

**Candidate Information Pack  
Appointment of Head of PE  
Full Time, Permanent  
Start Date negotiable**



**Front View of Main School Building**

Sir William Perkins's School  
Guildford Road  
Chertsey  
Surrey KT16 9BN  
T: 01932 574900  
email: [recruitment@swps.org.uk](mailto:recruitment@swps.org.uk)  
[www.swps.org.uk](http://www.swps.org.uk)

## Contents

Page 3	Working at Sir William Perkins's School
Page 4	Aims of the School
Page 5	The Position and Organisation structure
Page 6	PE, Sports Science and Rowing Departments
Page 7	Person Specification
Page 8	Job Description
Page 9	Salary and Benefits and Application
Page 10	Location



New Sixth Form Centre opened Summer 2016

## Working at Sir William Perkins's School

Sir William Perkins's School is a high-performing independent girl's school for approximately 611 students aged 11 – 18 years. The Head is both a member of HMC and GSA. It was founded in 1725 and is now on an attractive 12 acre site situated on the outskirts of Chertsey, a two minute walk from the railway station and very near to the junction of the M3 and M25.

The School has excellent facilities, having benefited from an extensive and ongoing building and refurbishment programme including a new staff room and kitchen and refurbished staff work room in autumn 2017. New Sixth Form centre, Drama Studio and Careers centre which opened in summer 2016 and a building walk through is available at <https://www.youtube.com/watch?v=PQJ-ZtNAzdo>. Entrance to the School is by competitive examination and the School values its excellent academic reputation. The students are highly motivated and eager to learn. Significant emphasis is also placed on the broad and balanced curriculum, the wide-ranging co-curricular activities and the caring and supportive environment.

The ISI regulatory compliance inspection in September 2016 recorded that all eight parts of the standard were met and our report in the Good Schools Guide 2016 describes our "Excellent Results achieved with a big dollop of humour, humanity and freedom of thought".

The November 2010 Inspection report said of the School community: "The quality of the pupils' personal development is excellent. This is central to the School's aims and is reflected in the happy, caring, respectful relationships and strong sense of community awareness that are prevalent throughout the school." They also commented that, "Teachers possess strong subject knowledge and they have high expectations for pupils' success. Praise and encouragement are used effectively and this adds to pupils' enjoyment" as well as declaring, "Pupils demonstrate excellent social awareness and they grow up to be poised, confident and articulate young women".

Further information about the School and our most recent inspection report can be accessed at [www.swps.org.uk](http://www.swps.org.uk)



Atrium opened Summer 2016



## Aims of the School

### Our shared vision is:

Sir William Perkins's School builds confidence, integrity and excellence in a caring, innovative and happy community so that each student leaves having been given the best possible chance of achieving their full potential, taking with them sound values, a breadth of skills and knowledge, and ready to take on the world!

Academic success is our priority but education should be about far more than just top grades. We believe in educating the whole person and equipping our students to make their mark on the world. We encourage them to get involved in the many co-curricular activities on offer, to take every opportunity to develop their interests and creativity, their interpersonal, teamwork and leadership skills, to be forward-thinking, and to reach into the wider community.

### Aims of the School

The purpose of the school is to provide an excellent all round education for its students.

The aims are:

To maintain high academic standards.

To encourage the enjoyment of learning and good habits of work.

To help each student

- to develop fully as an individual
- to cultivate creative and practical skills
- to gain the qualifications they need to embark on their chosen career
- to grow in confidence
- to think independently
- to be a responsible, unselfish member of the community

## Why work at Sir William Perkins's School?

The staff are thoroughly professional, highly qualified and knowledgeable, enthusiastic and passionate about their own subjects, as well as understanding the importance of the breadth of the educational experience that we provide.

The school is characterised by a warm and welcoming atmosphere and mutually supportive approach. Expectations of staff are high but equally, personal workloads are carefully considered by the Senior Leadership Team. There are plenty of opportunities for further appropriate professional development and a generous inset budget. All staff are equally valued for their part in the overall success of the school and there is a strong sense of fun and humour.

The governors are keen to ensure that staff remuneration is competitive and are continually reviewing the package to ensure that SWPS can attract and retain outstanding teachers.



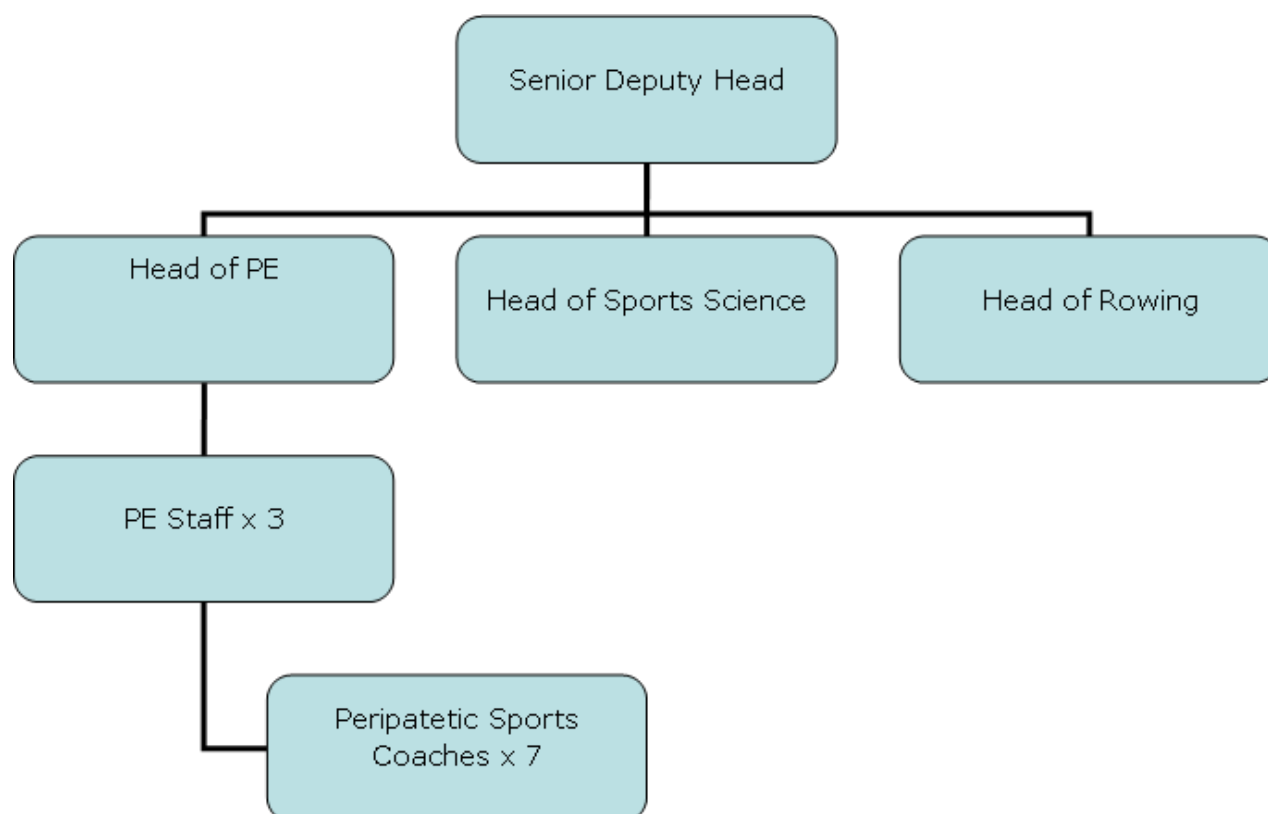
## The Position

We are looking for an enthusiastic and well-qualified graduate to join the PE department and we are willing to negotiate on the start date to secure the right candidate.

The successful candidate will have a Sports Science degree and may have competed or coached at a high level in a specific sport. Our ethos is to encourage participation and a love of exercise and sport. We want our PE curriculum to directly reflect the links between sport, fitness, health and wellbeing as well as challenging the students to fulfill their potential in competitive sports. We believe that this approach will enable our students to understand the benefits of sport and exercise which they will take through their School life and beyond.

Candidates will be required to teach both a practical and A Level theory lesson as part of the interview process.

## The Organisation



Sir William Perkins's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be expected to complete an enhanced DBS disclosure.

## PE Department

The department consists of three full time and 1 part time members of staff who work alongside a team of sports coaches to deliver sport to the students. The department is housed in a purpose-built Sports facility consisting of a Sports Hall, Fitness Suite, Dance Studio, 3 Netball, 9 Tennis courts, a purpose built Hockey pitch, a large Sports Field. Furthermore the School access facilities at River Bourne Health Club in Chertsey to support our PE programme.

All students in Years 7 – 13 are time-tabled for PE and the school offers sports scholarships to talented sports students into the Sixth Form.

The School has a strong House system and sports figure highly in this programme of event including our Annual Sports Day, Inter House competitions in a variety of Sports.

There is a full programme of co-curricular groups and activities, including rowing, hockey, netball, tennis, football, cricket, athletics, badminton, gymnastics, trampolining, pilates and yoga.

## Sports Science Department

Sports Science is offered at GCSE and A Level and is managed as part of our Science curriculum by the Head of Sports Science. Our expectation is that the Head of PE will work in partnership with our Science team and Head of Sports Science and have relevant qualifications, skills and experience to teach some academic lessons in Sports Science at both GCSE and A Level.

The School teaches AQA specification at GCSE and there are currently 14 students in Year 10 and 20 students in Year 11. In 2017 students achieved 100% A\*-C at GCSE. At A Level we teach the OCR specification and there are currently 6 students in Year 12 and 2 students in Year 13.

## Rowing and the Boat Club

Our purpose built boat club opened in summer 2016 on the banks of the Thames at Laleham. There is a 100 strong rowing team who participate in a busy training and racing season under the direction of the Head of Rowing. The facility includes: three boat bays where racing and training equipment is stored; a large training room with balcony; and a purpose built floating landing stage to launch crews onto the river.



March 2017 - Hockey Ball Girls at Surbiton HC



June 2017 - Henley Royal Regatta

## Head of PE – Person Specification

### Qualifications and Experience

- A graduate with a good honours or master's degree in Sports Science.
- Experience of teaching practical PE from Year 7 to 13.
- An outstanding experienced classroom teacher
- Experience of teaching or lecturing Sports Science with proven excellent results
- Experience of competing or coaching at a high level in a specific sport
- Experience of managing a successful co-curricular sporting programme

### Knowledge, skills and abilities

- Outstanding commitment to the development of students ability and passion for sport
- Excellent team leadership skills with the capacity to manage and inspire employees
- Ability to relate effectively and to earn the confidence of colleagues, students and parents
- Excellent organisational and time management skills and high level of ICT capability
- Demonstrable track record of successfully implementing change
- Ability to use strategies that effectively support the School's policies and procedures, e.g. on safeguarding, health & safety, rewards and discipline, monitoring and tracking, etc.
- An excellent working knowledge of Teaching and Learning issues reflected in classroom practice
- Up to date knowledge of the examination specification and track record of excellent results

### Personal

- Commitment to the aims, ethos and objectives of the department and the School
- Professional and with integrity
- Passion for the subject
- Good communicator
- Determined and focused
- Ability to manage change and motivate others
- Keen interest in all aspects of School life and happy to get involved
- Enjoyment of new challenges and experiences
- Adaptable and Reflective
- Kind and with a good sense of humour

## Head of PE - Job Description

### Accountable to: Senior Deputy Head (who reports to the Head)

Head of PE is responsible for the smooth running of the PE department and provision to all students and to manage co-curricular sport. This is not necessarily a comprehensive definition. It may be subject to modification or amendment after consultation with the holder of the post. All full time members of staff are expected to be form tutors.

- To be familiar with the Staff handbook and support the School's aims and policies
- To form excellent teacher - learner relationships that promote enjoyment of the subject
- To inspire department members rigorously setting an outstanding personal example
- To work in partnership with the Head of Sports Science and teach some aspects of GCSE and A Level
- To work in partnership with Head of Rowing and Head of Sports Science to ensure that support the development of our students.
- To keep the Senior Deputy Head informed about the progress of the department, including but not limited to any concerns, developments, annual budget estimates and staffing requirements.
- To organise and oversee an extensive co-curricular sporting programme which serves the needs and interests of all year groups
- To lead the School in an ambitious and successful competitive sporting programme
- To provide efficient and effective organisation and teaching of P.E. throughout the school
- To liaise with the Senior Deputy Head re timetabling of sporting activities and matches, and with other departments, especially those whose work is likely to overlap e.g. Music and Drama
- To produce, implement and review annually, the Schemes of Work, Departmental Handbook, Policies and Development Plan in line with the School Development Plan
- To advise on the timetable needs of the subject, including making best use of the facilities
- To ensure that data is available and used to monitor, track and record student progress & attainment, alerting tutors, Heads of Year and parents where there are concerns
- To develop sporting links with the local community and with feeder schools
- To organise and manage sports tours abroad and closer to home
- To develop the sport section of the School Website and ensure information is kept up-to-date
- To be responsible for the professional and personal development of the PE department including appraisal and performance management
- To assist with the interviewing and appointment of applicants for posts in the department
- To run the departmental budget, including the authorising the ordering of equipment,
- To ensure that material/displays are in place for Open Days and other school events
- To ensure that the school's Health and Safety Policy is implemented within the department
- To attend parents' evenings, open evenings, occasional Saturday events and other functions, as well as weekend sporting fixtures.
- To be a Form Tutor under the direction of the Heads of Year, taking frontline responsibility for the academic and pastoral welfare and progress of the students in your form
- To be involved in the wider life of the school, supporting and initiating co-curricular activities in the department and the School, implementing relevant aspects of the Health & Safety policy
- To undertake any reasonable task as directed by the Assistant Heads or Senior Management Team
- To strive for personal and professional development through active involvement in the School's appraisal system and performance management procedures
- To be committed to the safeguarding of children and young people



## Salary and Benefits

We are a friendly, exciting and supportive place to work and we hope that you will want to join us. The school offers an attractive range of benefits as outlined below:

- Competitive Salary which recognises the qualifications, skills and experience of the candidate. The School has its own salary scale.
- Teachers' Pension Scheme for teaching staff and membership of group personal pension scheme (with life assurance) for non-teaching staff.
- Learning and development opportunities including financial support for postgraduate study
- 174 Teaching Days plus 4 INSET days per year.
- Defined process to apply for teaching salary thresholds.
- Initial teaching training through HMC/University of Buckingham and NQT induction programme both include reduced timetable and weekly mentor support
- New Staff Room and kitchen and fully refurbished staff workroom for Autumn 2017
- Free lunches, tea and coffee and car parking on site
- Edenred childcare voucher scheme and family advice line
- Enhanced sickness and family friendly policies
- Free use of School Gym at specified times
- On site Fitness sessions for a small fee.
- Strong tradition of on-going financial investment and development
- Opportunities to travel the world through domestic and international trips and tours.
- Library facilities open to all
- Offers scholarships and bursaries as a registered charity from our own school fund
- Christmas closure
- Staff Social Committee
- Warm welcome and an excellent staff room



New Staff Room and Kitchen Autumn 2017



Refurbished Staff Workroom Autumn 2017

## Application

Letters of application and completed application form including the details of two referees should be sent to the Head, Mr C C Muller or by email to Mrs H Wood, HR Advisor [recruitment@swps.org.uk](mailto:recruitment@swps.org.uk), to arrive no later than Monday 30 October 2017 at 1pm.

Applications will be considered on arrival and the School reserves the right to interview and appoint before the closing date.

## Location

Full Details are available at <http://www.swps.org.uk/Location>

### By Road

The school is conveniently situated on the A320 between Staines and Woking, with easy road access and Junction 11 of the M25 is within a few minutes' drive of the school.

### By Rail

Chertsey Train Station is a five minute walk away from the school.



Sir William Perkins's School Boat Club opened Spring 2016