



# Saint Martin's

An Exceptional Independent School for Girls



**Candidate Brief: Head of Physical Education.  
Permanent, Full Time. Required for January or Easter 2018.**

## The School

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Saint Martin's is situated in a stunning twenty acre site in the centre of Solihull and located in the grounds of the historic Malvern Hall. The Hall, once owned by the Greswold family, has a unique link with the landscape painter John Constable who visited early in the 19<sup>th</sup> century. The School, founded in 1941, provides education for girls from Nursery to Sixth Form, 2¾ years to 18. All four sections of the School are able to take advantage of the extensive facilities on site from the swimming pool and all-weather pitch to the new Performing Arts Centre, SMArt, with its theatre and dance studio.

Saint Martin's is a non-denominational Christian school where respect for others is paramount regardless of their faith or background. The enthusiasm of girls to look beyond themselves, to understand the global dimension of the world in which they live and to seek ways of helping others are important elements of our School community.

The School Motto is "The Grace of God is in Courtesy" and the Code of Conduct, written by the girls, is central to the expectations of daily life.

The School aims to provide an all-round education of the highest quality in a safe, happy, supportive and stimulating environment. All staff give generously of their time and energy to enhance the educational experience and to give support to the girls both in and out of the classroom.

It is recognised by parents that due to the size of our School community all their daughters are valued and known as individuals. Communication with parents is a high priority and contact is very much encouraged, in addition to the regular programme of parent evenings and formal reporting. Parents are invited to attend research focus groups and appreciate that Saint Martin's offers a traditional education with a wide range of opportunities. There is a very active Parents' Association.

The academic results of the girls speak for themselves. In 2017 the Upper Sixth students received a record number of top grades and all gained places in their first or second choice University. At GCSE, girls gain on average 10 GCSEs. The School was placed in 27<sup>th</sup> position in the DfE League tables following the 2016 GCSE results. The School was last inspected in January 2013 by ISI and a copy of the Report is also on the website.

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## The Curriculum

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### Nursery to Year 2

Within the setting of Malvern Hall there is a safe and secure environment where the children are able to benefit from the extensive grounds. It's a happy, friendly and stimulating place to be and with the guidance of experienced teachers our children follow a broad curriculum. Working individually and in small groups they achieve their full potential.

Emphasis is put on oral fluency in the early years, in order to develop a wide vocabulary, encourage clarity of expression and foster an ability to reason. This is achieved initially through a variety of pre-reading and practical number activities which prepare the children for the more formalised schemes of Mathematics, Writing, Reading and Language Development. Science and Technology are also taught as individual subjects and are introduced at a very early stage, as is ICT. The use of computers is introduced in the Nursery and, as they progress, the children use them in all subject areas. An enrichment programme including Music, Dance, PE, Art, Craft and Drama is included in the curriculum for the whole school and, from Nursery; children also receive weekly swimming lessons. Throughout, careful attention is paid to the requirements of the National Curriculum and each child's learning is individually structured and monitored by the form teachers who liaise closely with parents.

Small classes ensure that each girl develops her aptitudes and abilities to the full, and is helped to achieve a high level of attainment, so that she may move on with confidence. Extra-curricular activities play a large part in the formation of a girl's whole personality. Consequently all girls take part in the annual play, and educational and cultural visits are arranged each year for each class. As the girls progress, there are opportunities to join Music groups and Sports teams.

**Candidate Brief: Head of Physical Education.  
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## The Curriculum (continued)

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### Junior School – Year 3 to 6

The main aims are to combine well-structured learning with enjoyment and enthusiasm and to promote self-esteem and confidence.

Careful note is taken of the National Curriculum. The core subjects of English, Mathematics, Science and ICT have high profile in the weekly timetable; they are complemented by History, Geography, Religious Studies, Art and Technology. These subjects are taught by a combination of form and subject teachers. In addition all girls have lessons in Music and Drama, PE, Games, Swimming and Dance, all taken by specialist staff. Classes are small and pupils are in ability groups for the teaching of Mathematics. The Modern Foreign Languages of French, Spanish and German are taught by specialist language teachers from the Senior School.

Classrooms provide a lively and stimulating environment in which to work. Pupils use specialist facilities for Physical Education, Drama, Dance and Music and each girl uses the networked computer systems with confidence across all subject areas.

Extra-curricular activities include Choirs, including Chamber Choir and Orchestra. The Drama Club is extremely popular. There are a variety of other clubs, which encompass academic and sporting interest. Gym Club, Trampoline Club and a variety of swimming clubs are all popular. Team activities such as Tennis and Netball are popular and, for those of an artistic nature, Art and Craft Club is well attended. Further enrichment is provided by an exciting and diverse range of cross curricular trips and residential visits.

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## The Curriculum (continued)

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### Senior School

Girls are encouraged to achieve their full potential in a wide range of academic, practical, creative and physical activities. The staff through differentiation aim to stretch the most able, while at the same time supporting those who lack confidence in some areas of the curriculum. Girls are set by ability for Mathematics from Year 7. From Year 9 the Sciences and English are also taught in sets.

### Key Stage 3

All girls follow the same broadly based curriculum in Year 7 of English, Mathematics, Science, MFL, Latin Studies, History, Geography, Religious Education, Art and Design, ICT, Design and Technology, Home Economics, Music, Drama, PE and Dance. In Years 8 and 9, girls have the opportunity to study a second language, Latin or Classics. The three sciences are taught separately.

### Key Stage 4

At the end of Year 9, girls currently begin a programme of studies leading generally to examination in ten GCSE subjects. Girls are encouraged to continue with as varied a curriculum as possible in order to allow both a wide choice of A Level subjects and career opportunities. All girls continue with English, English Literature and a Modern Foreign Language, and also Mathematics, Biology, Chemistry and Physics. In addition three other subjects are chosen from the following: History, Geography, Religious Education, Classical Civilisation, Latin, French, German, Spanish, Art and Design, Music, Drama, Food and Nutrition, ICT.

### Sixth Form

The majority of girls study three subjects at A Level in the Sixth Form. A wide choice of subjects is offered: Business Studies, Economics, Further Mathematics, Photography and Psychology in addition to those studied in Key Stage 4. Additional subjects such as AQA's EPQ are very popular. There is extensive support given for UCAS applications and career choices, and girls have every opportunity to help develop their leadership skills by helping with the younger girls.

Each year the Upper Sixth are always successful at gaining places at top universities such as Bristol, Durham and Nottingham in a wide range of subjects from Medicine to Psychology to Urban Studies.

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## Beyond the Classroom - Extra-curricular and Enrichment Activities



*“An excellent programme of extra-curricular and enrichment activities supplements the taught curriculum most effectively and has a significant impact on the pupils’ personal development.”* ISI Inspection Report, January 2013

A full programme of extra-curricular activities and trips enriches timetabled lessons. We believe in offering our pupils the opportunities to develop as individuals, the time to find talents and the support to excel. As such our extra-curricular and enrichment programme is rich and extensive.

During lunchtime and after school, girls have the opportunity to join choirs and musical ensembles, take part in drama and dance groups and be part of one of the many sports teams. In addition there are clubs to suit all interests including bridge, gardening, craft, Christmas cake decorating, Spanish and debating. There are annual concerts and drama performances for all year groups. Last year’s highlights include the Alice House Nativity, the Year 5 performance of “Grimm’s fairy Tales”, the Junior School musical recital and the Senior School production of “The Lion, the Witch and the Wardrobe”.

In addition to our many extra-curricular clubs we believe that learning takes place outside of the classroom as well as in school. Girls in Alice House learn about the outdoor environment through the “Forest School” programme. In the last year, as part of their learning the girls in Alice House and Junior School have visited the Butterfly Museum in Stratford, the design and manufacturing departments at Jaguar Land Rover and enjoyed a trip to the theatre to see “Gangsta Granny”. In the Senior School the Geography department organizes field trips for all year groups, Drama students have the opportunity to see local and national productions and Art and Design Technology students visit major exhibitions in London. These trips are just a snapshot of the variety of trips on offer to girls.

Overnight and residential trips are organised for girls of all ages. These include “sleepovers” in school, outdoor pursuit weekends at PGL, a visit to London for girls in Year 6, the ski trip, the Classics trip to Bath and the annual Sixth Form cultural trip which was to India in October 2016.

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Permanent, Full Time. Required for January or Easter 2018.**

## Physical Education at Saint Martin's

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Physical Education is taught by well qualified physical education teachers from Nursery through to Sixth Form and is delivered by a well-motivated, enthusiastic and dedicated department who aim to provide enjoyment of sport for girls of all abilities. A virtue of our size is that a greater percentage of pupils are given the opportunity to represent their school and are extremely successful.

### Key Stage 1

In Key Stage 1 the foundations for a well-motivated and talented pupil are formed by

- Teaching the basic ball skills required for all sports
- Pupils gain confidence on gymnastics apparatus and learn the basic floor work
- Pupils learn to swim and develop their strokes
- All pupils are given the opportunity to experience competition by taking part in a swimming gala and a sports day.
- In the Summer term pupils are introduced to athletics and tennis

### Key Stage 2

As the pupils move on to Junior School their skills are further developed and more extra-curricular clubs and teams are offered in order that pupils are able to reach their full potential and enjoy their sport.

Teams are run in Netball, Hockey, Swimming, Cross-Country, Athletics, Tennis and Rounders and we are looking for an enthusiastic, well-motivated practitioner to help run these teams. Matches take place during the week, after School and on Saturday mornings.

Clubs also offered include Gymnastics, Trampolining and Football.

### Key Stage 3

All girls are encouraged to do their best and are given the opportunity to attend all practices and clubs to develop their skills. They can then use these skills when playing for their House, their school or representative teams.


A variety of sports are offered in games lessons. These include hockey, netball, football and cross-country in Winter and tennis, rounders and athletics in the Summer. Girls also have swimming, gymnastics, trampoline or health related fitness lessons every week.

All girls participate in House competitions such as Sports Day and the Swimming Gala to enable everyone to experience competitive sport at their own level.

There is a full fixture list every term with matches on weekdays and Saturday mornings for Years 7 to Sixth Form.

We are very proud of our teams' successes in Borough, Regional and National Competitions and actively encourage girls to attend County trials in a variety of sports.

**Candidate Brief: Head of Physical Education.  
Permanent, Full Time. Required for January or Easter 2018.**



There are currently 34 teams in Key Stage 3, 4 netball, 3 hockey, 6 swimming, 9 cross country, 3 athletics, 3 rounders and 6 tennis teams.

### **Key Stage 4 and Sixth Form**

The extra-curricular programme continues in Key Stage 4 and Sixth Form with fixtures being played in all sports.

The focus of the lessons changes to give girls experience in different sports including basketball and badminton in Year 10 and activities such as squash, ice skating, golf and self defence are offered to girls in Year 11.

The School is supportive of the department's hard work to provide a very extensive range of competitive events where all girls are able to participate in all sports rather than specialising in one. We are very proud of reaching National Finals in swimming on a regular basis and Regional Finals in netball, hockey and athletics.



## Job Description

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### Head of Physical Education – Full Time

#### THE ROLE

The Head of Physical Education is responsible for the leadership, development and management of Physical Education throughout the school (3 – 18), ensuring that each pupil is positively encouraged to develop her potential to the full according to the stated aims of the school. The Head of Physical Education is also responsible for leading, developing and enhancing the teaching practice of staff in the department.

These professional duties are to be carried out as circumstances may require, under the reasonable direction of the Head, and as delegated to the Deputy Head.

The Head of Physical Education has the general responsibilities listed below.

#### General Responsibilities as Head of Physical Education.

1. Ensuring that the highest standards of teaching and learning are achieved;
2. Facilitating the highest quality of relationships between staff and between staff and pupils; being responsible for behaviour management of the department;
3. Planning, implementing and reviewing the curriculum taking account of the National Curriculum where relevant; updating as necessary department schemes of work;
4. Ensuring that assessment is both regular and thorough and that full records of work done by members of the department and pupils are kept;
5. Assisting with the appointment and induction of new department staff; development and training of departmental staff and, as necessary, throughout the School; participation in professional review and development arrangements; participation in INSET;
6. Holding regular departmental meetings and arranging for minutes to be kept and distributed;
7. Representing the department in all matters within the school related to the curriculum within department, full staff and other meetings;
8. Liaising with other departments and sections in the school and ensuring continuity and progression between sections of the school and key stages.

**Candidate Brief: Head of Physical Education.  
Permanent, Full Time. Required for January or Easter 2018.**

9. Liaising with the Head and/or Deputy Head in all matters concerned with the timetable and curriculum;
10. Liaising with members of the Leadership Team as necessary;
11. Future development of the subject within the school; departmental strategic planning;
12. Agreeing annual objectives; preparing an annual budget; keeping the department within its budget; preparation of annual report for Head;
13. Ensuring that the stock and equipment are well cared for and economically used;
14. Supervising the work of support staff, if relevant, and ensuring that cover work is set in case of staff absences;
15. Ensuring the safety of pupils and staff with reference to the school's Health and Safety policy;
16. Ensuring that the departmental rooms present a stimulating environment;
17. Organising Key Stage 3, GCSE, A Level and other examination entries, with the Examinations Officer where relevant; devising appropriate entrance examination papers and mark schemes for prospective pupils and marking, as necessary;
18. Supporting and contributing to the extra-curricular and enrichment programmes of the school; participating personally in clubs/activities; encouraging and developing departmental involvement.
19. Organising setting arrangements within the department if relevant and communicating them to parents;
20. Implementing the school's ICT policy;
21. Writing and/or overseeing the writing of subject reports and other communications with parents; liaising with parents as necessary.

#### **Additional Responsibilities**

1. To be a Form Tutor to an assigned form and to carry out related duties in accordance with the school's stated procedures.
2. Other agreed responsibilities, if relevant.

## **General Duties**

1. To carry out a share of supervisory duties in accordance with published programmes;
2. To participate in appropriate meetings with colleagues and parents relative to the duties and responsibilities listed above;
3. To attend Open Days, Progress Evenings, Staff Meetings etc;
4. To support and be involved in the House system;
5. To undertake other duties which from time to time may reasonably be required by the Head.

## **SPECIFIC RESPONSIBILITIES AS HEAD OF PHYSICAL EDUCATION**

### **Sports Scholarships**

1. To assist with the selection of Sports' Scholars

### **Marketing**

1. To organise the department's contribution to Open Days, Taster Days etc.
2. To organise Sports' presentation assemblies including the presentation of trophies and colours.
3. To communicate achievements and results in assembly.
4. To liaise with the Marketing department to communicate sporting success.

### **Health and Safety**

1. To oversee the health and safety of all pupils when being taught and to make students themselves aware of safety.
2. To ensure that risk assessments for the department are updated regularly.
3. To check equipment, resources and departmental areas regularly to ensure they are safe and serviceable.
4. To organise the annual gym service.
5. To liaise with the maintenance team to ensure pitches are maintained properly and marked correctly.
6. To liaise with the maintenance and finance departments regarding the use of facilities.
7. To ensure that first aid training, lifeguard training is kept up to date.
8. To ensure that paperwork and risk assessments are completed in advance of fixtures.
9. To ensure that pupils wear appropriate, regulation clothing and are aware of the safety rules relating to Physical Education.

### **Extra-Curricular Programme**

1. To establish and attend a termly programme of extra-curricular clubs, practices and fixtures (including Saturday fixtures) and co-ordinate staffing.
2. To organize a full fixture list for sports teams throughout the school.
3. To organize Sports' Days, Swimming Galas and other appropriate events.
4. To umpire in all sports that require an umpire.
5. To keep up to date with the rules and regulations from governing sporting bodies.
6. To organize Sports Tours for School teams.

### **Links with the Community**

1. To represent Saint Martin's at Borough Sports Meetings / AGMs
2. To establish links with local clubs
3. To organise Borough Sporting events, promoting Saint Martin's facilities for the use of such events.

To undertake all tasks as requested by the Head within your level of skills and ability.

**NOTE:**

The Job Description and allocation of particular responsibilities may be amended by agreement from time to time.

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Revised September 2017



## Person Specification

### Head of Physical Education

The successful candidate will be competent at teaching Physical Education to all pupils in School (3 – 18). They will be an experienced, dynamic and well-motivated individual who can show initiative and the ability to enthuse students, whilst providing quality teaching. They will be enthusiastic about the subject and an excellent communicator.

The Deputy Head (Academic) will be their Line Manager. The successful candidate will ensure that the standards of Teaching and Learning are maintained at a high level, leading meetings and help to represent the Department within the school. In addition they will support and contribute to extra-curricular activities within the Department.

All staff are required to share general supervisory duties. There is a busy programme of Open Days, parents' evenings, staff, department and committee meetings, and all teachers are expected to attend all those meetings which are relevant to them.

	<b>Essential</b>	<b>Desirable</b>
	<b>These are qualities without which the applicant could not be appointed</b>	<b>These are extra qualities which can be used to choose between applicants who meet all of the essential criteria.</b>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• A strong academic background and a good honours degree or equivalent in Physical Education / Sports Science.</li><li>• PGCE or other teaching qualification.</li></ul>	<ul style="list-style-type: none"><li>• Other relevant professional qualifications</li><li>• Up to date relevant first aid qualifications (paediatric first aid)</li><li>• Up to date relevant pool lifeguard qualifications (Training will be provided for candidates who need to update / renew qualifications)</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of teaching Physical Education to girls in at least two key stages.</li><li>• Experience of leading and managing a team</li><li>• Willingness to organise and participate in our programme of extra-curricular activities and to support school events.</li></ul>	<ul style="list-style-type: none"><li>• Experience of teaching a wide range of sports</li><li>• Experience of coaching to a high level (national competitions)</li><li>• Experience of coaching hockey and swimming will be advantageous</li></ul>

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<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent teaching, communication and interpersonal skills.</li> <li>• Up to date knowledge of national and curricular requirements in Physical Education</li> <li>• Efficiency and reliability.</li> <li>• Excellent time management skills</li> <li>• Ability to work as a team</li> <li>• Active support of the ethos and aims of the school.</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent ICT skills</li> <li>• Willingness to develop the use of ICT in teaching and learning</li> </ul>
<b>Safeguarding Children, young People and vulnerable adults</b>	<ul style="list-style-type: none"> <li>• Commitment to safeguarding and promoting the welfare of pupils</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with young people</li> </ul>	

NE. September 2017

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## Remuneration & How to Apply

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### The Application Form

All candidates are requested to fill in the application form as otherwise their application cannot be considered. Please submit your application by 12 noon – Monday 25 September 2017.

### References and the Interview Procedure

References will be sought for shortlisted candidates before the interview and it may be the case that previous employers are approached for information to verify particular experience or qualifications. Any anomalies in the information provided or issues arising from references will be taken up at interview.

Shortlisted candidates will have an informal tour of the school, meet with staff and teach a lesson as part of the interview procedure; there will also be a formal interview.

It is expected that interviews will be held week commencing 9 October 2017.

### Safer Staff Recruitment

Saint Martin's is a school committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to provide a disclosure from the DBS at an enhanced level. The interview for the post will include questions about the safeguarding of children and young people and the applicant's suitability to work with children.

### Interview expenses

Claims for reimbursement of candidates' reasonable travelling expenses within the UK will be paid.

Miss N Edgar  
Head of Saint Martin's

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