

## **APPOINTMENT OF TEACHER OF PHYSICAL EDUCATION**

For September 2018

### The PE Department

The PE department consists of four full-time members of staff, 2 part-time members of staff, one PE Assistant and a peripatetic fencing coach. We also have other peripatetic staff who run additional clubs such as cross country running, dance, cheerleading, badminton, tennis and cricket. Each member of the department normally teaches both in the Preparatory Department and the main Senior School. Enclosed is a list of the extra-curricular activities, the teams which are run and the clubs open to all pupils. Practices may take place before school, during lunch times and after school. Interschool matches are an integral part of school life and take place after school. Major events and tournaments take place on Saturdays and Sundays.

We currently enter the London Schools Gymnastics Championships, the Middlesex Netball Tournaments, the London Schools Swimming Championships, ISFA football tournaments, London Schools and Public Schools Fencing Championships, Tennis Tournaments, London School Cross Country Championships, London Youth Games and the London Mini Marathon.

All teaching takes place on site. We swim all year round in our heated indoor swimming pool. Our all weather playing surface is used for rounders, football, athletics and cricket. Netball courts double up for tennis courts in the summer term. We have a well equipped gymnasium which is used for the teaching of gymnastics, volleyball, basketball, badminton, climbing and trampolining. Dance is taught in the multi-purpose hall which has a sprung floor. There is also a well equipped fitness room which girls from Year 10 to Year 13 may use once they have passed a multi-gym test.

The PE department currently runs the AQA GCSE PE course in Year 10 and 11, with our first cohort due for examination in 2018. As GCSE PE is an 'extra' subject, students complete GCSE PE lessons as part of their 'core' PE lessons, plus some extra lessons.

The PE department organises inter-house competitions as well as Sports Days and trips both abroad and in this country.

### **DETAILS OF POST**

We are seeking a well qualified and enthusiastic teacher for September 2018 who can specialise in swimming. Experience of teaching or interest in GCSE PE would be an advantage.

The appointed person should be able to carry out the following duties:

- To be responsible for several senior swimming teams and to coach these teams to a high level. To take on coaching athletics and tennis teams in the summer where necessary.
- To be confident teaching a range of subject areas including gymnastics, trampolining, swimming, netball, football, volleyball, athletics and rounders.
- To take matches and run additional clubs as part of the extra curricular programme.
- To keep abreast of Health and Safety issues concerning each sport.
- To be responsible for safety during lessons and to maintain discipline.

- To write schemes of work as necessary for the department.
- To assist with and take responsibility for organising trips where necessary.

The appointed candidate is immediately responsible to the Head of Department. The PE timetable is put together by the HOD who allocates subject areas based on the strengths of the staff. All members of the department are affiliated to the Physical Education Association to keep updated on developments in PE and teaching methods.

### **Person Specification:**

#### **ESSENTIAL**

- Good academic qualifications – degree or equivalent in PE or Sports Science. Additional coaching awards in netball would be desirable.
- An understanding of the expectations and ethos of a highly academic school
- An ability to challenge and motivate students to reach their full potential
- Commitment to further professional development
- Good communication skills and the ability to work collaboratively with colleagues
- A willingness to offer extra-curricular activities and the ability to coach teams to a high standard together with relevant experience.
- Competency in the use of ICT for administration and for carrying out the teaching of this subject.
- Awareness of the health and safety requirements.
- Good organisational skills.

#### **DESIRABLE**

- A teaching qualification
- Experience of teaching a range of ages from preparatory to 6<sup>th</sup> Form.
- Some experience in teaching KS2
- Experience of teaching GCSE PE.
- Experience as a form teacher.

### **General Duties**

- To take on duties and responsibilities as shall from time to time be allocated by the Head of PE.
- To attend regular departmental meetings.
- To participate in the school's Appraisal Scheme and to take advice from the Head of Department and other Senior Colleagues on Professional Development.
- To co-operate in the preparation and marking of examinations, including assisting with the administration and marking of entry examinations, report writing and other assessment and record keeping procedures.
- To co-operate in the preparation of new courses, the exploitation of cross-curricular links and the organisation of General Studies courses.
- To cover for absent colleagues and to set work for them in an emergency and to deputise for the Head of Department in their absence if necessary.
- To undertake supervisory duties and to attend INSET sessions and meetings on days outside full term as necessary.
- To undertake the duties of Form Tutor, including administrative duties such as registration, as well as disciplinary and pastoral care of a form group.
- To attend Parents' Evenings, staff meetings including those which take place before and after the school day and before the beginning of term, together with attendance at morning Assembly and major school functions.
- To make a contribution to the extra-curricular life of the School.

## THE SCHOOL

The City of London School for Girls is an independent, non-denominational girls' school which is administered by the Corporation of the City of London. It is a member of the [Headmasters' & Headmistresses' Conference \(HMC\)](#) and caters for pupils whose ages range from 7 to 18 years. The total number of pupils is about 733, approximately 93 of whom are members of the Preparatory Department. There are, on average 150 girls in the Sixth Form. Entry is by competitive examination at 11+ and by testing and interview at 7+ and Sixth Form level. The school has a strong academic tradition and all girls go on to Higher Education from the Sixth Form.

Achieving academic excellence is an important part of life at CLSG, but so too is the provision of a wealth of extra-curricular opportunities, broadening students' lives with new experiences and challenges. A highly supportive system of pastoral care is in place in which understanding, encouraging and inspiring individual pupils is a fundamental part. Our School is cosmopolitan in outlook and the staff and students make the most of all that London has to offer. We are committed to an active outreach programme, to an international outlook and to educating young women to be the leaders of tomorrow. Applicants for teaching posts at City should therefore be enthusiastic about getting to know students and providing guidance appropriate to their individual needs. Applicants should also be keen to invest time and energy in extra-curricular activities, and to exploit to the full the opportunities arising from being at the heart of the City of London and to contributing to the strong community spirit which is a prominent feature of the school.

CLSG's tradition and location create a unique atmosphere which is vibrant, confident and supportive. The student body reflects the diversity of London, and pupils commute into school from all over the Greater London area. Personal development is the goal for every girl.

Facilities and support for staff are excellent. iPads are available to teaching staff, and extensive computer facilities are available for integration into teaching practice. CLSG is currently deploying the use of mobile technologies across the school.

CLSG works in partnership with a number of schools within and outside the City of London. The school is part of the East London Consortium as well as of the family of schools supported by the City of London Corporation.

### Professional Development at CLSG

CLSG is thoroughly committed to supporting the professional development of staff and to making it an integral part of the School Strategic Development Plan. Staff learning is as important as pupil learning at CLSG. CLSG has developed a unique model of professional development with the support of Dr Chris Harrison at King's College London. Staff have a total of 6 full INSET days a year and the school also starts late three mornings a year to provide further professional development time. All staff are involved in cross departmental learning communities where they engage in professional reflection, experimentation and sharing of good practice. In recent years, the school has used these professional learning communities to embed pedagogical approaches including: AfL, Mindsets Theory and it is currently working on developing a Culture of Thinking using research from Harvard Project Zero.

The school is fully committed to embedding research as part of professional learning and in September 2015 appointed a Researcher in Residence. The Researcher in Residence supports members of staff who are working on small scale action research projects within the school. She has been the CLSG lead in a joint research project with CLS and Birkbeck University on improving working memory. The school also sponsors up to 5 members of staff a year to pursue MA courses in Education.

Within the East London Consortium and the family of City schools, there are frequent opportunities for collaborative professional development which the school has always taken a leading role in.

## **CONDITIONS OF SERVICE**

Appointments are subject to satisfactory references, the receipt of an enhanced Disclosure and Barring Service certificate and medical clearance. This post is exempt from the Rehabilitation of Offenders Act. The School has a generous salary for this post which reflects the candidate's qualifications and experience.

A Staff Fee Remission Scheme is available to members of the teaching staff for children attending one of the three City independent schools. The rate is currently 50% of full fee for up to seven years and further details can be supplied to applicants invited to interview upon request.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's Designated Safeguarding Lead (Deputy Head, Pastoral) or to the Headmistress.

**Applications for this post close: Wednesday 21<sup>st</sup> March**

**Interviews will be held on: Monday 26<sup>th</sup> March**