

HEAD OF PHYSICAL EDUCATION

Job Pack



CRAMLINGTON LEARNING VILLAGE



Where everyone plays a part in the future of our students



“

Cramlington Learning Village is a great place to work - you are always busy but people still take time to look after one another.

”

WELCOME

A MESSAGE FROM OUR CO-HEADTEACHERS

Welcome to Cramlington Learning Village and thank you for your interest in applying for a role at this school. We believe CLV is a fantastic place to work where everyone is responsible for the safety, wellbeing, development and progress of our students.

We are a comprehensive secondary school with 2000 students, which although large in scale, feels like a smaller community school where every student feels known and cared for. We pride ourselves in our core principles - that 'we are a school built on respect, which develops resilient learners, expert readers, knowledge explorers and responsible citizens.'

These next few pages will tell you more about our ethos and school culture, and what it is like to work here, whatever the role in the organisation. We hope that, along with the specific information attached on the role and person specification, you find this document helpful in making an informed decision on whether Cramlington Learning Village is a place where you will enjoy working in and where you can make a positive difference to our students.

We look forward to meeting you and if there is anything we can do to give you more information, we are always happy to help.

Mr. Jon Bird and Ms. Kim Irving



WHY JOIN US?

- We believe this is a school which is built on positive relationships. Although we are a big school we like every single member of staff to feel known and valued
- The CPD offer for teaching staff and TA's is a real strength of the school and includes an annual teaching and learning conference across two training days
- There is a supportive induction process for every new member of staff
- We offer support for staff at every level through a clear line management structure
- We pride ourselves on our staff development, and will work with you to ensure you feel supported and challenged in your role
- The school is committed in promoting positive mental health and wellbeing across the staff - we have a staff wellbeing and mental health charter written 'by staff, for staff'



“ As a member of support staff I know I have a key part in helping the school be strong and successful - you always feel part of the team. ”

- The school supports the 'Cycle to Work' scheme
- Competitive salaries are offered in a variety of posts at different levels
- Where we can, we offer generous annual leave
- Free staff parking available
- We have partnered with CLASS insurance who provide Digital Health assessments, Online Mental health training, 24/7 Counselling and Physiotherapy consultations for all staff
- Strong pension schemes (Local Government Pension Scheme for Support Staff and Teachers Pension Scheme for Teachers).



NEXT STEPS

Included in the following pages you should find information on the advertised role, including the job description and the personal specification. The application form will give you an opportunity to share your details and qualifications with us, along with your employment history.

As a school that strives to recruit all our staff as safely as possible, we also include our safer recruitment policy and information on the safeguarding checks that will be undertaken.

If there is anything else which will be helpful to you, or if you need more information, please do not hesitate to contact our Office Manager via admin@cramlingtonlv.co.uk



Highburn, Cramlington, Northumberland, NE23 6BN
Tel: (01670) 712311

Registered in England and Wales Co No: 07730940

Co-headteachers: Mr J Bird/Ms K Irving
11-18 Secondary School of 2000 pupils including 280 in the Sixth Form

Post Title: Head of Physical Education

Salary: TLR 2.3

Contract: Permanent

We require an outstanding practitioner who has the drive to lead a committed and successful team. The successful applicant will have high expectations of students and staff, excellent subject knowledge and a passion for their subject. The position is ideal for candidates wishing to further develop their leadership skills and is ideal preparation for further career progression.

Cramlington Learning Village was graded Good in all categories in its last Ofsted Inspection.

Cramlington Learning Village is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS disclosure will be required for this post.

Please note: the postholder will be engaging in regulated activity, working mainly or wholly with children. This position is exempt from the Rehabilitation of Offenders Act 1974. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. Shortlisted candidates should be aware that online searches may be done as part of pre-employment checks.

Further details and application forms are available via our website at www.cramlingtonlv.co.uk or by contacting **Ms J Elliott** (admin@cramlingtonlv.co.uk), to whom completed application forms should be sent to arrive no later than midday on **12th March 2024**.

Job Description

Job Title:	Head of Physical Education
Reporting To:	Curriculum Area Manager
Contract Type:	Permanent
Clients/ Liaison with:	Head/Deputies, Head of Department and relevant staff with cross curricular responsibilities, relevant non teaching support staff, parents

Purpose:

- To raise standards of student attainment and achievement within PE and to monitor and support student progress
- To be accountable for student progress and development within the subject area
- To develop and enhance the teaching practice of others
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the subject, in accordance with the aims of the school
- To be accountable for leading, managing and developing the subject
- To effectively manage and deploy teaching/support staff, financial and physical resources within the subject

Main Responsibilities:

Operational/Strategic Planning

- To lead the development of appropriate syllabuses in PE and Sport, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the subject
- The day-to-day management control and operation of course provision within the subject, including effective deployment of staff and physical resources
- To actively monitor and follow up student progress
- To lead and manage the development planning of the subject and to ensure that the planning activities of the subject(s) reflect the needs of students within the subject area, and of the School Improvement Plan
- To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the subject are in line with national requirements and are updated where necessary

Curriculum Provision

- To ensure the delivery of an appropriate, comprehensive, high quality curriculum programme
- To be accountable for the development and delivery of subject

Curriculum Development

- To lead curriculum development for the subject
- To keep up to date with national developments in the subject area and teaching practice and methodology
- To actively monitor and respond to curriculum development and initiatives at national and local levels

Staffing/Staff Development/Recruitment/Deployment of Staff

- To work with the Curriculum Area Manager to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs
- To be responsible for the efficient and effective deployment of support staff
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the subject liaising with the Cover Supervisor to ensure appropriate cover within the subject
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures
- To promote teamwork and to motivate staff to ensure effective working relations
- To participate in the school's ITT/ECT programme
- To be responsible for the day-to-day management of staff within the designated subject and act as a positive role model

Monitoring and Evaluation

- To ensure the effective operation of monitoring and evaluation systems
- To establish the process of the setting of targets within the subject and to work towards their achievement
- To establish common standards of practice within the subject and develop the effectiveness of teaching and learning in all subject areas within the subject
- To contribute to the school procedures for lesson observation
- To implement school quality procedures and to ensure adherence to those within the subject
- To implement modification and improvement where required

Information Management

- To ensure the maintenance of accurate and up-to-date information concerning the subject
- To analyse and evaluate performance data provided
- To identify and take appropriate action on issues arising from data, reviews and reports; setting deadlines where necessary and reviewing progress on the action taken
- To produce reports on examination performance, including the use of value-added data
- To provide the Governing Body with relevant information relating to the subject's performance and development

Communications

- To ensure that all members of the subject are familiar with its aims and objectives
- To ensure effective communication/consultation as appropriate with the parents of students
- To liaise with higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies
- To represent the subject's views and interests.

Marketing and Liaison

- To contribute to the school liaison and marketing activities e.g. the collection of material for press releases
- To lead the development of effective subject links with feeder schools and the community, attendance where necessary at liaison events in feeder schools and the effective promotion of subjects at Open Evenings and other events e.g. Parents in Partnership
- To actively promote the development of effective subject links with external agencies

Management of Resources

- To manage the available resources of space, staff, money and equipment including deploying the subject budget, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records
- To work with the Deputy Head in order to ensure that the subject's teaching commitments are effectively and efficiently time-tabled and roomed

Pastoral System

- To monitor and support the overall progress and development of students within the subject
- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description
- To contribute to PSHE, citizenship and enterprise according to school policy
- To ensure the Behaviour Management policy is implemented in the subject so that effective learning can take place

Teaching

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher

Additional Duties

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example

Other Specific Duties

- To continue personal development as agreed
- To engage actively in the performance review process
- To undertake any other duty as specified by STPCB not mentioned in the above
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Person Specification - Head of Physical Education

Key to assessment methods: (A) application form, (L) letter, (I) interview, (O) Lesson Observation, (R) references, (C) recruitment checks

	Essential	Desirable
Knowledge & Qualifications Assessed By: A,L,I	<ul style="list-style-type: none"> ● Good degree in PE or relevant subject 	<ul style="list-style-type: none"> ● Recent relevant CPD ● Further specialist qualifications (NPQML, MEd)
Experience Assessed By: A,L,I	<ul style="list-style-type: none"> ● Recent successful experience of teaching PE to 'A' Level ● Experience of successful teaching of KS3 PE and GCSE PE 	<ul style="list-style-type: none"> ● Experience of leading and managing teams
Skills & Competencies Assessed By: A,L,I	<ul style="list-style-type: none"> ● Confident in the use of ICT ● Excellent classroom management ● Thorough understanding of NC and how it relates to assessment. ● Interest in student centred teaching methods ● Understanding of how ICT can be used appropriately to impact on learning ● An excellent communicator 	<ul style="list-style-type: none"> ● A clear vision of teaching and learning ● Knowledge of recent developments in PE
Other	<ul style="list-style-type: none"> ● Like working with young people ● Enthusiasm ● Able to work in a team and to lead a team ● Capacity for hard work ● Willingness to take the initiative ● Confidence to try out different approaches in the classroom ● Ready to help all students to achieve the best possible standard ● Professional, committed, optimistic ● A positive attitude to school ● Self awareness ● A commitment to safeguarding and promoting the welfare of children and young people. ● A willingness to offer something extra to the school and its students 	<ul style="list-style-type: none"> ● Interested in working with colleagues from other departments. ● An action researcher. ● Interested in developing their career.

	<ul style="list-style-type: none">● Suitability to work with children and young people● To safeguard the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.	
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