



## STAFF VACANCY

# PHYSICAL EDUCATION ASSISTANT

TO COMMENCE AS SOON AS POSSIBLE



### Mission

Holy Cross, founded by the Daughters of the Cross, is a Catholic Sixth Form College and University Centre, which exists to promote a high quality education within a community based on Gospel values.

We provide the opportunity for each person to develop spiritually, morally and intellectually and we welcome students and staff of all faiths.



**Holy Cross College**  
*Catholic Sixth Form College*  
*and University Centre*

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**Principal Ms C Vitti**

October 2024

Dear Applicant,

Thank you for your interest in the advertised post of Physical Education Assistant at Holy Cross College, Bury.

As a Catholic College for the Community, we welcome staff and students of all faiths. We strive continuously to maintain and further improve our success within a friendly, supportive and caring environment through the commitment and enthusiasm of our incredibly dedicated, caring and expert staff.

We have a first-rate system of pastoral care and support, with specialist tutors to guide our students through their studies and achieve their goals. All of these elements were highly praised in our Ofsted report where we were rated "Good" across some judgements and "Outstanding" across others.

We see our students as unique individuals and we do all that we can to encourage students to develop a wide range of interests as well as pursuing their particular gifts and talents – so enrichment is particularly important here.

We run a highly successful University Centre with two partner universities. There are only limited references to this in the Job Pack because our primary need is for excellent A Level teaching, but there is no doubt that this HE element to our work adds something important to the atmosphere at college.

Set out below is a job description and person specification relating to this vacancy, together with some additional information about the College. If you wish to learn more about the college, individual courses and examination success please look at our website: <http://www.holycross.ac.uk>.

If you feel you meet the requirements of the post, and are inspired by the prospect of taking up this important role at Holy Cross, so crucial for the college in so many ways, I hope you will apply to join us. Completed applications should be returned to the Human Resources department (by email only) **by 8.00 am on Monday 4<sup>th</sup> November 2024**. Interviews will take place on the 11<sup>th</sup> November 2024.

We ask that you accept, in the interests of economy, if you have not heard from us within 3 weeks of the closing date, that you have been unsuccessful on this occasion.

Yours faithfully

Carina Vitti  
**Principal**



## Background Information

The Physical Education (PE) Department belongs to a teaching cluster that includes Music and Performing Arts, overseen by a Curriculum Leader.

The PE subject area has two main functions. The first is to teach the subject to Advanced Level and obtain the best possible results. The second is to provide the whole student body with the best possible sports programme which will enable them to enjoy a variety of sports, coaching, officiating and volunteering at recreational and competitive level. A Level PE and CTEC Sport students also access the extra-curricular programme and as such their grades are improved. The extracurricular sports programme has been planned and implemented with the college mission and ethos very much in mind; a variety of sporting opportunities and equality of access has been promoted as far as possible. The standards of conduct, discipline, attitude, behaviour and respect have earned the college a well-deserved reputation for sportsmanship and fair play in addition to the highest levels of achievement and success.

There is a strong tradition of extra-curricular and enrichment activities from the Department. These include sports competitions such as the AoC National finals for a wide range of sports and educational visits such as; The Mark Addy (swimming, real tennis), visits to Lancashire Health and Racquets Club, Sports Science Experience Days, BMX and the Velodrome. In the summer term, the PE Department organises a range of sporting and recreational opportunities for students and staff including zorbing, dodgeball, sailing/windsurfing, outdoor pursuits in Wales and a trip to Wimbledon.

We are seeking to appoint an innovative, enthusiastic and skilled Physical Education Assistant to join our successful Physical Education Department. The Department prides itself on the quality and variety of teaching and the support it provides for students. The Department remains committed to getting the very best from its staff and from our students and there are frequent training opportunities allowing staff to update their skills and knowledge.



# Job Description

## TITLE:

**Physical Education Assistant**

## REPORTING TO:

Curriculum Leader

## LIAISING WITH:

Students and staff in the college, staff in other colleges and external agencies as appropriate.

## HOURS OF WORK:

Term-time only

36.25 hours per week for 28 weeks (Autumn and Spring term):

Monday 9.00 a.m. to 5.00 p.m. (7.25hrs with 45mins lunch)  
Tuesday 9.00 a.m. to 5.00 p.m. (7.25hrs with 45mins lunch)  
Wednesday 9.00 a.m. to 5.00 p.m. (7.25hrs with 45mins lunch)  
Thursday 9.00 a.m. to 5.00 p.m. (7.25hrs with 45mins lunch)  
Friday 8.40 a.m. to 4.40 p.m. (7.25hrs with 45mins lunch)

Plus 28.0 hours per week for 11 weeks (Summer term):

Monday 10.00 a.m. to 5.00 p.m. (6.25hrs with 45mins lunch)  
Tuesday 9.00 a.m. to 5.00 p.m. (7.25hrs with 45mins lunch)  
Wednesday 9.00 a.m. to 5.00 p.m. (7.25hrs with 45mins lunch)  
Thursday 9.00 a.m. to 5.00 p.m. (7.25hrs with 45mins lunch)

Some flexibility on working days per week - to be negotiated with the successful postholder.

## SALARY:

Point 5 of the Support Staff Salary Spine currently pro-rata to £22,736 FTE (£18,218 pro-rata) per annum.

## MAIN DUTIES:

### Operational/ Strategic

- To contribute to the self-assessment process and development planning in the PE Department.
- To implement college policies and procedures e.g. General Data Protection Regulations, safeguarding, health and safety, equal opportunities, finance and business regulations.

### PE and Extra Curricular Activities

- To ensure the Sports Hall and gym equipment are correctly set up for the required activities and dismantled at the appropriate time.
- To ensure the Sports Hall and gym are kept clean, tidy and safe.
- To monitor the correct and safe use of Sports Hall and gym, when required.
- To respond appropriately to student enquiries regarding the use of the Sports Hall.
- To work with the Curriculum Leader/Director of Sport to integrate the gym into the effective operation of the PE Department.
- To instruct students and staff in the correct use of relevant equipment/machines.
- To assist the Curriculum Leader/Director of Sport in the effective promotion and communication of all extra curricular sport and fitness.
- To promote the use of the gym through suitable competitions for students and staff.
- To assist the Curriculum Leader/Director of Sport in the organisation of extra-curricular sports activities.

- To write and follow risk assessments in relation to activities to be undertaken.
- To maintain the college sports kits.
- To maintain the Cross College Sports/Fitness notice boards/ MOODLE page.
- To assist with the practical assessments of A Level PE students as required
- To maintain appropriate records of sports activities and participants.
- To assist the Curriculum Leader in the maintenance of appropriate budgets.
- To provide relevant administrative support in the PE Department.
- To maintain safe practices in sport in accordance with college policy and procedures.
- To undertake sports coaching in accordance with qualifications and experience.
- To referee sports games in accordance with qualifications and experience.
- To maintain and monitor levels of all necessary equipment and stock and to re-order as appropriate in conjunction with the Curriculum Leader/Director of Sport.
- To transport students to and from sports fixtures and other venues as appropriate (following MIDAS training).
- To develop the area of volunteering and work experience opportunities for appropriate students. This would involve participation in initiatives such as the current 'This Girl Can' to create a supply of volunteers for sport at 'grass roots' level for example local high schools.
- To deliver the C.S.L.A. (Community Sports Leaders Award) course after suitable training
- To promote and advertise a 'Healthy Living Week' during the academic year to promote health and fitness among students and staff.

### Staffing

#### Staff Development

- To take part in staff development as appropriate.
- To take part in the College's Professional Development Review process.
- To contribute towards the staff development of other staff as appropriate.
- To contribute towards the induction of new staff as appropriate.

#### Deployment of Staff

- To work as part of a team and to ensure effective working relations.
- To provide cover for other staff as appropriate.
- To undertake the duties of a departmental first aider as appropriate.
- To be included on the College's approved minibus driver register (following MIDAS training) and undertake driving duties, as and when required.

### Quality Assurance

- To ensure the effective operation of quality assurance systems.
- To contribute towards the process of setting of targets and work towards their achievement.
- To contribute to the monitoring and evaluation of the PE/Sports provision in line with agreed College procedures including evaluation against quality standards and performance criteria.
- To contribute to the development and improvement of the PE/Sports provision.

### Management Information and Administration

- To contribute to the maintenance of accurate and up-to-date information relating to your area of work.

### Communications

- To ensure effective communication as appropriate.
- To liaise with students as appropriate.
- To liaise with staff and external agencies where appropriate.
- To attend meetings in accordance with the College's meetings schedule.

### Other

- To support the aims and objectives of the College.
- To assist at College's evening events, i.e. Open Evenings/Parents' Evenings/Interview Evenings.
- To undertake any other duties of an equal nature as assigned by the Principal (or his/her designated alternate).



## Person Specification

Temporary PE Assistant	Essential	Desirable
<b>Personal</b>	<ul style="list-style-type: none"> <li>• Enhanced clearance through the Disclosure and Barring Service (DBS).</li> <li>• Medical clearance.</li> </ul> <p><b>Note:</b> both of the above would follow an initial offer of appointment.</p> <ul style="list-style-type: none"> <li>• Two satisfactory references.</li> <li>• Satisfactory record of attendance (subject to the requirements of the Equality Act).</li> <li>• Ability to meet the requirements of the Asylum and Immigration Act (in as much as you must be eligible to work in the UK).</li> <li>• Full driving licence with D1 entitlement or PCV licence (manual transmission).</li> <li>• Access and use of own vehicle.</li> </ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE English and Maths (or equivalent) at Grade C or above.</li> <li>• Level 3 (A Level) qualification(s).</li> <li>• MIDAS qualification (or willing to undertake relevant training).</li> <li>• Designated First Aid qualification (or willing to undertake)</li> </ul>	<ul style="list-style-type: none"> <li>• Level 2 IT qualification.</li> </ul>
<b>Experience and knowledge</b>	<ul style="list-style-type: none"> <li>• Experience of working with young people.</li> <li>• Experience of Microsoft Office.</li> <li>• Experience of Office 365.</li> <li>• Experience of electronic file management.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in Sports environment.</li> <li>• Knowledge of customer care</li> <li>• Knowledge of the further education sector</li> </ul>
<b>Skills and qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to the ethos of the college.</li> <li>• Effective organisational skills</li> <li>• An excellent record of attendance and punctuality.</li> <li>• Positive attitude and a genuine interest in Physical Education</li> <li>• Ability to hit deadlines</li> <li>• Ability to work on own initiative</li> <li>• Good communication skills</li> <li>• Ability to work under pressure</li> <li>• Good team working skills</li> <li>• Flexibility and adaptability</li> <li>• Commitment to Equal Opportunities</li> <li>• Willingness to undertake relevant training</li> </ul>	<ul style="list-style-type: none"> <li>• Patience</li> <li>• Persistence</li> <li>• Enthusiastic</li> <li>• A sense of humour</li> <li>• Confident manner</li> </ul>



## General College Information

### Working at Holy Cross College

We believe Holy Cross Sixth Form College is a great place to work as we genuinely care about all our staff and want them to be happy working here. In return our staff can expect:

- Generous holiday entitlement
- Option to apply for sabbatical leave
- Family friendly policies
- Free car-parking (on and off-site)
- Automatic enrolment into the Teachers' Pension Scheme / Local Government Pension Scheme
- Excellent opportunities for CPD and individualised induction programmes for new staff
- Cycle to work scheme (subject to terms and conditions)
- VDU eye sight test vouchers (subject to terms and conditions)
- Various health and wellbeing benefits (including an on-site gym, staff well-being initiatives, staff badminton and football)
- Counselling service – face to face counselling as well as access to a confidential telephone counselling service

Staff at Holy Cross benefit from working in a well maintained and resourced environment with good terms and conditions of employment. We provide benefits in excess of the statutory minimum in respect of maternity, paternity, adoption and family/personal leave to assist staff in successfully balancing the demands of their personal and working lives.

We start the year with a Mission and Ethos Day and staff BBQ, have a staff retreat for new starters, and at the start of the summer term we have a Community Day, which enables staff to come together outside their usual working environment. In recent years this has involved staff opting into a variety of off-site activities, to engage socially and re-charge their batteries!

Free car parking is available on the college site and, although limited, additional off-site parking is available at a local Sports Club. Staff also have free access to the library resources and to internet and email, though any such use must be in accordance with the College's Information Security Management Policies.

### How well do our students achieve?

The 2024 exam results indicate:

- Pass rate at A level is 98%
- 11 students achieved at least 4 A\*/A grades at A Level (including EPQ)
- 479 individual A\*/A grades achieved
- 1090 individual A\* - B grades (high grades) achieved in total
- Pass rate for Level 3 BTEC Extended Certificate is 100%

- 95% high grades across all subjects (DS\*, DS and M)
- Pass rate for Level 3 BTEC Extended Diploma is 100%
- 100% high grades (DS\*, DS and M)
- For BTEC Level 3 qualifications, 129 individual DS\*/DS grades were achieved
- 205 DS\*, DS and M grades earned in total by our students

## **Past and Present**

Holy Cross has its roots in 1878, the year in which a group of religious sisters - the Daughters of the Cross – left Germany as a result of the Kulturkampf and were welcomed by Bishop (later Cardinal) Vaughan to the Diocese and to Bury. Originally there was a small parish school – Holy Cross School – which developed into a Convent school, which grew into a large Grammar School for girls – Bury Convent Grammar School – and, in 1979, Holy Cross College, a mixed Sixth Form College, came into being.

We have grown even further since then, and now have over 2350 16-19 students and a University Centre with 200 undergraduates (and a small number of postgraduates), still on the original site. In 2009 the Daughters of the Cross closed their convent in Bury, and are now under the Trusteeship of Salford Diocese, but we still have important links with the Congregation.

We are very proud of our reputation for academic excellence, and pastoral care. Despite the many changes in post-16 education over recent years, including changes of emphasis in inspection regimes, we are committed to maintaining and developing this reputation, and we aim to provide a safe and secure Christian environment for all our students, respecting those of all faiths. We are also financially very secure – having been rated once again by ESFA as Outstanding in this respect – and have exceeded once again all our recruitment targets and grown strongly.

We are a college with a great past, therefore, and a very secure future!

## **Music and Drama**

The College encourages students (and staff) to take part in the exceptionally wide range of musical and dramatic activities available at College. These include annual musical theatre productions, biennial operas, choirs, the orchestra and small instrumental ensembles. Concerts are given at regular intervals, and there are many theatre visits, international choir trips, choral scholarships and an international artist masterclass series. In recent years we have put on “Sweeney Todd”, “Miss Saigon”, “Hansel and Gretel”, “Phantom of the Opera”, “Dido and Aeneas”, “The Sound of Music”, “The Wizard of Oz”, “Fiddler on the Roof”, “Les Misérables”, “West Side Story”, “Oliver” and Shakespeare’s “A Midsummer Night’s Dream”. If you are interested in musical or dramatic activities then you won’t be disappointed.

## **Sport**

At Holy Cross we also have high sporting reputation and offer a wide range of activities for students to enjoy at recreational and/or competitive level. British Colleges Sport, North West Colleges and governing body competitions are entered and we have college teams in football, rugby, netball, hockey and basketball, badminton, tennis, athletics, table tennis, golf, trampolining, cross country and swimming. Facilities on site include a Sports Hall, recreational area and free use of a gymnasium (where personal training programmes can be devised), staff football and badminton.

## **Religious Education**

As well as being involved in many areas of College life, the RE Department also teaches the Core RE course, which all students attend for one lesson each week. The course covers a wide range of topics, always with the idea of helping students to explore their faith, philosophical and ethical issues, the world around them and understand better their own human nature.

## **Chaplaincy**

We have a full time Lay Chaplain (our local Parish Priest is our Priest Chaplain and indeed we are fortunate to have many local priests coming to celebrate Mass for us, usually on a weekly basis and for Holy Days.) The Chaplaincy is available to all and runs many activities – in addition to Morning Prayer, Adoration and Meditation opportunities there are voluntary opportunities for retreats (including an annual Staff Day Retreat) and the annual pilgrimage to Lourdes to help the sick, with the Diocese of Salford.

As stated in our Mission, we welcome staff of all faiths. Colleagues celebrate religious festivals and particular events in the college calendar, for example, the start of a new college year, by joining together for Mass.

### **Caring for our Students**

Pastoral care is a major priority at Holy Cross and underpins all that we do. We aim to support students throughout their time with us and to help them to make the right decisions when they leave us. Progress Tutors keep a careful watch on individual student progress and are also someone for students to turn to if they have difficulties.

Discussions relating to academic progress take place regularly between students, Subject Tutors and Progress Tutors, and resulting action plans which arise from these discussions give students and their parents valuable information on what students need to do to achieve their full potential. All of our staff have a role in caring for our students.

### **Private Study**

All students have time when they are not timetabled for lessons, and we encourage them to make good use of this. We have fantastic Library staffed by professional chartered Librarians providing a wide range of facilities such as online resources, E-books, 65 networked computers plus 24 wireless networked laptops and study facilities and, of course there are books.

The College's Open Access I.T. suite contains over 80 PCs in a state-of-the-art, air-conditioned environment, available for use during term time.

The Learning Support Department, to which all students have access is based in the Marie Therese building. There are areas which students can use for private study, which are sometimes staffed, and a number of smaller subject resource areas.



### **Parents/Carers**

Our partnership with parents/carers plays an important part in our success. There are parents' evenings and written reports, and we make individual contact with parents if there is a problem. Parents/carers are welcome to contact staff at any time.

### **College Structure**

The structure of the College would fill a complete booklet of its own, but in simple terms there is the Principal, a Deputy Principal and Vice Principal (Finance and Resources). There are also Assistant Principals who have responsibility for Curriculum, Quality and Students respectively. There are in addition, a wide range of non-teaching posts and posts of responsibility held by staff in addition to their normal roles.

### **University Centre**

In addition to our sixth form work, the college has for the last nineteen years had a University centre. Currently we have around 200 students, some full time and some part time, although most teaching is focussed in the afternoon and evening. We collaborate with two partner universities, Liverpool Hope and Edge Hill and students generally take BA, BSc or MA degrees with a small number also doing Foundation degrees.

## **Unions**

The Unions recognised by the Governing Body are: UNISON, NEU (NUT/ATL), NASUWT and ASCL. The Principal holds regular meetings with the College Union representatives.

## **Miscellaneous**

The college operates a no-smoking / vaping policy across the entire college site.

Holy Cross is located in Bury, Greater Manchester. To read about our town please view:

<http://www.visitbury.com/>