



THE PERSE SCHOOL SUZHOU

Appointment of Head of Physical Education to start August 2021

The Perse School, Suzhou is seeking to appoint an inspiring teacher of Physical Education to establish and lead a new department.

Full details about the School, it's locality, and the relationship with The Perse School Cambridge can be found on the school website www.perseschool.cn. The accompanying staff recruitment brochure also provides further information about the school and living and working in Suzhou, China.

Applications

Applications are to be made using the TES application form only. Any queries regarding the application process should be directed to The Principal, Naomi Atkins on Naomi.Atkins@perseschool.cn.

Safer Recruitment

The Perse School Suzhou is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The school will carry out a number of pre-employment checks. The information you will be asked to provide is required so that the school can comply with these obligations and expectations should your application be successful.

Where practical, interviews will be conducted in person. All interviews (online or in person) will explore the candidates' suitability to work with children.

Data Protection

Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form you are giving consent to the processing of your data.

Interviews

Interviews are to be held online and in person where possible in the week commencing Monday 8th March 2021. However you may be contacted at any time after submitting your application and the school reserves the right to appoint an outstanding candidate at any stage during the process, therefore early applications are encouraged.

The closing date for applications is **Friday 5th March 2021 at 23.59 GMT.**

Job Description: Head of Physical Education

The Physical Education Department

This is an exciting opportunity to lead and develop a new department. The new head of department must have a vision for the subject and be able to tailor a programme of activities for students of 12-19 years of age to engage and motivate them in physical education. The department will offer compulsory physical education timetabled classes to all students in addition to a series of optional opportunities as part of the co-curricular programme. The Perse Suzhou currently has a sports hall and outside multi-purpose games pitch on site however as we are located in the centre of Suzhou City it will be necessary for us to use other local sports facilities to provide adequate opportunities for the students at peak times of the day. Within 5 mins driving distance of the school there is a local sports facility available for hire with two swimming pools, three full-size indoor basketball courts, a sports hall that can accommodate up to 8 badminton courts and a full-size football pitch and 400m running track. It will be the responsibility of the new head of department to liaise with these facilities and potentially hire some external coaches to ensure that we can offer the best opportunities and outcomes for our students.

Accountability

The Head of Physical Education is ultimately accountable to the Principal through the Assistant Principal.

The following responsibilities shall be deemed to be included in the professional duties which the post holder may be required to perform:

Management and Leadership

- To establish and lead the department in line with the school's overall vision 'to love learning and strive for the greater good';
- To support the values of the school;
- To inspire and motivate students and teachers within your department and the wider school community;
- To contribute to the formulation of school policies and to ensure that they are adhered to;
- To produce the development plan for the department in line with the school development plan;
- To liaise with the Assistant Principal Academic regarding timetabling and setting (where appropriate);
- To liaise with staff at The Perse School Cambridge or within other Perse Schools worldwide on shared projects for student learning and professional development;
- To market the department both internally and externally as required (with support from the marketing department);
- To be responsible for producing and updating the departmental handbook;
- To hold regular formal departmental meetings, with an agenda and summarising minutes;
- To disseminate all information from Head of Department and other meetings, exam boards and subject organisations to the department;
- To provide accurate and prompt information to the exams office about the internal and external examinations and predicted grades;
- To ensure that all relevant health and safety measures are in place and adhered to in the department;
- To be responsible for the ordering and organisation of departmental resources and to ensure that they are readily available to all staff;
- To produce the annual budget and ensure effective expenditure;
- To be responsible for the quality of written reports to parents produced by the department;

Teaching and Learning

- To have a love of learning;
- To devise an inspiring and challenging curriculum;
- To contribute to and oversee the production of schemes of learning using the best teaching and learning approaches, both traditional and more innovative;
- To teach well-structured lessons that inspire and motivate students and ensure student progress;
- To be ambitious for the teaching and learning outcomes for all the students;
- To keep abreast of current developments in your subject area and ensure that schemes of learning are regularly updated;
- To establish departmental systems for the assessment and tracking of student achievement and progress;
- To be able to use data to identify underachieving students and to use interventions to raise achievement;
- To ensure that a vibrant and engaging learning environment is created and maintained in the subject classroom areas;
- To ensure that arrangements for coursework/controlled assessment are in place, including task setting, marking, internal moderation and despatch of samples and documentation to external moderators where appropriate;
- To organise mock exams, end-of-year exams and where appropriate scholarship and entrance exams;
- To attend parent evenings as required;

Staff

- To have responsibility for the line management and professional development of the department staff in conjunction with the Assistant Principal Academic;
- To assist with the recruitment of new teaching staff;
- To ensure the continuing professional development of the staff and contribute to staff professional review;
- To guide and support staff to ensure their effective performance and wellbeing;
- To ensure an effective team culture and set an example of professional standards of behaviour;

Co-curricular

- To promote breadth and balance and contribute to the co-curricular life of the school;

Pastoral

- To oversee the academic progress, wellbeing and personal development of a small group of students by acting as a personal tutor;
- To teach the PSHEE programme;
- To play an active role in the life of the boarding house and assist with the evening supervision of boarding students (approximately once a week);

Safeguarding

- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact;

General

- To attend and contribute to school open events and information sessions where required;
- To assist in the student recruitment and selection process;
- To support school events;

Review

The job description will be reviewed annually as part of the professional development cycle.

Person Specification: Head of Physical Education

Qualifications and Experience

- High Class Honours Degree in Physical Education or a related subject.
- At least four years' relevant teaching experience.
- A PGCE / professional teaching qualification (desirable).
- Previous leadership experience (desirable).
- Previous experience of teaching students for whom English is an additional language. (desireable).

Personal Competencies and Qualities

- Shares in the values that define the school community.
- The ability to demonstrate a vision for the future of the subject and capacity to lead and inspire a department of teaching staff.
- Flexibility of thought and clarity of approach that it best suited to the establishment and leadership of a subject department and a determination to make it succeed.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- A generosity of spirit and a willingness to contribute to the co-curricular and boarding life of the school.
- Sensitivity to the cultural context including the language learning challenges of the students.
- Resilience to cope with and learn from challenging situations.
- Empathy for students, parents, staff and the community.
- Concern for the wellbeing of staff and ability to balance the needs of students, staff and the School's operations.
- Respects and values the different experiences, ideas and backgrounds others can bring to work and to teams.
- Works collaboratively and supportively with colleagues within school and with colleagues in other organisations.
- An entrepreneurial approach and a willingness to contribute to the development of a new school.
- Committed to continual personal and professional development.
- An ability to inspire and motivate students of a range of abilities and educational and cultural backgrounds.
- Proven communication and interpersonal skills.
- High level of literacy, attention to detail and ability to use initiative.
- High order administrative and time management skills.
- The capacity to adopt a creative and innovative approach to teaching and learning which may include the use of new technologies as appropriate.
- ICT competence and willingness to learn and use new technologies.