OVERTON GRANGE SCHOOL

Details of the post and appointment procedure

Teacher of PE



# POST

**Title of Post:** TemporaryTeacher of PE (to cover maternity leave)

**Full or Part Time** Part time; 4 days per week (0.8)

**Salary:** Teachers’ Outer London Pay Scale

**Commencement Date:** January 2019 (or earlier if available)

**Equal Opportunities:** Overton Grange School is committed to Equal Opportunities.

**Safeguarding Children: “**The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment”.

Appointment is subject to a satisfactory medical report, two suitable references and successful candidates will be required to undergo the Disclosure and Barring Service (DBS) enhanced disclosure process.

All applicants should be eligible to work in this country and will be asked to provide evidence at interview.

Applications are welcomed both from Newly Qualified Teachers and experienced teachers.

# APPOINTMENTS PROCEDURE

**Closing Date for Applications 19 November 2018\*** Applications to PA to Headteacher/HR Officer, Linda Owens, Overton Grange School, 36 Stanley Road, Sutton, Surrey, SM2 6TQ. Candidates should complete the application form and address the person specification in a statement of no more than 2 sides.

Provision will be made for the acceptance of applications in alternative formats, where appropriate. For example, information can be received on audiotape, typed on a separate sheet or completed on behalf of the applicant. CVs alone will not be accepted as they will not address the person specification and relevant details may be omitted.

**Visits to the school:** Prospective candidates are welcome to visit the school. Please telephone Mrs Owens on 020 8239 2310 to arrange an appointment.

**Interview Date: \***To be confirmed. We reserve the right to interview and appoint any suitable candidates prior to the closing date.

**The selection procedure will include:**

* The candidate teaching a lesson
* An interview

You should be aware that in addition to assessing your ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children and young people including:

* motivation to work with children and young people;
* ability to form and maintain appropriate relationships and personal boundaries with children and young people;
* emotional resilience in working with challenging behaviours;
* attitudes to the use of authority and maintaining discipline.

* Candidates will not receive any further communication unless they are shortlisted.
* Overton Grange is a no smoking school.

**REFERENCES**

Please give full postal address for all referees, including, wherever possible, an e-mail address and fax number. Open references and testimonials are not acceptable. If shortlisted, any relevant issues arising out of references will be taken up at the interview.

OVERTON GRANGE SCHOOL

Job Description

Temporary Teacher of PE



**Title of Post:** TemporaryTeacher of PE to cover maternity leave

**Full or Part time:** Part-time; 4 days per week (0.8)

**Responsible to:** The Head of the PE Department

**Responsible for:** Teaching PE across all 3 Key Stages

**Salary:** Teachers’ Outer London Pay Scale

You are required to carry out the duties of a school teacher as set out in the relevant paragraphs of the current Teachers Conditions of Employment document. All subject teachers are expected to contribute to the school in the following ways:

1. **The Learning Experience of Pupils by:**

(a) teaching their main subject across the full range of ability across potentially 3 key stages following departmental schemes of work, the National Curriculum and the

relevant subject specifications.

(b) contributing to the development of departmental schemes of work and assessment;

(c) setting and marking homework according to school and departmental policies;

(d) integrating the development of key skills (numeracy, literacy and ICT) into their teaching;

(e) monitoring and assessing students according to departmental and whole school policies;

(f) actively promoting the school expectations;

(g) teaching other subjects as required and according to departmental schemes of work;

(h) contributing to departmental meetings;

(i) maintaining a safe and attractive learning environment.

(j) taking on roles of responsibility after discussion with subject co-ordinator

(k) a willingness to teach a second subject as required.

**2. School-wide Activities by:**

(a) promoting the school's ethos and equal opportunities policy;

(b) contributing to the further development of whole school policies and practices;

(c) serving as a tutor with responsibilities for student academic tutoring, behaviour, welfare, guidance and for liaison with parents;

(d) carrying out appropriate school duties, including general lunchtime duties on a

voluntary basis;

(e) promoting and safeguarding the welfare of students for whom they have responsibility or with whom they come into contact.

OVERTON GRANGE SCHOOL

Person Specification

Teacher of English



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| --- | --- | --- | --- |
| **ATTRIBUTES**  Person Specification  Temporary Teacher of PE | ESSENTIAL | DESIRABLE | **EVIDENCE** |
| QUALIFICATIONS | 1. A good degree 2. Qualified teacher status |  | * Application form |
| **PROFESSIONAL**  **DEVELOPMENT** | 1. Commitment to undertake professional training / development relevant to the post. 2. Clear and firmly held personal philosophy of education 3. Good subject knowledge 4. Seeking Career Progression | 1 Up-to-date knowledge of  wider current educational  developments/Legislation | * Letter of application * Application form * References * Interview |
| **EXPERIENCE** | 1. An excellent classroom practitioner 2. Strategies to improve students’ attainment and achievement 3. Provision of extra-curricular activities 4. Effective approach to behaviour management 5. Ability to teach the subject and basic skills across the full secondary age | 1. Producing and evaluating Schemes of Work 2. Ability to teach PE at KS5 3. Ability to oversee tutor group’s academic, social and personal development | * Letter of application * Application form * References * Interview * Lesson   Observation |
| **SKILLS AND PERSONAL**  **CAPABILITIES** | 1. Commitment to promote the vision of the department and maintain its high profile 2. High level of written and oral communication skills 3. Ability to relate effectively to students, colleagues and parents 4. Ability to demonstrate enthusiasm and originality within the classroom 5. Ability to incorporate IT into the teaching, learning and organisation of their department. 6. Ability to monitor, evaluate and review 7. Ability to work calmly and effectively under pressure 8. Strong organisational, personal time management and planning skills 9. A shared approach to problem-solving and achieving goals; ability to work as a member of a team | 1. High level ICT literacy 2. Interest in developing collaborative ways of working | * Letter of application * Application form * References * Interview * Lesson   Observation |
| OTHER PROFESSIONAL ATTRIBUTES | 1. Individual requirements of job description 2. Contribute to the whole school and extracurricular activities 3. Teach other subjects as required at least to the lower school 4. Commitment to contribute to school life 5. Set a good example with regard to dress, punctuality and attendance. 6. Energetic and self motivating 7. High expectations of self, students, department and college 8. Enjoyment of challenge 9. Willingness to implement the School’s Equality and Diversity Policy and to work within the School’s Health and Safety Policy 10. Commitment to safeguarding and promoting the welfare of children and young people and willingness to work within the School’s Child Protection Policy and the ability to contribute to pastoral work. | 1. Interest in developing links / partnerships with feeder primary schools / the wider community | * Letter of application * Application form * References * Interview * Lesson   Observation |



OVERTON GRANGE SCHOOL

PE Department Information

The PE Department comprises of six highly skilled, specialist teachers. Departmental resources are very good and include indoor teaching areas of a sports hall, gym/dance space and dance studio and playgrounds and extensive playing fields.

High expectations are maintained with students regarding kit, equipment and approach. The Department is enthusiastically committed to extra-curricular activities and offers a range of opportunities for students throughout the school, both in terms of participation and performance.

All staff who teach within the Department are encouraged to vary their teaching techniques as appropriate, taking account, for instance, of the need for differentiation, the use of ICT and the inclusion of literacy and numeracy. Departmental meetings aim to rationalise administration, discuss teaching and learning issues and share and develop good practice. The staff work closely in terms of supporting and contributing to the work of others and are keen to be reflective in their practice.

**Simon Potter**

**Head of PE Department**

**September 2018**