

## Head of Girls' Games

## ANNEX C TO PETERBOROUGH SCHOOL SAFER RECRUITMENT POLICY

### JOB DESCRIPTION AND PERSON SPECIFICATION FORM

<b>Job description</b> The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
<b>Summary of the role:</b>	The Head of Girls' Games will deliver high quality Games Coaching and Physical Education Training including the delivery of GCSE and A-Level Physical Education. The Head of Girls' Games will also be responsible within the Sports Department for the co-ordination of GCSE and A- Level Curriculum PE.
<b>Line management responsibility for:</b>	Girls' Games PE Teachers Girls' Games PE Technician
<b>Functional Relationships with:</b>	Deputy Headmaster Director of Sport Bursar Maintenance and Grounds staff Staff Representative
<b>Main duties and responsibilities:</b>	<b>Role Specific</b> <ul style="list-style-type: none"><li>• promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact;</li><li>• providing stimulating and academically rigorous teaching of Games and academic Physical Education up to A 'level as directed by the Director of Sport;</li></ul>

	<ul style="list-style-type: none"> <li>• responsible to the Director of Sport for the girls' games curriculum (Reception to Year 13) and, in consultation with the rest of the Department, decide upon its structure;</li> <li>• responsible to the Director of Sport for external examination courses for GCSE and A- Level;</li> <li>• analyse public examination (GCSE and A-Level) results in-conjunction with the Director of Sport and implementing strategies to continue the rise in academic achievement;</li> <li>• prepare and update Schemes of Work to meet examination syllabus demand;</li> <li>• develop teaching resources in Physical Education, particularly with regard to differentiation for pupils of different abilities (G&amp;T, EAL and LDD), and the increased use of ICT; control the supply and organisation of resources and materials;</li> <li>• keeping up-to-date with current developments in content and methods of the subject, remaining familiar with external examinations requirements;</li> <li>• maintaining a sequence of classroom displays and other curriculum materials, to create a stimulating and welcoming environment;</li> <li>• attend department meetings and liaise with teachers within the department;</li> <li>• making a full and dynamic contribution to the Sports Department and its extra-curricular activities;</li> <li>• responsible for the organisation of fixtures and events (girls and other specific sports as directed by the Director of Sports), including the posting of team lists, team and individual entries, booking transport and off-site facilities etc;</li> <li>• officiate extra-curricular events, practices and fixtures as required, including the hospitality arrangements for visitors to the School;</li> <li>• book and organise additional coaches and coaching sessions to enhance the curriculum or raise standards in accordance with the School's recruitment procedures;</li> <li>• liaise with the Bursar, Grounds staff and Maintenance Staff over pitches, repairs, removals and mini-buses;</li> <li>• establish and administer systems for storage, maintenance, issue and return of school sports and physical education uniforms and equipment;</li> <li>• maintain and wherever possible improve dress standards for lessons and teams and ensure immaculate presentation of teams when they are representing the School;</li> </ul>
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	<ul style="list-style-type: none"> <li>• organise articles/photographs and displays with regard to all girls' sports, including the weekly newsletter to parents and school magazine;</li> <li>• organise events within the department at the direction of the Director of Sport e.g House Events, Sports Days, the Spots Presentation Evening etc and organisation of sports tours;</li> </ul> <p>A classroom teacher's professional duties are deemed to include the following:</p> <p><b>Teaching</b> (having regard to the curriculum of the School):</p> <ul style="list-style-type: none"> <li>• planning and preparing courses and lessons;</li> <li>• teaching the pupils assigned to the teacher (according to their educational needs) and setting and marking work to be carried out by the pupils in School or elsewhere;</li> <li>• assessing, recording and reporting on the development, progress and attainment of pupils; and</li> <li>• Implementation of whole school academic policies.</li> </ul> <p><b>Other activities</b></p> <ul style="list-style-type: none"> <li>• being a form tutor in the Senior School if required;</li> <li>• promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to the teacher;</li> <li>• providing guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports;</li> <li>• making records of, and reports on, the personal and social needs of pupils;</li> <li>• communicating and consulting with the parents of pupils;</li> <li>• communicating and co-operating with persons or bodies outside the School; and</li> <li>• participating in meetings arranged for any of the purposes described above</li> </ul>
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	<p><b>Assessments and reports</b></p> <ul style="list-style-type: none"> <li>• providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.</li> </ul> <p><b>Professional Development</b></p> <ul style="list-style-type: none"> <li>• participating in the arrangements for Professional Development and Appraisal.</li> </ul> <p><b>Review: further training and development</b></p> <ul style="list-style-type: none"> <li>• reviewing methods of teaching and programmes of work; and</li> <li>• participating in arrangements for further training and professional development.</li> </ul> <p><b>Educational methods</b></p> <ul style="list-style-type: none"> <li>• advising and co-operating with the Headteacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment, and pastoral arrangements.</li> </ul> <p><b>Discipline, health and safety</b></p> <ul style="list-style-type: none"> <li>• 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; and</li> <li>• having regard to the health and safety policies of the School working with the Bursar on their implementation.</li> </ul> <p><b>Staff meetings</b></p>
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	<ul style="list-style-type: none"> <li>• 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.</li> </ul> <p><b>Covering for absent colleagues</b></p> <ul style="list-style-type: none"> <li>• supervising and so far as is practicable teaching any pupils whose teacher is not available.</li> </ul> <p><b>Public examinations</b></p> <ul style="list-style-type: none"> <li>• participating in arrangements for (i) preparing pupils for public examinations and (ii) assessing pupils for the purposes of such examinations;</li> <li>• recording and reporting such assessments; and</li> <li>• participating in arrangements for pupils' presentation for, and supervision during, such examinations.</li> </ul> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• participating in administrative and organisational tasks related to the duties described above, including (i) the management or supervision of persons providing support for the teachers in the School and (ii) the ordering and allocation of equipment and materials;</li> <li>• attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.</li> </ul>
<b>Line management duties and responsibilities</b>	<ul style="list-style-type: none"> <li>• contributing to the selection for appointment and professional development of other teachers and non-teaching staff, including the induction and assessment of new and probationary teacher;</li> <li>• co-ordinating or managing the work of other teacher;</li> <li>• liaising with the Director of Sport over the departmental timetable and staff allocation of the Preparatory Department and Senior School PR lessons;</li> <li>• taking such part as may be required in the review, development and managing of activities relating to the curriculum, organisation and pastoral functions of the school.</li> </ul>

You may also be required to undertake such other comparable duties as the Head requires from time to time.

<b>Person Specification</b> <b>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b>			
	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
<b>Qualifications</b>	<i>The professional, technical or academic qualifications that the Applicant <b>must have</b> to undertake the role or the training that they <b>must have</b> received</i> <ul style="list-style-type: none"> <li>• Good Honours Degree in a related discipline</li> <li>• Qualified Teacher Status</li> </ul>	<i>The professional, technical or academic qualifications that the Applicant <b>would ideally have</b> to undertake the role or the training that <b>they should ideally have</b> received</i> <ul style="list-style-type: none"> <li>• A Second Degree or additional qualification</li> </ul>	Production of the Applicant's certificates  Discussion at interview  Independent verification of qualifications
<b>Experience</b>	<ul style="list-style-type: none"> <li>• A proven track record of achieving excellent results</li> <li>• Evidence of successful teaching of, or ability to deliver Advanced Level courses.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Experience as a Form Tutor</li> </ul>	Contents of the application form  Interview  Professional references

<b>Skills</b>	<p><i>The skills <b>required</b> by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• An ability to teach Sports to Advanced Level</li> <li>• Excellent communication skills</li> <li>• Excellent ICT skills</li> <li>• An ability to generate self confidence in pupils</li> </ul>	<p><i>The skills that would <b>enable</b> the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
<b>Knowledge</b>	<p><i>The knowledge <b>required</b> by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Detailed knowledge and understanding of the Sports curriculum in Years 7 to 13</li> <li>• Knowledge and understanding of teaching and learning styles</li> <li>• Knowledge of how to make learning accessible and enjoyable for the most able and those with learning difficulties</li> </ul>	<p><i>The knowledge that would <b>enable</b> the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

<b>Personal competencies and qualities</b>	<p><i>The personal qualities that the Applicant <b>requires</b> to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> <li>• Motivation to work with children and young people</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Emotional resilience in working with challenging behaviours</li> <li>• Positive attitude to use of authority and maintaining discipline</li> </ul>	<p><i>The personal qualities that would <b>assist</b> the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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