To participate in the Performance Management process and to be fully committed to their own professional development.

#### **Pastoral Support**

- 2.31 To work within the School's Pastoral Framework, supporting pupils and promoting pupil wellbeing.
- 2.32 To identify pupils who are of concern and liaise with Class Teachers, Head of Pastoral Care (Deputy Head), Safeguarding Team and Head of the Junior School, as appropriate.
- 2.33 To communicate, as appropriate, with parents/carers of pupils and persons or bodies outside the School concerned with the welfare of individual pupils, after consultation with appropriate staff.
- 2.34 To lead Assemblies as requested.

#### **Relationships**

- 2.35 To establish effective relationships with pupils, colleagues, parents ensuring that professional boundaries are maintained at all levels.

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#### **3. Health & Safety**

- 3.1 To adhere to the School Health and Safety policy, ensuring that risk is at a minimum during the working day whether on or off site.

#### **4. Interaction with Pupils**

- 4.1 As the role involves unsupervised contact and interaction with pupils during the course of undertaking normal duties on a day-to-day basis in a variety of settings, all post holders are expected to adhere to and fully comply with the school's Safeguarding and Behaviour Policies.

#### **5. Support for the School**

- 5.1 To read, understand and abide by the latest KCSIE statutory guidance Part 1 and the school's Safeguarding Policy and the Code of Conduct Policy. Queries about these documents are encouraged and should be directed to the Designated Safeguarding Lead in the first instance.
- 5.2 To be aware of and comply with the school's policies and procedures relating to equal opportunities, dignity at work, health, safety and security, confidentiality and data protection, reporting any concerns to an appropriate person.
- 5.3 To contribute to the overall ethos, work and aims of the school.
- 5.4 To establish constructive relationships and communicate with other agencies, professionals, colleagues to support achievement and progress of pupils and the enhancement of the work culture.

#### **6. Mandatory Training Requirements for the Role**

- 6.1 General Health & Safety induction
- 6.2 Fire safety
- 6.3 Safeguarding



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*Fundamental to fulfilling the responsibilities of this post is the ability to respond flexibly, positively and successfully to the ever-changing world in which The Royal School operates. This job description is a guide to the level and range of responsibilities, which the post holder will initially be expected to undertake. It is neither exhaustive nor inclusive and will be changed from time to time, so as to meet the changing circumstances and demands. The Employee is expected to undertake other duties and responsibilities as are necessary to meet the needs of the School, its pupils, educational requirements and pastoral standards of care. This job description does not form part of the post-holder's contract of employment.*

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<b>Qualifications / Education / Training</b>			
<b>No</b>	<b>Requirement / Standard</b>	<b>Essential / Desirable</b>	<b>Measured by</b>
1.	A good honours degree or equivalent	E	Application Form, Documentary Evidence
2.	Qualified Teaching Status	E	Application Form, Documentary Evidence
3.	Very good verbal, written and communication and English comprehension skills	E	Application Form, Documentary Evidence
4.	Good numerical skills	E	Application Form, Interview

<b>Experience</b>			
<b>No</b>	<b>Requirement / Standard</b>	<b>Essential / Desirable</b>	<b>Measured by</b>
5.	Has proven experience in teaching PE to 4-11 year olds	E	Application Form, Interview
6	Knowledge and understanding of all sports taught at The Royal School	E	Application Form, Interview
7.	Uses dynamic, effective teaching strategies that engage all learners	D	Application Form, Interview, Lesson Observation
8.	Good track record in raising student achievement	E	
9.	A comprehensive understanding of the use of ICT within the classroom	E	Application Form, Interview,
10.	Experience of effectively using ICT and VLE within the classroom	D	Application Form, Interview, Lesson Observation
11.	Experience in collaborative teaching methods and working with colleagues in the preparation, assessment and monitoring of work	E	Application Form, Interview
12.	Organising trips and lectures	D	Application Form, Interview
13	Good track record of success through department or other whole school responsibility	E	Application Form, Interview
14	Proven leadership of curriculum development and delivery	E	Application Form, Interview
15	An ability to instil team spirit and sportsmanship in students	E	Application Form, Interview

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Skills and Competencies			
No	Requirement / Standard	Essential / Desirable	Measured by
16.	Excellent organisational skills	E	Application Form, Interview
17.	Able to work under pressure, plan and prioritise own workload remaining professional at all times	E	Application Form, Interview
18.	Initiative and resourcefulness; able to produce excellent teaching plans	E	Application Form, Interview
19.	Able to deliver high standards, accuracy and attention to detail, meeting all deadlines	E	Application Form, Interview
20.	Flexible; a self starter	E	Application Form, Interview
21.	A willingness and ability to accommodate the needs of pupils from a variety of linguistic backgrounds	E	Application Form, Interview
22.	Able to develop and maintain effective working relationships with a desire to build a good rapport parents, pupils and colleagues	E	Application Form, Interview
23.	Enthusiastic and passionate about subject, the School and the pupils	E	Application Form, Interview
24.	Able to think critically and creatively with a 'can do' approach	E	Application Form, Interview
25.	Demonstrates patience and the ability to remain calm even in challenging situations and a confident decision-maker	E	Application Form, Documentary Evidence, Interview
26.	Employs positive and encouraging teaching strategies to meet all abilities	E	Application Form, Interview

Other			
No	Requirement / Standard	Essential / Desirable	Measured by
27.	Identifies with the Royal School's Christian ethos and values	E	Interview
28.	Has the necessary behaviours and attributes required to uphold the safeguarding of children	E	Interview
29.	Committed to personal career development	E	Interview
30.	Experience in extra-curricular sport	D	Interview
31.	Engages in Sport to a high standard in personal life	D	Interview
32.	Has a good work/home life balance	D	Interview
33.	Other relevant qualification eg RFU Coaching for rugby	D	Interview

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#### Outline of Main Terms & Conditions

<b>Contract Type</b>	Permanent, Fixed Term etc
<b>Full Time Teaching Commitment</b>	34 periods
<b>Total Periods per week</b>	40 periods
<b>Total Minutes per period</b>	40 / 45
<b>Actual Teaching Commitment</b>	34 periods
<b>Non Contact Time</b>	6 periods
<b>Allowance</b>	Not applicable
<b>FTE</b>	1
<b>Weeks worked per Academic Year</b>	34 weeks school in session  Subject to the weeks worked above, the Teacher is not normally expected to work during the School holidays, although they should be prepared to make themselves available for meetings, school trips etc
<b>Lesson Times</b>	08:35 to 16:10 (Senior School) 08:30 to 15:40 (Junior School)
<b>Probationary Period</b>	Two terms
<b>Notice Period</b>	Notice period during probationary period is one month; thereafter one full term.
<b>Benefits</b>	School meals, free parking, school fee remission after qualifying period.