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**INFORMATION FOR APPLICANTS:**

**Head of PE**

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**WELCOME TO THE SHARED LEARNING TRUST**

**FROM THE CHIEF EXECUTIVE, CATHERINE BARR**

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***We recruit people for attitude and train for skills***

We aim to recruit outstanding people. We would rather make no appointment than appoint someone who is not suited to our ethos. For this reason we try to articulate clearly our vision, values and expectations when putting together information for applicants and we always give a lot of attention to appointing the right person.

**We aim to recruit staff who:**

* are excited by their role and by the prospect of working with young people, even those who are less well motivated;
* love the processes of learning and teaching and are keen to continually develop their own skills;
* recognise that teaching can be a demanding job but react positively to those demands rather than complaining;
* will subscribe to the ethos of the Trust and ‘go the extra mile’ in terms of time and commitment to get the very best from our young people;
* see break duty as an opportunity to talk to children;
* are quick to praise and slow to criticise; and
* are not afraid to admit to seeing themselves as potential leaders of the future.

I am conscious that this may be your first contact with our Academy Trust and first impressions are very important. I hope what you read, coupled with anything else you discover about us, inspires you to apply for this post.

**WELCOME TO CHALK HILLS ACADEMY FROM PRINCIPAL, LOUISE LEE**



Dear Applicant,

It is a privilege and an honour to lead Chalk Hills Academy.

Our students are extremely motivated, and have an exceptional desire to achieve and behave impeccably.

Our staff are highly qualified and work tirelessly in the pursuit of world class progress for all of our students.

The facilities at Chalk Hills Academy are state of the art, providing students with the opportunity to develop their interests and skills in a wide range of areas.

In 2016 our students achieved 60% A\*-C English & mathematics, which was a fantastic achievement for our young people.

As an Academy within the Shared Learning Trust, we believe our key aim is to give every child the best possible opportunity to flourish and develop into decent, disciplined, well-educated and employable adults.

Learning is clearly at the heart of all we do.

‘***It is the supreme art of the teacher to awaken joy in creative expression and knowledge.’***
***Albert Einstein***

I am delighted to extend a warm welcome to you.

Best wishes,

Louise Lee



**THE TRUST**

The Shared Learning Trust is a stand-alone multi-academy trust. The trust currently manages four academies:

* The Linden Academy (formerly Moorlands Free School), Luton, age 4-11, judged good by Ofsted in July 2013.
* The Stockwood Park Academy (formerly South Academy), Luton, age 11-18, judged good by Ofsted in May 2015.
* The Chalk Hills Academy (formerly West Academy), Luton, age 11-18, judged good by Ofsted in September 2014.
* The Vale Academy, Dunstable, age 4-13 (in the process of changing from a middle school to a primary school) judged good (with behaviour outstanding) by Ofsted in September 2014.

**VISION & VALUES**

**A Vision for the development of The Shared Learning Trust**

**Strive, achieve, believe!**

At The Shared Learning Trust we provide opportunities for all our students and adults to be aspirational and develop a passion and excitement for learning.  Working with our communities, we ensure all students are able to achieve beyond their targets to reach the success they deserve. Our students develop a strong self-belief so that they flourish and develop into well-rounded, self-respecting young people.

Our commitment to our vision can be seen through:

* Our academies working together to provide more opportunities for all students and staff
* A focus on the development of our staff with opportunities for clear and dynamic career progression and high quality recruitment and retention.
* Strong Trust approaches to our key issues, for example; teaching, assessment, attendance and curriculum development.
* Partnerships with schools outside of our Trust to maximise opportunities for all.
* Close working and communication with our families and local community.
* Care for our families beyond the school day.
* Excellent lessons and learning incorporating effective use of new technologies.
* An interesting yet challenging curriculum.
* 16-19 provision which ensures progression routes for all.
* A Cross-Trust focus on high achievement and high standards.
* Ensuring that every child in our Trust reaches their full potential by providing exciting opportunities both inside and outside of the classroom.
* Exemplary behaviour and conduct at all times.
* A can-do attitude across the Trust that fosters belief and high expectation.
* Ensuring no opportunities are missed.

Our vision is to produce young people who are aspirational, have developed self-belief and who achieve more that than they ever thought was possible.

**THE POST**

#### Head OF PE

The main purpose of the post is to develop, plan and deliver effective and high quality learning experiences to all students, improving upon GCSE outcomes and developing and leading Post-16 provision.

In joining the dynamic and innovative PE department at Chalk Hills, where colleagues are collaborative, imaginative and thrive in a team environment, you will help further advance curriculum changes and share excellent practice.

The successful candidate will be an experienced/aspirational professional, who is enthusiastic, influential and committed to working in pursuit of success for the academy and its learners. If you are highly motivated, respond well to a challenge and have excellent communication skills, this could be the job for you!

Visits to the Academy are warmly welcomed.

#### C:\Users\sonia.turner\Desktop\pics.jpg

**RECRUITMENT TIME TABLE**

|  |  |
| --- | --- |
|  Monday 10 April 2017 | Advertisement appears online TES and in the Hays/ schools week  |
| Wednesday 17 May 2017 | Closing date for applications (by 12 noon)*References will be requested at this stage* |
| Interview week beginning Monday 22 May 2017 | Interviews  |

**JOB DESCRIPTION**

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| --- | --- |
| **Title:** | Curriculum Leader of PE |
| **Salary details:**  | MPS/UPS |
| **Responsible to :** | Directors of Learning |
|  |  |

**VISION AND PURPOSE**

1. To develop, plan and deliver effective and high quality learning experiences for all students based on the emerging competency based curriculum.
2. Be accountable for the learning and achievement of all students they teach.
3. To liaise with teaching colleagues at The Trust to support strategic development, share good practice and plan collaborative activities.
4. To ensure that the Trust of The Chalk Hills Academy is always presented positively within and beyond the Academy.

**ACCOUNTABLE FOR**

**Teaching and learning**

1. Providing high quality subject and personal development curriculum lessons which:
	1. Ensure that students acquire new knowledge and skills, develop ideas and increase their understanding
	2. Enable students to develop their learning habits of concentration, working productively both independently and collaboratively, and producing work which is well presented.
	3. Ensure students understand the progress they are making through
		* well planned lessons
		* modules based on assessment for learning
		* lessons well matched to students’ needs with an appropriate level of challenge
		* well organized and skilful use of resources, including time, information learning technology and learning assistants
		* homework which reinforces and extends the learning undertaken in class
		* consistent and effective behaviour management

**Leadership and management**

* Taking responsibility for ensuring they are up to date in terms of their knowledge of the subject(s) they teach, the related teaching methodologies and the external examination requirements for their subject(s), especially the newly emerging vocational qualifications/diplomas.
* Attending assemblies, register students and assist with supervision before, during and after the working day
* Attending meetings arranged for staff, with parents and, when appropriate, with outside agencies/providers
* Supervising and, so far as practicable, teaching students whose teacher is not available
* Assessing, recording and reporting on the personal development and academic attainment and achievement of students.
* Ensure that work is always set for classes when absence is foreseeable.

**Care, welfare, guidance and support.**

1. As a personal tutor
	* maintain an ongoing overview of the personal and academic development of each student,
	* negotiate the individual learning plan for each tutee,
	* work with others to identify when intervention is needed e.g. when underachievement is identified or additional challenge is required
	* monitor the effectiveness of additional support, especially from learning mentors and outside agencies
	* maintain effective lines of communication with parents at all times.
2. As a subject and personal development curriculum teacher:
* Identify and exploit opportunities within their curriculum or management role which enable them to support individual student outcomes.
* Maintain accurate and comprehensive records of individual student’s needs, both in the classroom and in extended school activities.
* Demonstrate how student needs are being met.
* Monitor student engagement, progress and wellbeing to ensure all are supported appropriately.
* Contribute to the assessment and reporting of student development in line with Academy policies and achievement across all skills and competences in and out of school.

Participate in the arrangements to seek and take action on students’ views

**PERSON SPECIFICATION**

The successful candidate will be experienced professional who is energetic, innovative and influential, reliable and committed to working as part of a team. More specifically candidates should be able to demonstrate the following minimum requirements:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Essential | Desirable | Source of Evidence |  |  |  |  |
| ***Qualifications and Experience:**** Qualified Teacher Status
* A good honours degree or equivalent
* Successful middle leadership experience
 | * Evidence of further subject-based professional development
* A minimum of 3 years teaching experience
 | 11,21,2 |  |  |  |  |
| ***Teaching:**** An outstanding classroom practitioner
* Has strategies for raising standards in Secondary Education
* The ability to engage, enthuse and motivate students
 | * Experience of the use of ICT to enhance the teaching and learning process
* Experience of teaching KS4 and KS5 PE
 | 1,21,2,31,2,3 |  |  |  |  |
| ***Assessment:**** Can use monitoring strategies to inform intervention and lead to positive learning outcomes
* Monitoring of GCSE and KS5 delivery
* Evidence of improved student outcomes
 |  | 1,2,31,2,3 |  |  |  |  |
| ***Planning:**** The ability to plan lessons and sequences of lessons with clear objectives to ensure progression for all students
* The ability to set consistently high expectations for all students through class work and homework
* Monitoring the quality assurance procedures to ensure that learning and teaching are at least good
 | * Evidence of extended curriculum opportunities working alongside subjects such as Science & mathematics
 | 1,2,31,2,31,2,31,2 |  |  |  |  |
| ***Management**** Has successfully led a team
* Shows awareness of whole school issues
* Has the ability to translate vision into practice
* Has the ability to lead the development of new ways of thinking about learning and teaching
 | * Has experience of managing budgets
 | 1,2,31,21,2,31,2 |  |  |  |  |
| ***Personal Characteristics**** Commitment to excellence
* Impact and influence
* Transformational Leadership
* Holds People accountable
* Challenges and Support
* Develops potential in others
* Challenges and Supports
* Committed to Sports enrichment activities
 |  | 1,2,31,2,31,21,2,31,2,31,2,31,2,31,2,3 |  |  |  |  |

1= Application Form 2 = Interview 3 = Reference 4 = Presentation and/or test

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

*‘The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service*

**HOW TO APPLY**

Please read the information in this pack. If you decide to apply you should include a letter with your application form on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to the Academy. Please do not send a general letter; we really are looking for someone who is prepared to respond to us as an individual Trust. You can be sure we will take time and care in reading your letter; we appreciate how much energy goes into it**. Please ensure that you address your application to; Sonia Turner, Human Resources Officer, The Shared Learning Trust, Wilbury Drive, Dunstable, LU5 4QP.**

**E-Mail:** **academyrecruitment@thesharedlearningtrust.org.uk****.**