



# WIRRAL GRAMMAR SCHOOL

A Business and Enterprise School for Boys



Application information for the post of:  
**Head of Physical Education**  
Full-time appointment for September 2019

*"The school has taught me so much about myself and really motivated me. Thank you for all the opportunities you have given me."* **Former student**



Dear Applicant

## **Head of Physical Education**

**Full time appointment  
Required for September 2019  
Salary: Main Scale + TLR1a**

Thank you for your interest in the above post at Wirral grammar School for Boys.

Wirral Grammar School is a great place to work in. Our pupils are keen and there is a strong sense of collegiality and support among the staff. We place an equal emphasis on academic achievement and extra-curricular activity, all of which can be justifiably described as 'outstanding'.

**Please note that Wirral Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

The closing date for applications is **Friday 18<sup>th</sup> January 2019 at 12 noon**. Completed applications should be emailed with **all accompanying documentation** to Mrs Tanya Fry, Headteacher's PA at [tfry@wirralgrammarboys.com](mailto:tfry@wirralgrammarboys.com) (please refer to the **application process** at the end of this document).

I wish you well in your application.

Yours sincerely

A handwritten signature in black ink, appearing to read 'D R Hazeldine', with a horizontal line drawn underneath it.

D R Hazeldine  
Headteacher

## **Required for September 2019**

### **Head of Physical Education**

**Salary Scale:** Main Scale + TLR1a

**Responsible to:** Senior Deputy Headteacher for Curriculum and Standards via a Leadership Link

### **Context**

This is an opportunity for an experienced and enthusiastic teacher of Physical Education to lead an already successful department on to even greater achievement. The successful candidate will be expected to teach across the full 11 to 18 range to Advanced Level. Full commitment to leading the school's extensive extra-curricular programme is essential. Within the department, there are six full-time members of staff.

This post is being advertised following Mr Philip Crowley's decision to retire at the end of this academic year. Mr Crowley has provided superb leadership over the years and we are keen to appointment someone with the same commitment and enthusiasm to take our PE Department forward.

### **School Background**

Wirral Grammar School is a selective state, 11 to 18 Business and Enterprise School for Boys. The school is situated on the Wirral peninsula in the village of Bebington, one mile from junction 4 on the M53. Our school is very popular and oversubscribed.

Over the last few years, significant capital investment has taken place resulting in a combination of new buildings and refurbishment. We place a great emphasis on providing specialist teaching to pupils in all year groups and departments are suited around the school. We have retained our specialist focus on Business and Enterprise and this is reflected in the culture across the school and most notably in the area of charity fundraising. Examination results are typically high and on the former A\* to G GCSE scale this school would typically achieve in the order of 95% and 100% A\* to C including English and Mathematics with approximately 30% of all grades at A\*/A standard (new 7 to 9). High numbers of pupils achieve top grades which is to be expected given the selective intake. The majority of pupils stay on into the Sixth Form and the vast majority are successful in securing their preferred choice of University and course. The school converted to Academy status from 1<sup>st</sup> September 2011 and we believe that the added flexibility will be to the benefit of our students. In recent years we have invested in our ICT infrastructure and this provides networked access to every classroom, together with digital projection and smart screens in all areas of the school.

We place an emphasis on professional development and we have established a strong commitment to collaboration and in-house support. Wirral Grammar School is well respected in its community and parent surveys reflect a high degree of satisfaction and confidence in the school. Parent surveys for the last academic year can be accessed through the 'Parent' link on the home page of our website.

Further details about our school can be found at our website: [www.wirralgrammarboys.com](http://www.wirralgrammarboys.com)

### **The Physical Education Department**

The Physical Education Department is situated in purpose built accommodation including a large Sports Hall, a large staff office, a bespoke PE teaching classroom, administration office and generous storage areas. Staffing comprises 5 full-time teachers and a full-time member of the support staff.

Physical Education is available as a GCSE option and boys make their choice of GCSE in Year 8. This is a popular option with our students and we have two GCSE groups in each Year group from 9-11. Outcomes in Physical Education are positive (P8 +0.22 in 2018) with well over 80% of students gaining grade 5 and above (significantly positive above a national average of 54%). There are KS5 groups

running with an OCR Physical Education course. Numbers choosing A Level do vary and there are currently 10 students who have opted for the Y12 course. We are very keen to continue to develop the teaching and courses at post-16 and therefore it is important for the successful candidate to have had experience of A Level or other post-16 Physical Education course teaching. Physical Education also forms a compulsory part of our core curriculum across years 7 to 11.

There is a full programme of extra-curricular provision in place with the main winter sports being Rugby and Hockey and the main summer sports being Cricket and Athletics. Representation in local and national competitions is strong and Physical Education continues to be a central and key element to the curricular and extra-curricular life of the school. It is essential that the successful candidate shows the capacity to maintain and build upon the school's reputation for sporting excellence both in the classroom and in the wider communities.

## **Sport Provision at Wirral Grammar School for Boys**

Physical Education and Games play a major role within our School and extra-curricular sport is an area in which we pride ourselves. **Our ethos is not just about developing elite sportsmen but also about providing all boys with the opportunity to participate and achieve the best they can.** Consequently, we offer sport on both a competitive and a recreational level.

The School benefits from **very good facilities** in the form of a Sports Hall, incorporating a fitness suite and teaching room, gymnasium and extensive on site playing fields. We also utilise the nearby Bebington Oval Sports Centre, and make regular use of the astro turf hockey pitch.

We have **excellent links** with both local primary schools and sports clubs, hosting Junior Cross Country and Basketball events; and benefiting from partnerships with Wirral Rugby Club, Bebington and Neston Hockey Clubs, Wirral AC and Wirral Cricket Club amongst others.

Our main winter games are Rugby Union and Hockey, and in summer, the main sports are Cricket and Athletics. A typical Saturday sees 160+ boys involved in ten Rugby teams, ranging from the 1<sup>st</sup> XV through to U12Cs. Our fixtures, against a mixture of leading Independent and State Schools take us to Lancashire, Yorkshire, Shropshire and North Wales as well as throughout Cheshire. We enter National, County and District Competitions and in the 'Sevens' season travel the length and breadth of the country competing in top class tournaments. Boys regularly achieve representative honours at district and county level and some, Divisional and International Rugby. Several boys have gone on to play in the Premiership.

Hockey is becoming increasingly popular and has been much stronger in recent years, with teams qualifying for the National Finals. Fixtures are played midweek and tend to be more local, but the standard is very high and we are fast developing into one of the stronger schools in the North West. Again, our boys regularly gain representative honours at District and County level and occasionally as an International!

We run Basketball teams from Years 7 – 11, which compete in the Wirral Schools' Basketball Leagues and are regular winners of these Competitions. Badminton teams play locally and enter National Competitions and Handball is gaining in popularity with teams recently reaching the National Finals. Many boys who do not gain school honours represent their House in intra-school sport. **House matches** are played in all the major sports (including rugby, basketball, badminton, hockey, volleyball, handball, cross country running, cricket and athletics) throughout the year.

**Outdoor and Adventurous activities** are catered for in Years 8 and 9, when all boys are encouraged to take part in residential experiences to North Wales. Year 8 pupils visit Colomendy, an Outdoor Education Centre near Mold, where they take part in a wide range of on-site activities including caving, climbing, abseiling, raft building and various high level rope activities. Year 9 boys build upon their experiences in Year 8 at the Conway Centre on Anglesey, where activities include kayaking, canoeing, surfing, mountain walking and sea level traversing.



The School runs an **annual ski trip** to Austria which is very popular and caters for all levels, from beginners to advanced skiers.

The School also boasts a proud tradition in **overseas touring**. In recent years pupils have travelled to Canada, USA, South Africa, Australia, New Zealand, and the West Indies as well as all over mainland Europe, representing Wirral Grammar School at Rugby, Hockey and Cricket. Tours regularly include over 80 boys and are frequently the culmination and reward for seven years of hard work and commitment to school sport. The current arrangement is for overseas tours to take place at the end of the summer term on a three year cycle.

## Core purposes of this role

The core purposes are:

- Having responsibility for standards of achievement and academic welfare of students.
- Leading the PE Department and ensuring that Schemes of Work are in place for all year groups.
- Monitoring standards of teaching and assessment with the department.
- Ensuring that approaches to assessment are rigorous and provide pupils with timely feedback.
- Developing and providing resource materials appropriate for the needs of the students who you teach.
- Applying and managing the assessment, target-setting and monitoring arrangements that are required by all members of staff.
- Ensuring appropriate and tailored intervention and support arrangements are in place to enable each pupil to achieve his target grades so that individual progress is maintained.
- Ensuring that the conduct of pupils in and around the PE Department is of the highest order.
- Leading on opportunities for the extra curricular provision of PE through the organisation of lunchtime/after school activities.
- Leading the organisation of school fixtures for competitive sport including hockey, rugby, athletics, basketball.
- The organisation of programmes for regular sporting events across a range of activities and Key Stages
- Development of inter-house sport events as part of the school's well established 'House System'.

## Skills and competencies required

- A well-qualified PE Graduate
- An individual who is passionate about sport and promotes enthusiasm for and interest in the subject
- Experience of having taught across the full 11 to 18 age-range and across the full secondary school ability range.
- Commitment to ensure extra-curricular activities at lunchtime, after school and Saturday/weekend fixtures.
- The ability to coach rugby (preferred but not essential).
- Previous leadership experience either of a Department or within a Department (for example, a Key Stage or specific courses)
- Experience of all-ability teaching with a particular awareness of the needs of able students
- A competent level of ICT proficiency and the ability to use ICT in your teaching
- Ability to lead and to work within a team of well-qualified and highly professional individuals
- A keen eye for data; being able to use performance data to inform intervention and planning
- Familiarity with the use of target-setting data to maximise student achievement
- Engagement in department monitoring activities: work scrutiny, peer observation, pupil surveys etc.
- A commitment to contribute to 'whole school' teaching and learning developments through the sharing of practice

## What we are able to offer

- A high level of professional support with access to training where required and induction at both Department and School levels.
- A well-resourced Department with special facilities including a fully equipped sports hall and extensive playing fields.
- An in-house CPD programme that encourages professional development.
- An ICT rich environment
- A department that is respected locally, regionally and nationally for its commitment to competitive sport.

## Safeguarding Children

**Please note that Wirral Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of the selection process, the interview will explore your perspectives on safeguarding young people in terms of a school context.**

## Application process

The closing date is **Friday 18<sup>th</sup> January 2019 at 12 noon**

In your application you should include the following:

- The completed Wirral Grammar School application form
- The completed WGSB Self Disclosure Form
- A letter of application in which you address the following using each as a separate section:
  - My experience and its relevance to this post.
  - Why you consider this post to be right for me.
  - How you would ensure students' attainment is maximised.
  - The importance of extra-curricular sport and how you would maintain and develop it.
  - What your priorities would be if appointed.
  - The impact you would have made by the end of my first year.

Successful shortlisted candidates will be notified of interview within one week of the closing date. If you have not heard from us within one week of the closing date, please assume that this particular application has been unsuccessful.

The interview day itself will be a blend of informal meetings, a lesson observation and formal interview. For those candidates who are called for interview, it is not our policy to keep you behind until final notification. All candidates will be telephoned and informed of the decision. Feedback is always offered to candidates who attend for interview but who are not appointed. **We regret that we are unable to give feedback where applicants are not shortlisted to attend for interview; this is due to the large number of applications that we receive.**

Applications **together with all supporting documentation (as indicated in the application process above)** can be emailed to [tfry@wirralgrammarboys.com](mailto:tfry@wirralgrammarboys.com)

## Application Check-list

- ☐ Wirral Grammar School application completed
- ☐ Letter of Application (including sections specified above)
- ☐ WGSB Self Disclosure Form

## Full Job Description (Subject Leader)

<b>Job Title</b>	Subject Leader: Head of Physical Education: Main Scale + TLR 1a
<b>Jobholder reports to</b>	Deputy Headteacher
<b>Liaise with:</b>	DHT/AHT, SENCO, teaching and non-teaching staff, Parents/Carers, external agencies /professionals
<b>Accountability:</b>	The Head of Physical Education will be accountable to the Senior Deputy Headteacher who is responsible for Curriculum and Standards and this will be through a Leadership Team Link. They will work closely with senior leaders, other middle leaders and teaching staff to raise standards in PE and ensure the impact of teaching and learning on outcomes and school improvement.

## **Main responsibilities**

### **Leadership Responsibilities**

#### *Achieved through:*

- Upholding the values and aims of the school
- Leading and developing high quality teaching and learning across the department
- Modelling to other colleagues what high impact teaching looks like
- Developing high quality assessment for learning practice and ensuring this is common practice across the department
- Establishing innovative working practice across the department using evidence based research to support new initiatives
- Working closely with other specialists and middle leaders to ensure the quality assurance of standards in teaching and learning at a whole school level
- Ensuring that curriculum provision is broad and balanced and relevant in supporting outstanding outcomes in Physical Education
- Working alongside LT and middle leaders on the self-evaluation processes, identifying strengths and areas for improvement in Physical Education
- Working alongside LT and other middle leaders on improvement planning for PE, identifying and prioritising needs across the department in support of securing whole school improvement
- Leading professional development strategies across the department to secure outstanding outcomes
- To mentor NQTs and support teachers new to the school and provide specific support within the department as appropriate
- Developing effective working partnerships within the department and actively share good practice across other areas and at a whole school level where appropriate
- Supporting other middle leaders and to deputise for senior leaders as appropriate
- Ensuring that policies determined to Governors and the Headteacher of the school are reflected in the practice in the department
- Actively work alongside senior leaders and other middle leaders to raise standards and secure high levels of attainment in PE
- Actively working alongside LT in monitoring and tracking pupil progress through highly effective systems and data analysis
- Actively work alongside LT ensuring that the performance of pupils is in line with national trends and ensuring that students meet their potential
- Ensuring that high-quality extra-curricular provision provides additional opportunities for pupils of all abilities to extend their learning beyond the classroom
- Working with pupils in a courteous, caring and responsible manner at all times and to model high professional standards
- Working with other professionals and to present oneself in an appropriate manner that upholds the values and enhances the reputation of the school

### **Operational/Strategic Planning**

#### *Achieved through:*

- Leading the development of teaching and learning strategies, appropriate schemes of work, resources and assessment in PE
- Leading the monitoring and tracking of pupil progress and the provision of appropriate intervention to ensure high student outcomes
- Leading the implementation of school policies and procedures to ensure that practice reflects policy across the department

- Leading the strategic planning across the department including department review and action planning ensuring the explicit focus is on raising standards to secure outstanding outcomes
- Working collaboratively with colleagues across the department to ensure the needs of the students are met through focusing on key priorities which have coherence and relevance in supporting objectives of the school for improvement
- Ensuring that excellent standards in pupil behaviour are maintained and that the school's behaviour policy is implemented consistently in the department

## Curriculum Provision

### *Achieved through:*

- Liaising with DHT (curriculum and standards) to ensure the delivery of an appropriate and highly effective Physical Education curriculum, which complements the school's strategic objectives to secure outstanding outcomes

## Curriculum Development

### *Achieved through:*

- Actively monitoring developments at a national, regional and local level and responding appropriately to new initiatives
- Supporting curriculum development within the department in response to developments nationally, regionally and locally to ensure the best PE provision that meets the needs of the students in this school
- Maintaining a healthy awareness of developments in Physical Education, Teaching & Learning and pedagogy
- Liaising with LT to ensure that the choice of examination specification at KS4 and 5 is the most appropriate in securing outstanding outcomes
- Liaising with LT ensuring that links between curriculum provision and assessment of pupil progress are explicit to secure outstanding outcomes

## Staff Development

### *Achieved through:*

- Working alongside LT and other staff to ensure that professional development needs are identified and that appropriate provision is delivered to meet such needs
- Promoting teamwork and collaborative working to motivate staff and to ensure effective working relations across the department and at a whole school level
- Ensuring the correct deployment of classroom support where appropriate
- Actively supporting the school's ITT programme

## Quality Assurance

### *Achieved through:*

- Ensuring the effective implementation and application of quality assurance mechanisms in PE to ensure outstanding outcomes
- Leading the monitoring and tracking of pupil progress in relation to targets to ensure that students achieve their potential
- Reviewing student progress through highly effective data analysis to inform the most appropriate intervention to ensure outstanding outcomes
- Establishing consistent standards of practice across the department and develop highly effective teaching and learning in all relevant curriculum areas with PE
- Actively contributing to the monitoring of standards in teaching and learning through lesson observations, work scrutiny, learning walks and appraisal within Physical Education
- Actively contributing to the monitoring and evaluation of the curriculum in PE, provision at KS3, 4 & 5 in line with agreed school procedures including evaluation against quality standards and performance criteria
- Seeking and implementing modification and improvement where required within the relevant curriculum areas

## Management

### *Achieved through:*

- Actively contributing to evaluative feedback and analytical data on standards in teaching and learning, pupil progress and curriculum provision
- Actively contributing to the analysis and evaluation of performance data to ensure outstanding outcomes



- Demonstrating highly effective skills in the use of management information systems including SIMS, BlueSky etc.
- Producing reports as deemed necessary for the quality assurance process
- Providing strategic feedback and evaluative reports on standards across the department and outcomes in PE through department review, self-evaluation and the action planning process
- Ensuring that learning environments are stimulating and support teaching and learning and that they conform to H&S regulations
- Effectively manage the department budget
- Setting work appropriately for staff who are absent and effectively manage supply staff as necessary

## **Communications**

### *Achieved through:*

- Ensuring effective communication with other staff at the school, external professionals, pupils and parents/carers as appropriate
- Developing positive relationships with other schools and professionals with the local and wider locality, FE & HE, examination boards, and other relevant organisations

## **Marketing and Liaison**

### *Achieved through:*

- Actively promoting links with other schools and other professionals with the local and wider locality and other relevant external organisations in support of curriculum enhancement and enrichment across PE
- Actively promoting the development of effective subject links with other schools, organisations and local community in support of whole school events, including Open Evenings and other events which encourage parental engagement
- Actively promoting the development of effective cross-curricular subject links across the school community and with external agencies as appropriate

## **Management of Resources**

### *Achieved through:*

- Managing financial and human resources within the department as required to meeting the needs of curriculum provision and to contribute to the most cost effective use of resources to secure outstanding outcomes
- Being proactive in pursuing collaborative links with other department areas to ensure a sharing and effective usage of resources to the benefit of the school and students

## **Pastoral System**

### *Achieved through:*

- Monitoring and supporting the well-being and educational development of pupils within PE and act appropriately to maintain this
- Assisting in monitoring student attendance and acting on any correlation with pupils' progress and underachievement in relation to targets
- Actively supporting to provide appropriate intervention to follow up on the impact of absence on progress and minimise gaps and any detrimental impact on outcomes
- Assisting the LT member to actively promote PSHE, SMSC, Enterprise etc. in support of school policy
- Actively promoting effective implementation of the school behaviour policy across the department to ensure that behaviour for learning is outstanding so that effective learning can take place
- Actively promoting the House System and House tutoring by positively encouraging engagement in activities as deemed appropriate

## **Relationships**

The post holder also interacts on a professional level with colleagues and will seek to establish and maintain professional relationships with them and to promote mutual understanding of the school curriculum with the aim of securing the highest standards in teaching and learning at this school.