



Nonsuch High School for Girls



PE Support Assistant Gap Year Opportunity

Application Pack

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NONSUCH HIGH SCHOOL FOR GIRLS

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22nd March 2018

Dear Candidate

Thank you for your interest in the position of Gap Year PE Support Assistant at Nonsuch High School for Girls.

This is an exciting opportunity for an aspiring teacher or athlete to join an outstanding PE department.

At Nonsuch we aim to be a truly outstanding school with an excellent academic reputation that provides first class care, guidance and development for our students. We are proud of our rich extra-curricular provision and caring community which help develop confident and outward-looking young women.

We provide a well-resourced and positive working environment with supportive colleagues and full access to training opportunities.

The Girls' Learning Trust was formed in September 2015 and initially consisted of two schools: Nonsuch High School for Girls and Wallington High School for Girls. In April 2018, Carshalton High School for Girls joined and further strengthened our Trust. All three schools are located within the London Borough of Sutton and are within easy reach of each other. The Trust enables our schools to benefit from professional development and the innovation that collaboration encourages.

Further information on our school and the Trust is contained within the pack. If, after reading it, you are interested in joining us, please complete the school application form and return it to Natasha Geoffrey, HR Manager.

We hope you will find the information in this pack interesting and informative. If the opportunity to join our dynamic school excites you then we very much look forward to hearing from you.

Yours sincerely

Amy Cavilla
Headteacher



Staff Development and Wellbeing

Our Trust-wide Wellbeing Strategy puts wellbeing at the heart of all considerations and at Nonsuch High School for Girls that means:

- **A commitment to workload reduction**
 - no written reports
 - 3 data drops per year
 - an assessment and marking policy that is not onerous
 - a clear KS3 assessment framework that prioritises subject specific assessment practice
- **A commitment to making the workplace a pleasant and supportive working environment**
 - Free access to the on-site David Lloyd Gym and Spa for staff
 - A vibrant staff association that organises regular staff socials
 - An Employee Assistance programme offering confidential advice and support in times of need
 - An exciting and supportive programme of professional development
 - An extended October half term holiday (2 extra days) to break up the long autumn term
 - Monthly extended mid-morning breaks
 - We are a school that appreciates the importance of family and do our best to support staff when there are issues and requests for additional leave regarding family events and an Additional Leave policy that supports staff when they may need time off school
 - A teaching load of 43/50 1-hour periods of teaching per fortnight maximum
 - We are situated in 22 acres of beautiful grounds on the edge of Nonsuch Park
- **Support**
 - The school calendar and training is planned in advance across the whole year so people know what is happening and when
 - In-house cover supervision team
 - A highly effective and proactive support staff that play an important role in supporting teaching and learning
 - Every full-time teacher operates from a base classroom and has an office-based work station which means our large staff room can be work station free
- **A commitment to staff development**
 - CPD programmes, which are based both in school and across the wider Trust, tailored to individual aspirations – including “Mental Health Champion training”; “Outstanding Teacher Programme”; elective CPD and working parties; “PED TALKS” informal teaching and learning discussions; middle and senior leader conferences; NQT induction
 - An additional INSET day at the beginning of the academic year dedicated to teacher planning and preparation
 - Our “No lesson judgements” policy ensures our lesson observations are developmental and supportive
 - An annual cross-Trust teaching conference allowing the chance to meet and network with other staff

Girls' Learning Trust (GLT)

Message from Jane Burton, CEO

I am delighted that you are interested in a position in one of the GLT schools.

The Trust was formed in September 2015 and initially consisted of two schools: Nonsuch High School for Girls and Wallington High School for Girls. In April 2018, Carshalton High School for Girls joined and further strengthened our Trust. All three schools are located within the London Borough of Sutton and are within easy reach of each other.

The aims of the Girls' Learning Trust are to deliver a first class education for girls ensuring that they realise their full potential and leave the Trust well prepared for their future. With around 4000 students and a highly effective operating model, GLT gives member schools the financial strength to drive school improvement and provides increased opportunities for students and staff across the trust. We aim to be a 5 school Trust by the end of 2020, retaining the all-girls identity and operating within the London and South East region.

The aims of GLT are achieved through:

- Delivering excellent standards of teaching and learning consistently across the Trust based on the setting of high expectations for all and an evaluative approach to improving performance that secures strong outcomes for all our students.
- Developing strong collaboration across the Trust ensuring each school is a giver and receiver of support where needed.
- Ensuring effective professional development and career progression opportunities across the Trust in order to recruit and retain excellent staff.
- Delivering effective pastoral provision to all our students ensuring they are supported, developed and well cared for during their time in the Trust.
- Developing a strong understanding of how best girls learn, develop and thrive and using this to underpin our approach to education across the Trust.
- Promoting and developing high aspirations for our young women allowing them to become the successful female leaders of the future.
- Creating an exciting, challenging and creative curriculum across the Trust, both inside and outside of the classroom, to allow all students to realise their full potential.
- Securing a financially viable Trust through strategic financial management and by working collaboratively to secure financial efficiencies.
- Communicating effectively with and valuing all of our stakeholders realising the important role they play in the Trust.

For more information on the Trust please follow the link below:

www.nonsuchschool.org/321/welcome-from-the-ceo

The Trust model brings many advantages to staff at all levels in the schools. Free from some of the strategic, financial and operational responsibilities of a standalone role, the primary focus of the school Headteacher role within the GLT structure is to provide highly effective leadership and support of the teaching and learning within their school alongside day to day management. The school Headteacher is accountable for securing strong student outcomes and the delivery of an excellent standard of education for all students in their school. Each Headteacher reports to, and is supported by me in my role as CEO.

Staff are able to benefit from many different opportunities for development across the Trust. These include the opportunity to participate in the cross-trust Outstanding Teacher Programme (OTP) learning with and from colleagues in all the schools, an annual GLT conference that brings all staff in the Trust together and the chance to participate in trust training and development across a number of areas. In addition, when you are at the stage when you want to consider moving to the next level in your career, a larger Trust brings more opportunities than a standalone school may do.

Although the Trust plays an important role in each school, the GLT model ensures and values the fact that each school retains its own unique identity within the Trust which can be seen when visiting each school or looking at the website.

Joining a GLT school at any stage in your career is a way to combine the benefits of working for a larger Trust with the ability to feel part of a successful and vibrant school. I hope that after reading this information pack you decide to submit an application.

April 2018



Information about Nonsuch High School for Girls

Our school

Nonsuch is a highly successful and selective grammar school for girls aged between 11 and 18 years. Opened in May 1938 and standing in 22 acres of beautiful grounds on the edge of Nonsuch Park, we aim to provide a caring, happy and stimulating environment in which students can attain the highest levels of academic and personal achievement. Teachers and support staff joining Nonsuch comment on the excellent behaviour and positive attitude to learning of our students and on the warm and co-operative relationships between staff.

Attainment and achievement at Nonsuch are excellent. The summer 2017 GCSE results of 55.9% A* and 85.1% A*/A and a validated progress 8 measure of 1.13, place Nonsuch in the top 2% of state schools nationally. At A level the school achieved 19.4% A* and 56.5% A*-A grades - again placing the school amongst the highest performing schools nationally. Eleven students gained places at Oxbridge and 17 undertook Medicine, Dentistry and Veterinary Studies.

Culture and development opportunities

The culture of the school underpins every consideration. It is one of high expectations of students and of ourselves; positivity in our dealings with each other at school and in the wider community; and confidence in our professionalism so that we can engage in genuine dialogue and collaborate in the knowledge that we have much to give and receive.

This culture is reflected in our programme of continuing professional development (CPD). We run the "Outstanding Teachers' Programme" across the Trust with our own trained and badged facilitators so that the programme can run sustainably, providing professional development opportunities for future cohorts. We have elective CPD groups looking at assessment and the A Level mindset. We run an annual cross Trust conference also as well as conferences for current and aspiring middle leaders as well as a comprehensive induction programme for new staff and NQTs.

We provide placements for Initial Teacher Training (ITT) trainees every year, working with the Sutton SCITT and Teaching School Alliance. In addition 2 of our MFL colleagues train MFL teachers from the SCITT a day a week. Newly Qualified Teachers are supported by a full induction programme and all teachers joining the school are supported in the transition.

Curriculum

On entry, all students follow an academic programme including a Modern Foreign Language (German, French or Spanish) and Latin. The range of subjects taken for GCSE is broadened by the opportunity to continue with a second language or start an additional language (classical Greek). Most students study the three separate sciences and have the opportunity to take up Astronomy or Photography or to choose an appropriate Technology course. Initially, students are taught in forms, with smaller groups for practical subjects. Later, setting supports the progress of individual students.

The vast majority of students continue their studies in the large Sixth Form, for which external candidates may apply. Courses may be chosen from 26 subjects. In addition, students take options from the elective menu: most Year 12 students take the Extended Project Qualification and some students opt for classes in dissection, Arts award or Junior sports Leader award accreditation among other options. Candidates are prepared for Oxbridge entry or for admissions tests, for example BMAT (for Medicine) and LNAT (for Law), as appropriate. The vast majority of students proceed to higher education or professional training.

A comprehensive tutorial programme (including citizenship, careers and health education) supports the curriculum for all students, who are encouraged to assume responsibility for their studies through regular homework and negotiated target setting. Opportunities for active citizenship abound: students in each year group take part in community outreach and fundraising for local, national and global charities. They assume leadership roles within school also representing their peers on the School Council and all Sixth form students belong to the Sixth Form Committee which holds regular Forum meetings. Sixth form students make an invaluable contribution to the community life of the School, serving as school officials and prefects, leading the house system and supporting younger students as mentors.

Artistic, dramatic, musical and sporting talents are fostered. Many students have instrumental lessons; choirs and orchestras flourish, together with many clubs and societies. All opportunities are taken for visits in this country and abroad to widen further the educational experience. Recently there have been visits to Iceland, America and China. Membership of a range of sports teams is encouraged and many Nonsuch students play sports at County and National level.

The School's commitment to excellence in girls' education is reflected in the breadth of the curriculum, the outstanding examination results and the number of extra-curricular activities on offer. Most importantly, of course, the School's success is visible in the confidence and enjoyment of girls who leave us to continue their studies and to carve their niche in 21st century society.

Resources and site

The School is fortunate in having exceptional and well-resourced accommodation for all subject areas. We have 11 fully resourced Science labs, 4 ICT rooms and an Astronomy Dome on the roof which is also used by astronomers in the local community. Our offer of 3 modern languages as well as Latin and Greek is supported by a bespoke language lab and GCSE and A level language students benefit from weekly meetings with Foreign Language Assistants. The recently opened Sixth Form Common Room and Learning Resource Centre further enhance the facilities available to students.

A skilled team of administrative and finance staff, curriculum assistants, cover supervisors and technicians work closely with the teaching staff. First aiders and a librarian are employed. An excellent cafeteria is used by most students and many staff at mid-morning and lunchbreak. There is a private day care Nursery on the School site which is used by some staff. The school is adjacent to a David Lloyd Sports and Leisure Centre which staff are able to use free of charge during off peak hours in term time.

The Leadership Team

The leadership team consists of a Headteacher, four Assistant Heads and four Directors of School Improvement who work closely and supportively to plan for the future development of our highly successful school. Collaborative and open working practices ensure coherence and clarity in the leadership and management of the School. The Local Governing Body is a strong and supportive team with considerable professional expertise. In addition, the CEO of the Girls' Learning Trust (GLT) and the Trust Board provide support and challenge to the school.



PE Department

The PE department currently has six members of staff and a gap year student. Nonsuch has outstanding facilities including 5 netball courts/6 tennis courts, a sports hall, astro turf, 2 athletics fields, an indoor swimming pool and a further 7 tennis courts which are shared with the David Lloyd leisure centre which is on site.

Within the curriculum we cover all areas of the National Curriculum. At Key Stage 3 we offer netball, hockey, football, gymnastics, dance, swimming, volleyball, rounders, tennis, athletics and Health and Fitness. At Key Stage 4 more choice is offered with pupils taking part in activities such as trampolining, Zumba, golf and aerobics. All pupils in Year 7-11 receive two hours of PE per week (i.e. 2 one hour lessons).

We offer AQA GCSE PE and A level Physical Education; as a department we achieve outstanding results.

In addition to these academic awards we also run the Level 2 Sport Leaders Award in Year 12 as part of the enrichment programme, allowing the girls to expand their confidence and develop their individual leadership skills through sport.

With regard to extracurricular activities we run clubs at lunch times and we also have practises and fixtures after school. These include netball, hockey, athletics, badminton, dance, football, gymnastics, hockey, rounders, indoor rowing, swimming, tennis, cross-country and volleyball. Some clubs are run by outside instructors such as martial arts, dance, lacrosse and tennis coaching. We regularly take part in competitive fixtures, local leagues as well as borough and county tournaments, achieving success in many areas. We also hold an annual Gym and Dance display with over 150 girls participating. We are very proud to train the ball girls for the Aegon Championships held every year at the Queen's Club.

In addition to the extra-curricular clubs and competitive fixtures that we offer, we also run an extensive interhouse programme with girls in every year group competing in many different sports including hockey, netball, athletics, rounders, tennis, swimming and benchball.

We are an extremely proactive and dedicated team and we pride ourselves on the extremely high levels of participation we have in curriculum lessons and the range of extra-curricular activities we offer.

Additional information about the school is also available at <http://www.nonsuchschool.org>

March 2018



Person Specification

Area	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> A-Level or equivalent- gap year student 		Certificates
Experience	<ul style="list-style-type: none"> Interest and ability in school PE 	<ul style="list-style-type: none"> Relevant coaching qualifications Experience of working with children and young adults 	Interview Reference
Knowledge and Skills	<ul style="list-style-type: none"> Strong organisational skills Ability to communicate effectively across the whole school community Wide range of interest in sports Ability to produce and maintain outstanding school displays IT skills 		Application Interview Reference Tasks
Personal Qualities	<ul style="list-style-type: none"> Ability to work effectively in a team and a proactive team member Enthusiastic with a “can do” attitude Flexible and adaptable to changing needs and priorities Positive, even tempered and calm under pressure Able to maintain confidentiality and discretion Professional appearance Good timekeeper Sense of humour 		Application Interview Reference Tasks

March 2018



Job Description

Salary scale:	GLT 5 (£15,727 per annum) pro rata Actual £11,592.79
Hours:	Full time 35 hours a week Monday - Friday 8.30am – 4.30pm (one hour for lunch). This may vary if helping with fixtures with later start and finish.
Annual weeks worked:	Term time plus Inset days (39 weeks per year)
Reporting to:	Head of Department

MAIN DUTIES

IT Support

- Set up video analysis equipment prior to lessons and assist with the use of during the lesson
- Set up the projector and laptop as required
- Maintain the PE department blog
- Update the PE website
- Take and display photographs of sports activities
- Assist with the filming of GCSE PE practical activities, uploading video evidence into the shared area.

Maintain Equipment

- Keep inventories of equipment
- Maintain equipment e.g. re-gripping rackets etc
- Pump balls on a regular basis
- Wash bibs – liaise with the technology department about use of washing machines.

Assist with fixtures

- Phone schools on a weekly basis to confirm fixtures
- Organise transport – maintain email contact with the coach company
- Prepare fixture list and distribute
- Attend away fixtures and tournaments as the second member of staff
- Provide admin support for tournaments
- Liaise with the site team at the beginning of each week to confirm fixtures

Promote PE Activities

- Distribute notices via the class registers
- Maintain PE notice boards
- Give out notices in year assemblies/main school assemblies

Assist with Lessons/Extra-curricular activities

- Set up equipment prior to lessons e.g. trampolines, boxes and springboards
- Provide assistance in lessons including swimming, if required e.g. EAL/SEN, lower ability students
- Liaise with external coaches.
- Assist with or run lunchtime and after school clubs
- Input assessment levels into the PE assessment database

Provide administrative support for whole-school PE events

- Sports Day
- Gym and Dance display
- Girls in Sport Week
- Sports Awards Evening
- End of Year Sports Assembly
- Interhouse

General Duties

- Organise and advertise appointment times for Opro mouth guard fittings in September and be the attendant member of staff
- Oversee PE lost property to ensure efficient return of items
- Update the department's weekly planner and monthly fixtures board
- Complete the 'clubs this week' notice for the board
- Update PE department calendar booklet with details of whole school events (from the school calendar) as well as to keep track of bus bookings and when staff will be out of school.
- Ensure changing rooms are left tidy at the end of the day

All job descriptions for members of staff are viewed in relation to the School Development Plan and will be subject to periodic review. It is not a comprehensive statement of tasks, but sets out the main expectations of the school in relation to the post-holders professional responsibilities and duties.

March 2018



Notes to Applicants

Safeguarding

Nonsuch High School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates are expected to demonstrate a sound understanding of leadership of and contribution to a safeguarding environment.

The successful candidate will be required to undergo an enhanced DBS with barred list check followed by safeguarding training as part of his/her induction

Your written application:

We hope that after reading the information pack you will want to apply for the post advertised.

Closing date: Friday 20th April 2018 @ 9am
We reserve the right to close early should the right candidate be found.

Interview date: Wednesday 25th April 2018

If you are shortlisted, we will take up references prior to your interview unless otherwise specified.

Due to the volume of applications we receive, we apologise for being unable to contact candidates who have not been shortlisted.

For your convenience our specimen contracts can be viewed on the vacancy page of the school website.