
HEAD OF ACADEMIC PE
SEPTEMBER 2025



CHARTERHOUSE

CANDIDATE INFORMATION

Welcome from the Head



Thank you for your interest in this role at Charterhouse.

Charterhouse is an exceptionally rewarding place for our pupils and staff. The developments in our academic and co-curricular provision, boarding and social spaces have facilitated a highly successful move to full coeducation, demonstrating an intentional and strategic drive to deliver a world-class, future-ready education, where every individual is empowered to reach their potential.

Our vision and values place kindness and belonging at the core, and our culture is one of welcome and acceptance. Open our doors and you will find a diverse and enriching range of people, experiences, thoughts and interests that all contribute to our thriving community. We nurture our talent and offer a myriad of opportunities to learn and grow together.

We warmly invite people from all backgrounds to share their passions, skills and ideas and who can help us to continuously lead and inspire the next generation, in an environment where everyone can flourish.

A handwritten signature in black ink, reading 'Alex Peterken'.

Dr Alex Peterken
Head



About Charterhouse

Charterhouse is a beautiful school in a 250-acre campus – a wonderful setting for the whole community to live and work together and a splendid backdrop for teaching and learning.

Founded in 1611, Charterhouse is one of the world's leading coeducational independent schools, welcoming boarders and day pupils at 13+ entry and 16+ entry.

Surrounded by a world of opportunity and connected by a feeling of belonging, each pupil at Charterhouse is educated to embrace life's full potential, and empowered to carry this into their future. A Charterhouse education prepares for both academic success as well as laying the foundations for future professional, social and personal fulfilment.

The School is academically ambitious for every pupil, with all strands of a Charterhouse education leading towards being fully prepared for the real-world of tomorrow and equipped to grasp future opportunity.

The curriculum is all about choice for the individual and is firmly rooted in academic rigour, intellectual curiosity and independent learning. Year 9 pupils follow a real breadth of academic subjects, with the curriculum in Years 10 and 11 culminating in (I)GCSEs.

Pupils benefit from the dual offer available in the Sixth Form: A Levels with an Extended Project Qualification or the breadth of the IB Diploma Programme. A wonderful range of academic electives are on offer, including the Charterhouse Entrepreneurship Diploma (accredited by the Institute of Enterprise and Entrepreneurs) and the Ivy House Leadership Award.

From an outstanding and varied academic education to the raft of co-curricular options – opportunities abound at Charterhouse. With over 80 activities, the co-curriculum is an essential strand of a Charterhouse education, combining opportunities for leadership development, creativity, exercise and team work.

The Boarding House teams are at the heart of supporting each young person on their journey through the School. The Heads of House live in the Houses, and are supported by a team of tutors and pastoral staff – two of whom are also residential. The House Teams are supported by a 24-hour Health Centre and pupils also have access to support through the Wellbeing team, counsellors and chaplaincy.

Shared values are central to life at Charterhouse, enabling each person to be themselves – everything at Charterhouse begins with kindness. We warmly welcome applicants who will share our values and with the enthusiasm and energy to make a significant and lasting contribution to life at the School. Together we can ensure that Charterhouse continues to be a world-class education provider.

PERSEVERANCE CHARTERHOUSE RESPONSIBILITY MORAL COURAGE OPEN-MINDEDNESS KINDNESS

Our Values

At Charterhouse we recognise that we each have a responsibility to reflect upon everything we have been given and strive to make the most of the opportunities available to us in order to live our motto: '*Deo Dante Dedi*' – God having given, I gave.

Everything we do at Charterhouse is centred around living to our core set of values. They help steer how we behave, learn and treat each other. They are embedded in and reflected upon in all aspects of school life. Of these, kindness – to ourselves and to others – is the most important and something we encourage in all pupils from their very first day.

We concentrate on educating the individual, to provide a comfortable and welcoming atmosphere where each child feels valued and can flourish. Every year we welcome children from a diverse range of backgrounds and experiences; this enriches our community and is vital in preparing all our pupils for today's world.

Why Choose Charterhouse

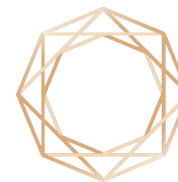
Charterhouse is an exceptional place to work. You will be part of a vibrant and inclusive community with a teaching career in a world-class school at the forefront of educational innovation. Throughout this job description you will see the many reasons to join us. Below are some practical benefits that are offered, complementing a generous remuneration package:

- Competitive contributory occupational pension scheme
- Death in service benefit up to the age of 70 (if not already included in occupational pension scheme)
- Single Membership of a private medical insurance scheme (subject to eligibility)
- Cash Health Plan currently provided by +Medicash
- Payment for eye tests for users of visual display screen equipment, and a contribution currently amounting to £50 to the cost of any corrective eye wear (normally claimable once every 3 years)
- Personal Accident insurance
- Access to an Employee Assistance Programme
- School fee remission (subject to eligibility).
- Membership of the School Sports Centre
- Membership of the School's 9-hole golf course at a reduced subscription
- Participation in a 'Cycle to Work' scheme (subject to eligibility)
- Salary sacrifice on electric vehicles (subject to eligibility)
- Lunches, during your normal working day
- Free on-site parking
- Invitations to school productions and concerts throughout the year
- Use of the School Library to borrow books & other media
- Continuing professional development as part of our talent management programme.



'Dynamic and energetically ambitious'

- CARFAX TOP 120 SCHOOLS IN THE WORLD



PRINCESS ROYAL
TRAINING AWARD
2023

'Crackling with dynamism, this is a place
where things are always happening.'

- TATLER SCHOOLS GUIDE 2023



Head of Academic PE

The new Head of Academic PE will be an inspirational, innovative and ambitious leader of a talented, supportive and hardworking team of teachers. The successful applicant will have a passion for the learning and teaching of academic PE and a burning desire to share this passion with our pupils.

Academic PE at Charterhouse

The Academic PE Department at Charterhouse is young, having just taken its first cohort of pupils through the GCSE. However, it is staffed with experienced teachers who are dedicated to ensuring the best possible outcomes for pupils, and our pupil numbers have grown exponentially, with approximately 100 pupils taking the GCSE across both year groups, and a first cohort of pupils being taught the A-level for first assessment in June 2026. We follow the AQA specification at both A Level and GCSE.

There is a wealth of opportunities to offer off-site activities and trips, as well as expanding the provision for talks, seminars and guest speakers within the field of Sports Science.

The field of Sports Science is an ever changing and evolving area of study, and both A level and GCSE PE courses will be exciting and rewarding to teach. A number of pupils apply to read Sports Science at undergraduate level and the department plays a key role in helping pupils secure places at top universities.



Overall Purpose and Responsibilities

All Heads of Department (HoDs) are responsible, through the Deputy Head (Academic), to the Head for the academic performance, organisation and administration of their departments, in addition to the general responsibilities of a teacher at Charterhouse. HoDs are accountable for the quality, success and development of departmental teaching, learning and assessment.

The Academic PE Head of Department should expect to:

Leadership and Development

- Establish and share a vision for Academic PE.
- Ensure that teaching and learning are excellent, specifically through lesson observation, feedback, appraisal, continuing professional development and departmental review.
- Provide an effective academic induction programme for all staff involved in delivery of Academic PE in the department
- Foster a delight in the subject, a culture of high expectations, set the highest academic standards, and mark and celebrate achievement and success amongst staff and pupils.
- Encourage independent learning both within and beyond the curriculum.
- Maintain excellent communications with all departmental members about faculty and school matters, relaying school policy to the department.
- Develop the appropriate use of ICT as a tool for teaching and learning.
- Determine staffing requirements and timetable allocations; assisting in appointing new staff; providing opportunities for responsibility to be assumed by members of the department.
- Ensure that teachers in the department use the school's rewards and sanctions effectively.
- Provide support to members of the department in any matters involving classroom discipline.
- Monitor the quality of written academic reports on students by teachers in the department.
- Ensure that teachers are aware of students with learning, medical, social or other difficulties and providing appropriate support including ensuring the implementation of SEND strategies.
- Represent the department within the School and promoting Academic PE in the wider academic community Rugby group and including partner schools (ie: Broadwater School).

- Liaise with the examination board and Examinations Officer about specifications, examinations and results
- Coordinating professional development reviews within the department.
- Model, nurture and develop the very best practice in teaching and learning.
- Monitor assessment and reporting across the department.
- Coordinate examples of good practice and facilitate the sharing of ideas across the department.
- Submit an annual departmental budget and oversee departmental spending and stock.

Teaching and Learning

- Monitor and record the learning of pupils in the department, including overseeing the support of those with additional needs through effective differentiation strategies.
- Write and update schemes of work and programmes of study.
- Ensure effective use of student tracking data.
- Ensure effective scrutiny of student work
- Organise lectures and talks by outside speakers.
- Provide curriculum information as required, and deal with syllabus enquiries, updating, investigating alternatives and changing syllabuses as necessary.
- Establish and oversee subject enrichment within the co-curricular programme.
- Research, update and order resources.
- Arrange departmental displays.
- Manage and co-ordinate, organise trips as appropriate.
- Monitor the setting of homework ('Banco').
- Provide information for pupils making GCSE choices and Sixth Form choices.
- Meet and communicate with parents when required, notably parents of native speakers.

- Prepare and present the Departmental Review and supplementary documentation.
- Keep up to date with subject developments.

Universities

- Assist with university applications, including organising and conducting mock interviews in accordance with the arrangements made by Higher Education & Careers team.
- Collate and disseminate up-to-date University and UCAS information.
- Provide comments for UCAS references as well as other relevant details as required.
- Provide assistance, extra tuition and general guidance for Oxbridge applicants, along with rich opportunities for stretch and challenge.

Examinations

- Oversee the setting and marking of Sixth Form and 13+ scholarship/admissions examinations.
- Assist in organising internal examinations where appropriate including setting, marking and moderating papers, collating statistics and publishing results.
- Organise entries for public examinations
- Providing details of estimated public examination entries and candidates for re-sits, and supplying predicted grades.
- Work with Heads of Sport to track students' practical performance outside of the classroom at both GCSE and A Level for the purposes of controlled assessment grading.
- Support pupils with their ICT skills to help produce video footage for controlled assessment submission
- Dealing with examination boards, including complaints, re-marks and appeals.

- Handling public examination results, including answering parental enquiries, and providing comments, data and statistics as required.



General

- Review key departmental documentation, such as departmental handbook, assessment policy, development plan and schemes of work
- Provide occasional reports for School publications on departmental developments.
- Organise and chairing regular departmental meetings.
- Attend HoDs' and other committee meetings as required.
- Make arrangements for cover of absent members of the department.
- Take responsibility for the Health & Safety of the department, including making an annual review of Health & Safety (and related) procedures.

Professional and Personal Development

- Provide encouragement and guidance to staff members regarding their professional development.
- Participate in the Teaching Professional Development Review (appraisal) system.

Marketing and Admissions

- Develop and maintain links with prep schools, primary schools and other secondary schools.
- Organise, administer and monitor the setting and marking of internal and external examinations.

Pastoral Care

- Play a full part in the pastoral responsibilities associated with working in a boarding school.
- Take a proactive role in ensuring the pastoral wellbeing of pupils, drawing the prompt attention of relevant members of the core of staff supporting each pupil to any issues affecting their welfare.
- Act as a Tutor to pupils, attached to one of the boarding houses within the School's tutoring system.

Co-curricular Responsibilities

- Promote the values of Charterhouse in order that pupils acquire the values, attitudes, skills and knowledge needed to make a positive contribution to society and actively participate in the promotion of the School as reasonably requested.
- Participate fully in leading and supporting co-curricular activities for pupils.
- Promote and assist with the development, delivery and supervision of pastoral and academic enrichment activities such as co-curricular projects and subject-related societies.

Safeguarding

- Demonstrate the highest levels of commitment and compliance to safeguarding and promoting the welfare of children and young people.



All teaching staff are required to:

- Teach (or be available for Private Study supervision or emergency cover) a set timetable per week.
- Accept and take on responsibilities within their department as reasonably required such as assisting with the setting and marking of internal examinations, entrance examinations and scholarship examinations/assessments as required, including the recording of results.
- Develop and share resources and good practice with the rest of their department, contributing to departmental meetings and the development of the on-line departmental handbook.

- Set and mark work in accordance with School and department policies, giving constructive feedback from appropriate tasks, and maintain accurate records of pupils' attainment and academic progress and writing assessments and reports on pupils as required.
- Attend meetings, such as staff meetings, INSET days, and Parents' Briefings and communicate with parents both at planned School events and where otherwise appropriate.
- Invigilate exams (internal and external) as reasonably requested by the Examinations Officer and in accordance with the regulations of the Examining Boards.
- Draw up and deliver Schemes of Work, administering coursework and controlled assessments for chosen syllabuses, ensuring they are conducted within examination board guidelines, completed by any prescribed deadline, and properly assessed, and that marks are submitted on time.
- Be aware of and ensure departmental and individual compliance with all Health and Safety requirements, including off site activities, ensuring that classrooms and associated areas are secure, safe and orderly environments for pupils.
- Issue and ensure the return of department materials and other subject-specific materials required by pupils.
- Provide extra support outside the timetable where appropriate and as reasonably required.

No job description can fully cover all aspects of the role and consequently the responsibilities are likely to evolve and change over time. This description does however give an overall view of the position

Person Specification

Qualifications

Essential:

- a good Honours degree relevant to the teaching aspects of the role.
- the ability to teach the more scientific areas of the A Level course (Physiology and Biomechanics) and Sports Psychology.

Desirable:

- a recognised teaching qualification, such as a PGCE
- experience of working as an examiner with a GCSE or A Level specification

Relevant Experience/Knowledge & Technical Competencies

The successful candidate will possess a strong track record or potential for achievement in:

- leadership and management skills demonstrating initiative, vision and the ability to lead and manage change.
- an inspirational passion for Academic PE teaching and the ability to inspire others and lead by example, supporting the school to meet its aims with pupils, teachers and parents.
- proven delivery of excellent Academic PE teaching across the age range from Year 9 to Year 13.
- excellent classroom management skills and developing appropriate rapport with pupils
- nurturing and supporting pupils' wellbeing with well-developed pastoral instincts
- problem-solving – analysing the task to be undertaken, together with reviewing and evaluating the outcomes.
- working with others to achieve goals by negotiating and allocating tasks, as well as motivating and supporting a diverse and highly skilled team

Personal Competencies / Skills

- capable of turning a vision into results; full of enthusiasm and confidence
- commitment to the highest of academic and pastoral standards
- ability to inspire and motivate others
- good time management skills; superb organisation
- patience and enjoyment of attention to detail
- ability to use initiative, be proactive and assertive
- willingness to accept that the role will require work outside 'normal hours'.
- a genuine preparedness to contribute to and participate in the wider life of the School,
- awareness of an individual's educational needs and the ability to direct teaching accordingly.
- high levels of literacy, enthusiasm and confidence, and a good level of humour when necessary
- a sense of humour!



Application Process



Applications should be made in accordance with the School's application and safer recruitment procedures, via the School's website, selecting the relevant vacancy. The selected vacancy link will take you to our online recruitment system and give you the opportunity to register and complete an application form. You will also have the opportunity to upload your latest CV.

Early applications are warmly encouraged, and a bespoke invitation to interview may be offered in advance of the closing date.

All successful job applicants will be required to undertake a Criminal Record check and to undergo child protection screening.

Visit our website – Employment Opportunities

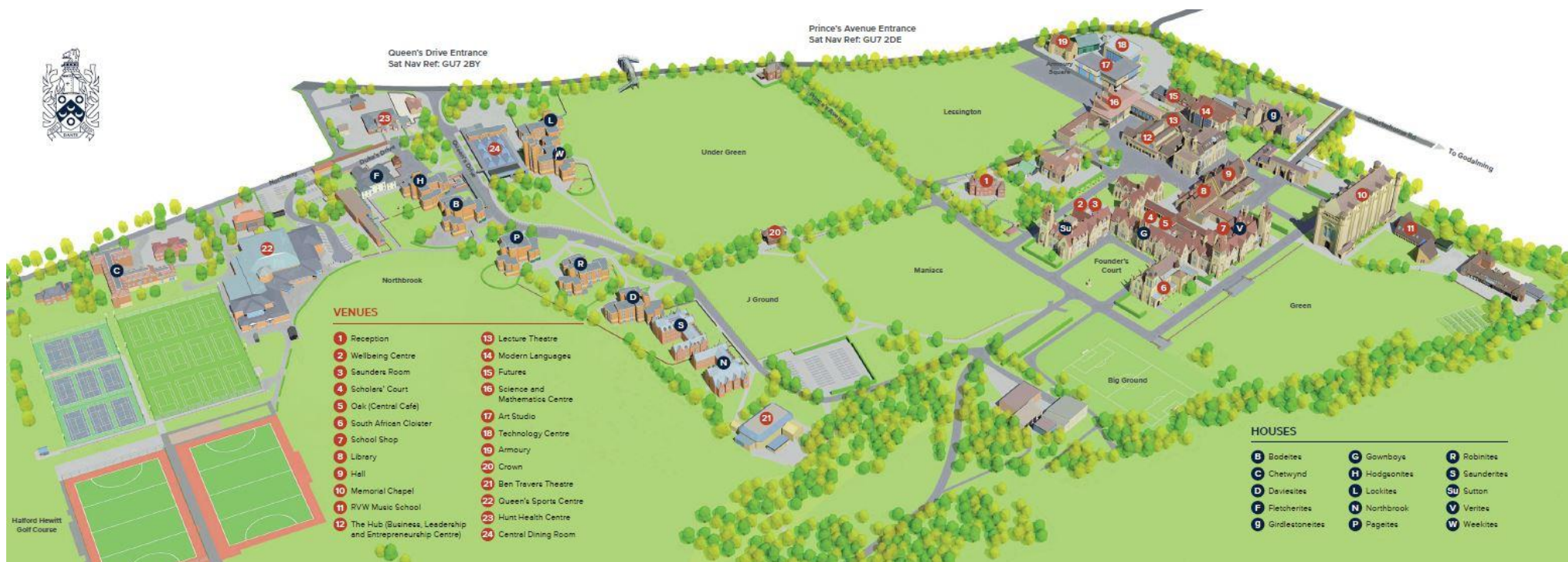
We are creating an inclusive culture where all forms of diversity are seen and valued – for our pupils, for our staff. A culture that supports the enduring Charterhouse education provided to pupils in our global and multi-cultural environment. Join us now to be a part of it.

If candidates would like an informal conversation before applying, Duncan Byrne, Deputy Head (Academic) would be very happy to talk with you. Please contact him by email (djb@charterhouse.org.uk) to arrange a mutually convenient time.



Closing date for applications is 12 noon on Monday 24 February 2025.
Interviews will be held shortly after the closing date.

The Charterhouse Campus



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