



# Head of Physical Education

## Application Pack

The Queen Elizabeth Academy,  
Atherstone, Warwickshire

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Atherstone, Warwickshire



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# 01. About Academy Transformation Trust

## We're on a mission

Our mission is to provide the very best education for all pupils and the highest level of support for our staff to ensure every pupil leaves our academies with everything they need to reach their full potential.

## These are the things we hold dear

### Transparency

As a charity founded on strong ethical practices, Academy Transformation Trust takes pride in being open, honest and crystal clear in everything we do.

### Innovation

We are constantly striving to do all we can to make education the best it possibly can be. We are brave in our actions and do everything we can to have a positive impact on whole child development.

### Collaboration

We believe the future of education relies upon effective collaboration between academies, and better collaboration between academies and their local communities.

### Ambition

We are determined to improve education nationwide by encouraging collaboration and giving academies everything they need to realise their full potential.

We believe every child matters and deserves a first class education.

Our team knows first-hand how to make education better for schools, pupils and their teachers.

For us, the future of UK education relies upon schools working closely together to share best practices, giving every child the best chance in life. We set up ATT to make this vision a reality.

As a not for profit trust, we work with our growing family of primary and secondary academies, and further education providers in the Midlands, East of England and South East.



## 02. The Queen Elizabeth Academy Information

Based in Atherstone, Warwickshire, The Queen Elizabeth Academy is part of the Academy Transformation Trust family of academies.

The Queen Elizabeth Academy is a 11-16 mixed comprehensive academy with a vibrant learning atmosphere, a dedicated and supportive network of staff and exciting plans for the future, including the opening of a brand new school building in November 2016.

The academy's vision is for all students to realise their full potential, equipping them with the skills and qualities required for success in the competitive 21st century. TQEA are committed to raising standards and providing students with exceptional opportunities to support learning.

TQEA look for a number of outstanding qualities in our staff: an innovative and creative approach to their work; enthusiasm, positivity and an unfaltering commitment to our students' success, and an open-minded, proactive attitude to working within a team. TQEA want individuals who want to go the extra mile for our community.

Teamwork is at the heart of everything TQEA do and by working together, they aim to secure a successful future for all. They encourage those interested in joining our school to spend some time with them to gain a real understanding of their ethos and what they have to offer.

The dedication of the staff and the enthusiasm of the students, coupled with the support of our parents and carers, makes The Queen Elizabeth Academy a special place.



**The Queen Elizabeth Academy**





## 03. Job Description

### Head of Physical Education, Secondary Academy

**Job Title -** Head of Physical Education  
**Grade -** MPS/UPS Plus TLR

The post holder will be expected to undertake duties in line with the professional teacher standards for qualified teachers and work towards meeting these standards.

#### Duties of all teaching staff

##### Purpose:

1. Inspire students to achieve their very best
2. Ensure all teaching is rated as Good or better
3. Ensure all students make Outstanding progress and achieve challenging targets
4. Fully implement all academy policies and procedures.

#### Roles and responsibilities of all teaching staff

There are seven main areas of responsibility.

##### Ethos

1. To create an exciting learning environment
2. To include all students
3. To create relationships based on mutual respect
4. To be an effective part of the team
5. To manage own professional development
6. To teach through school
7. To carry out any other duties which may be reasonably required by the Principal
8. To set and maintain high standards of dress, behaviour and expectations.

## Curriculum & Planning

1. To work with others to plan highly effective lessons, schemes of work and curriculum maps
2. To review own lessons and effectiveness of own planning
3. To contribute to development of Curriculum, Homework and other projects
4. To plan with LSAs to meet individual students on Additional Needs Register.

## Teaching & Learning

1. To implement all academy policies and procedures
2. To make effective use of resources, including ICT
3. To take part in peer skill exchanges, observations, coaching and mentoring
4. To ensure all students can engage and achieve in lessons
5. To maintain the professional standards for main scale teachers as set out by the TDA.

## Standards and Achievements

1. To ensure students make Outstanding progress
2. To implement all actions following reviews of student progress.

## Assessment

1. To fully implement the academy policy and procedures to a high standard
2. To plan for assessment for learning in every lesson
3. To ensure levelling is accurate.

## Care, support and guidance

1. To lead a tutor and mentor group
2. To develop positive can do attitudes within students, encouraging high aspirations and ensuring all students make exceptional progress
3. To be aware of and implement when necessary, the academy's Child Protection procedures.

## Liaison

1. To work closely with all support colleagues
2. To work collaboratively with the community to develop ideas, opportunities for students and best practice
3. To form effective relationships with parents and other parties.

## 03. Job Description

### Specific Duties of post:

1. To provide leadership and direction and ensure that the department is managed and organised to meet the aims and objectives of the academy and the department
2. To have responsibility for securing high standards of teaching and learning in the department as well as playing a major role in the development of academy policy and practice
3. To ensure that practices improve the quality of education provided, meet the needs and aspirations of all students, and raise standards of achievement in the academy
4. To support guide and motivate teachers and support staff within the department
5. To evaluate the effectiveness of teaching and learning, the subject curriculum and progress towards targets for students and staff, to inform future priorities and targets
6. To ensure effective liaison with the learning support team
7. To ensure the production and maintenance of appropriate schemes of work and policies for the department, and to implement within them whole academy policies
8. To encourage the development of a suitable range of appropriate and varied teaching styles in the department
9. To ensure that student progress in the department is regularly reviewed, assessed and recorded and ensure that appropriate homework is being set and marked.
11. To be responsible for the allocation of resources for the department, maintaining inventories and ensuring the security of equipment
12. To be responsible for the area budget and ensuring that finances are administered in accordance with the academy's procedures
13. To promote positive liaison with partner primary schools and other stakeholders
14. To review, monitor and evaluate the functioning of the department and develop appropriate strategies to improve procedures and modify approaches
15. To keep up to date with national developments in the subject area, teaching practice and methodology
16. To actively monitor and respond to the curriculum development and initiatives at national, regional and local levels
17. To produce reports within the quality assurance cycle
18. To be responsible for the production of reports and examination performance, including the use of value added data
19. To ensure that health and safety policies and practices, including risk assessments, are in line with Academy, local and national requirements
20. To undertake performance management review(s) and to act as reviewer for an identified group of teaching staff
21. To act as reviewer for identified support staff as part of the line management review (LMR) process
23. To participate in the interview process for teaching / support staff posts, when required and to ensure effective induction of new staff in line with academy procedures
24. Adhoc duties as required



## 04. Person Specification

### Head of Department, Secondary Academy

#### Information for candidates:

The person specification provides an outline of the experience, skills and abilities we expect the successful candidate to possess. You should match your own skills, experience, and abilities to those listed below and provide examples of how you have demonstrated the criteria. People with disabilities will be offered an interview where they meet the Essential Criteria alone.

	Essential	Desirable
Education/ Qualifications	<ul style="list-style-type: none"><li>• degree in appropriate subject</li><li>• has qualified teacher status</li></ul>	<ul style="list-style-type: none"><li>• evidence of continuous professional development (CPD)</li></ul>
Experience	<ul style="list-style-type: none"><li>• experience of successfully applying a range of teaching strategies</li><li>• demonstrable experience of supporting outstanding teaching and learning including adapting lesson content to support and ensure access for EAL and SEN pupils</li><li>• proven ability to deal with a wide range of student behaviours</li></ul>	<ul style="list-style-type: none"><li>• Recent work in a UK secondary school/academy</li><li>• an understanding of how the progress 8 measure will impact academy results and targets</li><li>• experience of inclusion strategies to support children with SEND</li><li>• proven ability to effectively work with a range of stakeholders including parents and external organisations</li><li>• successfully operating in a middle leadership role</li></ul>
Specialist Skills and Knowledge	<ul style="list-style-type: none"><li>• a good or outstanding teacher in your subject</li><li>• demonstrable ability to engage with learners in a variety of ways</li><li>• demonstrable ability to move pupils' learning forward</li><li>• able to effectively evaluate own practice to further improve learning of pupils</li><li>• the ability to work effectively as part of a team, including across faculties</li><li>• demonstrable knowledge of behavior management</li></ul>	<ul style="list-style-type: none"><li>• able to demonstrate knowledge of planning, curriculum and assessment procedures</li></ul>



## 04. Person Specification

	Essential	Desirable
Vision & Strategy	<ul style="list-style-type: none"> <li>• vision aligned with the academies' high aspirations and high expectations of self and others</li> <li>• demonstrate commitment to the highest standards of teaching and learning</li> <li>• articulate the values and mission of the academy</li> <li>• commitment to the safeguarding and welfare of all pupils</li> <li>• commitment to continuous improvement, both personal and organisational</li> <li>• demonstrable positive commitment to equality and diversity</li> </ul>	N/A
Leadership	<ul style="list-style-type: none"> <li>• ability to lead, coach and motivate staff within a performance management framework, including professional development and effective management of underperformance</li> <li>• positive commitment to equality and diversity</li> <li>• resilience and motivation to lead the subject area through day to day challenges whilst maintaining a clear strategic vision and direction</li> </ul>	<ul style="list-style-type: none"> <li>• demonstrable track record of effective leadership; including developing and motivating others</li> </ul>
Personal Characteristics	<ul style="list-style-type: none"> <li>• highly approachable, very grounded and makes sensible judgments</li> <li>• mature approach to emotionally demanding work</li> <li>• relishes accountability and takes personal responsibility for their own actions</li> <li>• able to build trust and mutual respect between pupils, families and staff</li> <li>• strong interpersonal written and oral communication skills</li> <li>• able to work flexibly as a member of a team</li> <li>• clear understanding of health and safety requirements</li> <li>• adaptable to change</li> <li>• demonstrable good organisation skills</li> <li>• demonstrable very good numeracy and literacy skills</li> <li>• ability to use ICT effectively in a professional environment</li> </ul>	N/A



## 05. How to apply

The Queen Elizabeth Academy,  
Atherstone, Warwickshire

### Salary:

MPS/UPS Plus TLR £4,397

### Closing date:

02 May 2017

### Interviews:

TBC

### Start Date:

September 2017

### Visits to the school:

For further information about the role and the academy, or if applicants wish to visit prior to completing their application, please contact the Mark Williams (Hays) on:

Email: [tqea@hays.com](mailto:tqea@hays.com)

Telephone: 0116 253 2389

Mobile: 07841 368 765

### Applying

Please apply by visiting

[www.academytransformationtrust.co.uk/vacancies](http://www.academytransformationtrust.co.uk/vacancies)

# Forward as one. Improving Education Together.

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