



**ICSLONDON**  
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# Primary Physical Education Teacher Application Pack





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# Welcome to the International Community School

**From our Head of School, Mr. Rod Jackson**

On behalf of myself, the senior leadership team, my colleagues, our students and our whole community, I would like to thank you for your interest.



I was delighted and proud to be appointed to the Headship of The International Community School in August 2019.

Prior to ICS, I had spent nearly 30 years working

in independent schools in Africa, Australia and the United Kingdom.

I am a passionate proponent of an entirely holistic approach to education in which a rigorous approach to academic education, an outstanding programme of co-curricular opportunities alongside excellent pastoral care and personal development combine to create a world class educational experience for each child.

I believe that it is essential not only that we educate our students to be global citizens but that we ensure they have the skills and the desire to change the world for the better, as future leaders.

The ICS Senior Leadership Team is comprised of myself, the Bursar, the Secondary Principal and the Primary Principal.

**Rod Jackson**

Head of School



**Diana Herrera**

Bursar



**Stephen Richards**

Director of  
Marketing and  
Admissions



**Muz Chohan**

Secondary  
Principal



**Sally Thorogood**

Primary  
Principal



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# About ICS, London

Established in 1979, the International Community School (ICS) has over 40 years' experience in educating, enlightening and engaging a global community.

Recently named as one of the best small independent schools in the UK by the Daily Telegraph, ICS is an International Baccalaureate (IB) World School based in the heart of central London, nestled between Marylebone and Paddington. A day school for students aged 3-18 years, ICS offers all three International Baccalaureate programmes. An innovative academic curriculum, alongside outstanding co-curricular opportunities and a highly individualised approach to personal development make the school a unique, exciting and holistic educational offer for international, as well as British families.

Our students achieve excellent examination results in external exams at MYP and Diploma and enter competitive university programmes around the world including the UK and the USA. A successful and highly regarded English Language Summer School – certified through the British Council - completes the academic provision of the School. ICS is a member of the Independent Schools Association, a prestigious organisation comprising over 500 of the best independent schools in the UK and beyond.

International Community School, London is one of the leading, 'premium brand' schools within the Globeducate group, and both the ICS main school and the ICS summer school enjoy an excellent reputation. ICS joined the Globeducate group in 2018.







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# About Globeducate

Globeducate is a global network of over 50 premium international schools and online education programs. We offer inspiring learning opportunities to more than 25,000 students between 2 and 18 years old in 10 countries.

At Globeducate, we believe that our students will only succeed in the world of tomorrow, if they are prepared for the challenges that they will face. The world is changing at an incredible pace, and our planet is facing unprecedented social, economic and environmental challenges.

In addition to providing an excellent education, we ensure that our students build character, learn skills and develop abilities beyond the purely academic. Our students have a voice, and we give them the power to act and help build a more equal, fair and sustainable world.

We prepare each student to become a global citizen who can shape the world.

[www.globeducate.com](http://www.globeducate.com)







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# About ICS Primary

ICS Primary is a small, independent, co-educational, international school of around 100 students, Nursery through Year 6, in the heart of London. The primary campus is located in beautiful Marylebone [about a 10 minute walk from our secondary campus] and caters to the international community as well as an increasing number of local families.

Many of the students at ICS have relocated to London with their parents who will be working in embassies or in careers such as banking, human rights, entertainment, the military, fashion and sports or studying at one of the nearby universities. We are proud to say that students at ICS come from all types of families and a very wide variety of backgrounds, and countries such as Australia, China, the United States, Kuwait, Canada, Finland, Nigeria, Spain, Brazil, and Saudi Arabia.

At our heart, we are an inclusive school and it is essential that each and every student not only feels that they belong at ICS, but that they are able to experience happiness and success at school.

ICS Primary is an IB (International Baccalaureate) World School and we follow the IB Primary Years Programme. The IB's values of international mindedness, global citizenship, social responsibility, service, and respect are at our heart. Our school rules and expectations are based on the tenets of respect and acceptance. Whole school celebrations and activities are common place and, as a small school where all of the students and teachers know each other extremely well, relationships between students and teachers are a real feature of the ICS experience. Student agency also lends itself to creating a safe atmosphere for students where they feel listened to, heard, and encouraged to speak up for themselves, others, and what they believe in.

Academic rigour is important to us and external standardised assessments rank us well above average when compared to other similar schools in London and around the world. Many of our students are bi or even tri-lingual and a small percentage of our students are English language learners, some at a beginner level. We are happy to be able to support students with mild to moderate learning differences through our outstanding special education programme. Students are looked at as individuals with unique strengths and needs and that they are challenged in meaningful and appropriate ways, moving them to the next level.



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# About ICS Primary

We provide a well-rounded and diverse experience to all of our students. We have a strong after school and lunch-time clubs program which provides co-curricular opportunities such as robotics, rock climbing, creative writing, instrument lessons, choir, martial arts, film making, sign language, and many more.

We are lucky to have a team of staff composed of positive, creative, hard-working, and talented individuals who not only ensure provision of an academically rigorous education, but also unique and diverse opportunities for our students.

Classroom and specialist teachers take full advantage of the wonderful city of London through frequent field trips, workshops, and visitors. Our parent community is also highly involved in our school life and we have a strong Parent Council. Our Parent Council not only organises and holds social events for parents, but school based events such as International Food Festival and a summer picnic. Parents are often eager to volunteer and get involved at school.

Finally, our staff are our greatest asset. Our colleagues, like our students, come from all over the world and are well trained and qualified to provide high quality education. They are extremely supportive of one another, hardworking, positive, happy, and fully committed to developing our students and themselves. While our staff members are extremely committed and serious about their jobs, ICS Primary, as a workplace, could be described as a social, lighthearted, respectful, close knit and fun-loving community.







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# Primary PE Teacher

## Job title

Primary PE Teacher

## Reporting to

Primary School Principal

## Working hours and working days

8.30 - 16.30

FTE 0.6 - 0.8.

## Start date

19 August 2021

## Location

Based at ICS Primary, 7B Wyndham Place, London W1H 1PN

## Salary

Competitive (depends on qualifications and experience)

Salary review on an annual basis. Increases to be based on individual performance, economic conditions and school budgetary considerations.

## Appraisal

On a bi-annual basis via self/peer/line-manager appraisal

## Terms of employment

Part-time (FTE 0.6- 0.8) , permanent contract

## Main objective

To ensure a rich and stimulating learning environment and instruct students within the PYP IB curriculum, and work co-operatively with colleagues.

To coordinate the primary school clubs programme.

## Context

This job is located at ICS Primary School, London, where the postholder will be responsible for planning, delivery and monitoring of classes to our learners. The post holder will play a full role in the every day life of the school, including, duties, cover, meetings and extra-curricular activities.



## Responsibilities/duties

### Planning and Preparation

- Prepare short, medium and long term plans as required
- Demonstrate extensive understanding of subject content and its prerequisite relationships and connections with other disciplines
- Use knowledge of students' backgrounds, skills, needs and interests to plan for groups of students
- Plan lessons with valuable learning outcomes which are suitable for all students in the classroom including Healthy Lifestyles
- Demonstrate effective time and resource management
- Plan collaboratively with colleagues to ensure the curriculum is integrated, broad and balanced
- Be familiar with student SEN IILPs and be actively involved in supporting student goals
- Plan for student assessment in alignment with the learning outcomes, with clear assessment criteria & standards that have been communicated to students
- Plan relevant class excursions

### The Classroom Environment

- Maintain positive classroom interactions which are highly respectful and consistent, reflecting genuine warmth, caring and trust toward individuals and the diversity of the school
- Empower all members of the class to ensure high levels of inclusion are maintained in the spirit of genuine teamwork







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- Create a classroom environment which represents a genuine culture for learning
- Set high, clear and consistent expectations for student achievement, and student pride in work
- Establish classroom routines and procedures to ensure consistency, safety, a sense of community, and engagement of children
- Model respectful and positive interactions with others and ensure that students feel safe, happy, empowered, and valued
- Demonstrate a passionate commitment to the subject and a pursuit of excellence in collaboration with colleagues and students
- Manage behaviour in a respectful, proactive and preventive manner which is sensitive to individual student needs
- Create a positive community of mutual respect and support
- Offer all students equal opportunities to learn and maintain an environment in which no student is exposed to discriminatory behaviour

### **Teaching Strategies/Techniques**

- Use inquiry based techniques in order to facilitate full participation and engagement of all students
- Give timely feedback which is consistent and identifies clearly what the student has done well and next steps for their learning
- Use a range of creative strategies to ensure students are highly engaged and empowered throughout the lesson
- Seek ways to support successful learning for all students, making adjustments as needed to instruction and responding to student interests and learning styles
- Provide enrichment opportunities for higher achievers





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- Differentiate lessons appropriately to ensure every student has the opportunity to experience success
- Use innovative, fun, and challenging ways for students to construct their own learning
- Facilitate collaborative practices with students taking on roles to heighten efficiency and learning
- Ensure that students are fully aware and engaged in the lesson's intent and objectives
- Facilitate students to take authentic action on a regular basis

### **Professional Responsibilities**

- Understand requirements to ensure and promote child protection and safeguarding throughout the school
- Demonstrate self-awareness of teaching style and act as a resource for others
- Document progress & attainment of all students, maintaining accurate records based on evidence
- Establish professional goals, starting from an understanding of prior attainment & potential performance
- Focus on making a difference and adding value to the students' learning and the school community
- Communicate frequently and appropriately with families, successfully engaging them in the program
- Make a substantial contribution to school events and projects and initiate new ideas
- Maintain and promote excellent relationships with colleagues acting as a catalyst for an inspirational collaborative approach to teamwork
- Participate actively in internal and external professional development activities and contribute to the development of others







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- Maintain a high standard of courtesy and professional relationships with all colleagues, students, parents and interested parties and in particular demonstrate respect for the cultures and background of all students, parents and colleagues
- Observe the school's policies, routines and procedures and act in accordance with the Teacher's Handbook and notices or announcements made by school management
- Participate in staff meetings, in-service training, parents' evenings and school functions according to the published schedule
- Be fully aware of the layout of the school building, including the location of the first aid box and fire exits
- Provide cover as and when required by line manager
- Undertake any other reasonable requests made by line manager

### **School Club Coordinator**

- Create varied school clubs programme by liaising with ICS staff and with external suppliers/agencies
- Create a daily schedule and attendance sheets with clear capacity limits
- Organize club supervision taking into account SEN needs and ratio requirements
- Liaise with SmartBus to organize any transportation needs
- Liaise with HR and ensure all outside agencies have provided appropriate safeguarding documents for staff
- Support administrators with collecting and tracking money from club forms
- Provide receipts for parents
- Revise and edit clubs brochure for parents
- Communicate with parents as needed about clubs and upcoming changes
- Find cover if a club staff member is out sick
- Carry out induction for new club staff and inform them of our procedures while they are in the building such as fire escape, etc.
- Ensure safety during the dismissal of all students





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# Person Specification

## Qualifications

### Essential

- Teaching qualification in the relevant subject

### Desirable

- First Aid qualifications
- Post-Graduate Degree in Education

## Experience

- Experience teaching in a primary school classroom
- At least two years of teaching post qualification with the appropriate age level
- Experience teaching an inquiry-based curriculum

- Experience teaching the PYP
- Experience teaching within an integrated curriculum
- Experience of International Education
- Experience teaching students with Special Educational Needs

## Skills

- Excellent Communication skills
- Ability to provide dynamic, motivational, learner centred classroom activities
- High level of communication, teaching and presentation skills
- Strong ICT skills
- Ability to differentiate lessons to a variety of learning styles and ability levels

- Ability to lead and/or facilitate in-house training
- Ability to design and deliver papers and workshops at external conferences
- Ability to speak other languages





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- High level of time management skills
- Ability to maintain appropriate standards of discipline in classroom
- Ability to teach/coach/supervise extra-curricular activities
- Ability to show initiative and contribute new ideas
- Ability to set a high standard of leadership in the classroom
- Ability to work collaboratively in a team

## Knowledge

### Essential

- Understanding of other cultures
- Understanding of equal opportunities policies, and the impact that such a policy has on a class of students
- Knowledge of a variety of pedagogical approaches, and ability to apply each one as and when required
- Informed about current best practice and new pedagogical developments
- Knowledge of the IB continuum of programmes
- Knowledge of mixed culture teaching and learning





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## Other Attributes

### Essential

- Strong commitment to child protection and safeguarding
- Commitment to the IB Programme and philosophy
- Commitment to continuing professional and personal development







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# How to apply

Candidates are requested to send both a cover letter and completed application form to [recruitment@ics.uk.net](mailto:recruitment@ics.uk.net) or apply through TES portal.

The application form can be found at [www.icschool.co.uk/jobs](http://www.icschool.co.uk/jobs) or through the job page on the TES website.

No other form of application will be accepted unless under exceptional circumstances. If you are unable to apply online due to a disability, then please contact Primary School on 020 7298 8827

The International Community School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection training and screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

If you wish to discuss this role, please contact our HR team on [recruitment@ics.uk.net](mailto:recruitment@ics.uk.net). Closing date for the application is 28 February. ICS reserves the right to shortlist applications before the closing date.