

APPLICATION FOR THE POST OF
Teacher of Girls' Sport & Head of Netball
Full Time

Closing date: Monday 23 April 2018
Interviews: w/c Monday 30 April 2018



St Joseph's College

JOB DESCRIPTION

All teaching staff are responsible to a Head of Faculty/Subject Line-manager. Where more than one subject is taught, the line-manager will usually be within the main subject area with regular feedback being provided by the line-manager of the other subject area/s.

General Requirements

All staff are expected to:

- Be committed to safeguarding of children and young people at the College.
- Contribute to the College's extra-curricular programme.
- Actively support the ethos of the College.
- Contribute to the daily running of the College and follow its policies and procedures.
- Organise, plan and prepare lessons
- Share good practice with colleagues wherever possible.
- Take an active role in ensuring the realisation of the College Development Plan.
- Treat each student as an individual with courtesy and respect.
- Teach lessons which meet all pupils' specific learning needs, assess, monitor and record progress and be up to date with developments in their specific subject area.
- Undertake any other duty deemed reasonable by the Principal.

Teacher of Girls' Sport & Head of Netball

Responsible to: Assistant Principal Director of Sport and Extra Curricular Activities and Assistant Director of Sport and Head of Girls' Sport.

The objectives of the post are to assist in the smooth running of the Sport Faculty Curriculum, including Games and the College's Extra-curricular Programme, so that the needs of each individual student are met within the Aims of the Sports Faculty and College Development Plan. The Teacher of Girls' Sport & Head of Netball has responsibility for the quality and structure of their various parts of the sports programme, both academic and non-academic and assists the Assistant Principal - Director of Sport and Extra Curricular Activities in development planning, staffing and budget management.

Specific roles:

- Responsible for two of the main team sports (summer and winter)
- Girls' and Boys' PE fixtures (boys if required)
- Assessment of scholarships
- Elite programmes
- Overseeing coaching/coaches across the whole sports provision but with a particular focus on Netball
- Hosting maintained schools events
- Assist the Director of Sport with recruitment and retention
- Enable students to have a good understanding of their own physical literacy by developing links with PE and healthy lifestyles (Science/ PSHEE/ preparation for GCSE PE etc) and other curricular areas (maths etc).
- Encourage students to strive for improvement and recognise growth in self-confidence so they develop a passion for physical activity.

- Encourage students to notice lifelong development skills they are learning from physical activity: from self-discipline, confidence and organisation to team playing, prioritising and developing leadership skills.

Responsibilities specific to Teacher of Girls' Sports

- Lead role in specific major winter and/ or summer team sport and/or minor sports. Support role for all major sports.
- Delivery of inter-house competitions, training sessions and fixtures
- Applying the expectations of the faculty regarding wearing specific games kit as well as sports specific items.
- Monitoring pupil progress / development of specific girls' games and working with individual pupils.
- To work within the structure, staffing, reporting and provision of girls and boys PE programme.
- To utilise all PE programme schemes of work and assist with their review and development.
- Engage with the provision for fulfilling the PE programme within the Sports facilities and
- Their associated equipment.
- To promote health-related fitness through the PE programme.

Leadership and Management

- Fully participate in an integrated sports strategy across the College – core PE, academic PE, games, extra-curricular sports and Outdoor & Adventurous Activities which is explained in a Faculty Development Plan
- Lead by example and embody the school's vision and values for the pupils and staff.
- Encourage others to be enthusiastic about new ideas and initiatives whilst being sensitive to whole school development.
- Follow, the School's curricular policies, the examination syllabus and course structure and course materials. Continually aim for ambitious but realistic examination targets and to strive for the Faculty to achieve these targets
- Responsible, as appropriate, for the implementation of GCSE, A level and BTEC PE Schemes of Work and pupils' outcomes
- Attend regular Faculty meetings and line-management meetings. Contribute to agendas for the meetings, ensure action points are followed
- Develop a balanced physical education programme which includes formal opportunities to evaluate pupil progress for the purpose of informing teaching, guiding pupils and communicating with parents
- Support the assessment of internal and external scholarship candidates using impartial procedures which ensure fairness and provide an ability to make objective recommendations
- Fully support the College to ensure the Annual Rugby Festival continues to be a national focus of schools rugby and showcase for girls' sport
- Support a variety of accessible clubs and practices that promotes equality of opportunity
- Celebrate achievement for all and ensure that there is equality of recognition across ages, gender and sports
- Maintain, review, revise and contribute to academic school policies and other policies relevant to the Sport's Faculty
- Attend Faculty meetings

Administration and Liaison:

- Promote the good name of St Joseph's College at a local level (it will be a distinct advantage to have good relationships with local sports bodies and/or clubs, with whom effective links may be established).
- Oversee all aspects pertaining to fixtures in sports for which responsibility is taken: liaising with counter-parts at other schools to confirm dates; entering these into the School Calendar (via termly meetings one term in advance); coordinating with Colleagues regarding match days, transport, refreshments, risk assessments and letters in advance home to parents
- Assist with / organise / join appropriate Sports' Tours, both national and international.
- Support the organisation of inclusive and competitive Sports' Days for all Pupils, including in the Prep School
- Cover for absent staff
- Ensure sports equipment is safe and in working order and order new stock within the designated budget.
- Communicate with parents effectively when appropriate.
- Liaise with the Director of Sport regarding the development and purchasing of joint resources, and the good maintenance of existing resources including our AstroTurf, netball/tennis courts and extensive playing fields.
- Liaise with the Director of Sport regarding staffing for each term and organise any extra staffing required.
- Liaise with Teachers of Boys' Sport in the Senior School to ensure a seamless curriculum in consultation with the Deputy Head of the Prep School.
- Attend Parents' Evenings, School events, INSET/PD days, Open Mornings and such School functions as required by the Principal.
- Contribute to the College's website, newsletters, curriculum newsletters, and other publicity materials

Finance, facilities and equipment

- Seek approval for items to be purchased from the Director of Sport using College paperwork and procedures at all times
- Purchase items within budgetary limits, with due regard to the quality of resources purchased, the quality of teaching materials used, the quality of Faculty assets and the College's charitable status
- Ensure subscriptions to professional bodies, journals and affiliations offer full benefit
- Consult with the School's grounds staff to ensure all sports fields are prepared and liaise with appropriate parties over use of sports facilities
- Be aware of the timetable of the facility usage for School sports facilities and Sports Hall
- Ensure that all Sports equipment is organised, stored appropriately and treated with due care by all users.
- Ensure that all sports equipment is removed from circulation if it is not properly maintained

Safeguarding, Health and Safety

- Contribute to the annual update and publication of Sports' Handbooks so that they are ready for September each academic year to include policies and procedures to be undertaken and expectations of pupils, staff and parents.
- Ensure all relevant aspects of Health and Safety are up-to-date, understood and procedures followed; by all staff involved in games coaching and related activities

- Ensure that risk assessments are up to date and reviewed at least annually ready for September
- Ensure risk assessments are undertaken and staff are aware of the school policies regarding the discharge of those obligations
- Keep up to date with legislation, guidance and updates to rules and best practice
- Record and report injury statistics and suggest any change of practice required
- Ensure pupil registration each lesson and follow up absentees
- Ensure staff are aware of students' health needs and that appropriate procedures are followed e.g. taking inhalers, Epi Pens, etc.

Staff management

- Ensure the effective management of sport and work with colleagues as a cohesive sports faculty.
- Attend regular and appropriate INSET, and provide appropriate induction to new colleagues, coaches and GAP students, particularly regarding Health & Safety, Safeguarding and procedures for accidents and injuries.
- Liaise with all staff and cover managers in good time regarding cover requirements when Sports staff and pupils have to be absent from school.
- In consultation with the Educational Visits Coordinator and Calendar Manager oversee appropriate and timely planning of all fixtures, trips and tours.
- Support the induction of new teachers/coaches taking sports, especially with regard to Health & Safety requirements, the procedure for injuries, first aid and ability to risk assess.
- Liaise with the Director of Sport and Director of Marketing prior to co-ordinating publicity for any aspect of sport at St Joseph's College, including the College's termly Newsletter
- Support all members of staff teaching PE and assist them in their personal and professional development
- Encourage and nurture non-PE staff to support and contribute to the extra-curricular sports programme of the School and allocate / manage staff to extra-curricular activities
- Share knowledge of current practice in individual sports

Fixtures & Games Sessions

- Ensure that sport(s) for which responsibility is delegated have a full fixture list – including, for seniors, at weekends as well as during the weekly afternoon Games sessions, playing both other independent schools and local maintained schools, developing the range of schools played to ensure the highest possible calibre of fixtures at appropriate levels.
- Ensure fixtures/pre seasons/tours/ avoid clashes with other activities by liaising with other faculties and staff.
- Ensure that the fixture list for each sport is produced by the deadline for each term's Calendar and is accurate.
- Ensure that appropriate transport is booked for teams to away fixtures.
- Maintain an accurate and up to date record of fixtures and results and details of pupils who achieve representative honours, school sports awards and colours, and provide reports to the Principal and the Marketing Department as required.
- Ensure that fixtures are agreed in time for accurate publication in the school calendar and that forward planning and clear communication underpin the faculty
- Ensure that all students wear the College's kit for each sporting activity and enforce that they are smartly turned out at all times, including travelling to and from matches and at the end of the school day.

- Maintain high standards of behaviour and etiquette from pupils before, during and after fixtures and games practices, and ensure a consistent approach to kit, match clothing and preparation in staff and pupils
- Participate in a suitable programme of afternoon Games for each age group which covers the needs of all pupils.
- Increase participation in sports and fitness-related activity by ensuring adequate opportunities for pupils' development with minor sports
- Contribute to opportunities for Boarders' sport and ensure excellent opportunities are provided that meet their interests and needs
- Ensure that the relevant first-aid support is in place and that students have with them their various medical equipment as required eg inhalers
- Ensure that registers are taken so that any absences can be flagged in line with the College's attendance and Missing Child policies and procedures

Sports-related activities

- Participate in the Sports Awards ceremonies, liaising with the team coaches and SLT concerning the awards given
- Ensure that the Director of Sport has regular information on all sporting activities for which responsibility is delegated
- Support the organisation of regular tours in a range of sports that allow for a range of affordability which are planned in accord with the College's policies for trips and visits
- Recommend pupils to receive school sports awards
- Support the organisation of inter-house sports competitions and Sports Days
- Liaise with the sports staff in the Prep school, to coordinate coaching, use of facilities, consistency of experience and progression from Year 6 across to Year 7
- Liaise closely with the Health Centre in matters relating to injuries and accidents
- Encourage pupils to enter trials for representative teams
- Ensure Induction of all pupils, including boarding pupils, has taken place before using the fitness centre (and weights room)
- Contribute to the College's PSHEE programme regarding health and fitness
- Assist with team photographs
- Initiate and maintain links with local clubs, universities and/or national bodies to provide access to elite coaching and training opportunities
- Communicate with pupils, staff and parents of all sports events using agreed means to ensure information is transmitted with timeliness, completeness and accuracy

Teaching, Learning and Coaching

- Develop appropriate, excellent lessons across the assigned timetable in line with the College's requirements and sequence lessons effectively in order to maximise the learning needs of students.
- Develop and continually offer feedback on the long term and medium term plans for PE and Games.
- Review appropriate Schemes of Work to ensure continuity and progress from the Junior Department (Key Stage 2) across to the Senior School
- Plan, prepare and enact lessons that follow the defined schemes of work.
- Make use of information and prior attainment, where appropriate, to set suitable and demanding expectations for students' performance, learning and motivation so lessons are suitably differentiated and appropriate to all members of the class;
- Provide targeted support for students within teaching groups who have specific educational needs and/or for whom English is an Additional Language.
- Liaise with the SENCo, EAL co-ordinator and Form Teacher as appropriate regarding students causing concern.

- Use a range of appropriate strategies for teaching, which engage students and stimulate curiosity through the use of effective questioning, clear presentation and good use of resources.
- Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- Teach from Foundation (aged 3 years old) to Year 13 (aged 18 years old) in all agreed areas of sport.
- Coordinate and contribute to an extensive programme of co-curricular sports activities, including Saturday Clubs or weekend fixtures throughout the academic year, and after-school clubs.
- Use ICT to support teaching and learning across all aspects of Physical Education.
- Attend school staff meetings, when timetables/fixtures allow;
- Cover lessons both within and outside the Faculty
- Keep abreast of current and innovative Sport and PE teaching practice and pedagogy

Assessment, Recording, Feedback and Reporting

- Mark (where appropriate) and monitor students' work in accordance with the school's marking and assessment policies.
- Keep accurate records for classes including registering, assessments marks, award systems;
- Involve students in self-assessment within the subject.
- Record and write full and detailed personalised reports on students' progress as outlined in the school's assessment policies.
- Produce written reports that celebrate each pupil's sporting progress, participation in inter-school activities and extra-curricular activities
- Meet School deadlines for recording and reporting.
- Ensure all sports teachers and coaches know who is responsible for which reports and ensure they are completed to a high standard.
- Feedback to pupils and parents through Parent Evenings and written reports
- Ensure any intervention required is timely and communicated to the relevant parties

Knowledge and Understanding

- Have a thorough up-to-date knowledge of the subject/specialisms and to take account of relevant wider curricular, and cross-curricular, developments.
- Have a thorough knowledge and understanding of safeguarding and Health & Safety issues within the subject area and operate to the standards required.
- Understand the assessment requirements of the National Curriculum, in particular, Key Stages 3 to 5.

Managing own professional development

- Take responsibility for own professional development and keep up to date with research and developments within the subject(s) taught.
- Understand responsibilities in relation to Faculty policies and practices, including understanding the College's development Plan and contributing to it.
- Set an excellent example to students through personal presentation and conduct.
- Use the outcomes of professional development to improve teaching and pupils' learning.
- Actively participate in the School Professional Review Programme.

Pupils and Pastoral Care:

- Promote the well-being of all students through an effective programme of sporting activities.
- Cultivate a 'can do' culture amongst all of our students, regardless of age, ability, gender and background. Inclusivity is of fundamental importance to our School ethos, and extends to such events as House sporting events as well as fixtures against other schools and extra-curricular activities.
- Develop appropriate recognition, such as Assembly certificates, and ensure weekly match reports are completed for celebration.
- Mentor and monitor any gifted sporting pupils within the School.
- Consult with pastoral staff regarding students causing concern and liaise with other staff when appropriate.
- Manage appropriate Sports Captains and ensure they are developed in their role.

General:

- Attend School Leadership Team meetings when requested to do so.
- Attend and participate in School Assemblies and arrange sport-based assemblies from time to time, including with visiting guests.
- Drive the School mini-bus to fixtures and events as required (training for Mini-bus driving will be provided).
- Contribute to the duty timetable for playtimes, lunch and after School supervision as required.
- Check own School email account on a regular basis and reply to colleagues and others as appropriate;
- Contribute to the wider co-curricular life of the school, through organising residential activities and involvement in regular co-curricular clubs and activities.
- Abide by Safeguarding and Health and Safety regulations;
- Carry out any other duties that are within the employee's skills and abilities whenever reasonably requested to by the Principal.

The above mentioned duties are neither exclusive nor exhaustive and the postholder may be called upon to carry out such other appropriate duties as may be required by the line manager within the grading level of the post and the competence of the postholder. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description may be reviewed every 12 months and it may be subject to modification or amendment at any time after consultation at any time with the holder of the post.

Person Specification

Requirement	Essential	Desirable
Qualifications	<ol style="list-style-type: none"> 1. Degree level of education 2. QTS Status with proven track record in teaching and managing sports 3. Ability to teach at least one other subject at Prep level 4. Full driving licence 5. England Netball UKCC Level 2 coaching qualification 	<ol style="list-style-type: none"> 1. Relevant teaching e.g. PGCE, 2. QTS Status in Physical Education 3. Up-to-date coaching qualifications in main team sports played at St Joseph's College in addition to Netball 4. Ability to teach many other subjects at Prep level
Experience/ Knowledge	<ol style="list-style-type: none"> 1. Experience of and ability to teach a range of sports, in particular netball, rugby, football and cricket 2. A record of successful teaching or teaching practice with reference to the age range 3 – 11 years old 3. Commitment to, or evidence of, continuing relevant professional development 4. Understanding of current good practice in teaching and learning, and monitoring of standards 5. Experience of managing sports fixtures and administration 	<ol style="list-style-type: none"> 1. An understanding of physical development of children from 3 – 11 years 2. Good working knowledge of the National Curriculum and EYFS Curriculum 3. Proven track record in managing extremely successful fixtures both in terms of the event and administration
Key Skills	<ol style="list-style-type: none"> 1. Excellent communication (oral and written), interpersonal and listening skills 2. Ability to influence and persuade at all levels 3. Excellent presentation skills 4. Ability to lead, inspire and enthuse both children and colleagues 5. Ability to command respect of children, staff and parents 6. Excellent class management skills 7. Ability to maintain the School's excellent behavioural standards 8. Excellent team working abilities 9. High level of attention to detail 10. Excellent organisational skills and time-keeping 11. High level of ICT competence 12. Ability to maintain appropriate and supportive relationships with children, staff and parents 	<ol style="list-style-type: none"> 1. Proven track record in commanding respect of children, staff and parents 2. Relevant ICT qualifications, such as the ECDL
Personal qualities	<ol style="list-style-type: none"> 1. Enthusiastic about subject, well-organised, set high standards, flexible, calm under pressure. 	<ol style="list-style-type: none"> 1. Good sense of humour 2. Confidence in public speaking

	<ol style="list-style-type: none"> 2. Deep commitment to the physical education of young people in its broadest sense 3. A willingness to be involved in the pastoral care of pupils 4. Ability and willingness to contribute to, and support, the School's co-curricular programme 5. Flexibility 6. To have an inclusive approach 7. Energetic and enthusiastic personality 8. Commitment to the ethos and aims of the School 9. A desire to succeed and 'can do' attitude 	
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St Joseph's College Vision and Values

Core Framework

VISION

Being our Best

MISSION

A Caring, High Achieving Community guided by Christian Values

CORE VALUES

Aspiration

Respect

Confidence

Core Values and Ethos

The following core values and behaviours underpin the ethos of our College.

We believe:

- *That everything we do should be for the benefit of the child*
- *That each child is individual and deserving of an equal educational opportunity*
- *That a community based on integrity, kindness, respect, courtesy and enjoyment creates the best learning environment*
- *In striving for excellence in all that we do, encouraging ambition and aspiration*
- *In the primary importance of actively safeguarding and protecting children*
- *In embracing innovation as well as seeking, reflecting upon, and learning from feedback and experience*
- *In the power of the team and the importance of working collaboratively*
- *That inspirational leadership means leading by example and with humility*
- *That we have an important role to play in the wider community, both locally and globally*
- *In taking a longer term view for the greater good of the College and its pupils*

The 'essence' of St Joseph's College is learned and lived through the following core values, which underpin our unique ethos and environment. Our ethos is derived from the educational

philosophy and faith of St Jean-Baptiste de La Salle, Patron Saint of Teachers, and the example set by St Joseph, Patron Saint of Workers.

- **Faith and trust** - developing an awareness of faith, spirituality, awe and wonder and enduring belief in ourselves and others
- **Confidence and self-belief** - participating in a diverse range of academic, creative and physical experiences with self-assurance of one's own skills
- **Aspiration and achievement** - ensuring everyone makes maximum progress and reaches their potential whilst ensuring that ambitions for future careers, personal goals and life-long dreams can be realised
- **Effort and resilience** – providing a strong academic core and encouraging a desire to succeed, in order to develop adaptable and life-long learning skills
- **Respect and dignity** - developing moral values; an awareness of what it means to be a good citizen and respecting our own and other cultures, religions, values and beliefs
- **Community and compassion** providing a happy, secure and nurturing community, so we develop personally, take a full, active and constructive part in the life of our community and develop a sense of compassion and concern for others locally and globally
- **Creativity and open-mindedness** – seeking to innovate by being imaginative and entrepreneurial whilst searching for and evaluating, conflicting opinions and sources of evidence
- **Contribution and service** - developing a community perspective and awareness (locally and globally) by meeting the needs of others and thinking beyond 'the here and now'
- **Integrity and endeavour** – working with integrity and zeal and communicating reliably and openly
- **Self-regulation and humility** – continually seeking to attain the highest personal standards, whilst appreciating the many ways that people contribute to our world

Vision

We want to be known locally, nationally and internationally for our high quality, independent, all-round education for boys and girls, which is seamless through from nursery to university and the world of work, including:

- Our ethos, which combines strong **traditional Christian** values with a **unique** approach to **supporting** and **nurturing** children within a **friendly, family** environment
- Strong **academic** performance and **achievement** for pupils of all abilities and skills, enabling children and young people to consistently outperform local and national academic standards
- **Tailored** pastoral and academic support which develops our children into confident, successful, compassionate young people who have integrity, dignity and self-belief
- **Progressive, innovative and effective** approaches to teaching and learning
- Teaching which is **inspirational, challenging** and **engaging**, provided by well qualified and well supported staff
- A **flexible, inspiring and inclusive** 3-18 curriculum which meets the needs of the contemporary world
- Outstanding girls' and boys' **opportunities** and achievement in sport
- The quality and variety of curricular and **extra-curricular** opportunities, including outstanding Music, Art, Drama, Dance and Outdoor Education
- Leading the way in using **new technologies** which enhance and support teaching, learning, communication and administration
- Being a **reflective, open-minded, forward-thinking** organisation which is **receptive** and **responsive** to change, in order to provide the best quality all-round education within a competitive local, national and global market
- Our outstanding **facilities** and **grounds**
- High quality **Boarding** provision, including outstanding pastoral care for a diverse population of students, excellent facilities and a stimulating programme of activities
- An emphasis on **effective and timely communication** which ensures that current and prospective parents and the wider community, are well informed about the College's successes and strengths
- Creating **links** with alumni, businesses and community organisations which benefit our students and our school
- Clear **development planning**, which is underpinned by sound business and financial acumen and management, shared and communicated with stakeholders and reviewed and evaluated annually
- Strong and effective **leadership** and **management across the College**, which supports and enables its staff to develop professionally, personally and to deliver the school's aims within a positive, reflective and professionally community.