

Part time Qualified PE teacher – or full time class teacher with PE specialism to cover Maternity Leave.

**REQUIREMENTS OF THE POST**

This is a fixed-term contract to cover maternity leave and it is likely to be required for the Spring, Summer and Autumn Term 2018. The Spring term commences on 8 January 2018 and employment would start from 1 January 2018.

You will be directly responsible to the Deputy Head with whom you will meet regularly. We are seeking an appropriately qualified and experienced teacher to cover the 2 days per week teaching commitments of a colleague who will be commencing maternity leave in or around January 2018. The current teaching allocation for the post includes a timetable for PE lessons for Reception to Year Class 6.

There is a possibility that the role could combine the PE teaching responsibility with delivery of class subjects in the prep department – therefore applications are welcome from both primary and secondary trained candidates, and for those seeking a full or part time role.

The maternity cover teaching allocation includes P.E. as well as Games on Monday and Wednesdays, as follows: Spring Term Netball and Hockey, Summer Term Rounders and Athletics and Autumn Term Netball. In addition within the P.E Department we cover Tag Rugby, Multi skills, Football, Gymnastics and Basketball. We participate in a variety of local Sports Partnership events as well as ISA London North fixtures with some fixtures occasionally falling on days outside the two days which you would be expected to be available for. It would be highly desirable for candidates to have leadership experience and skills in relation to the management of our Netball, Athletics and Hockey curriculum. We do not, of course, anticipate that you will be a like-for-like replacement but, ideally, you will have a professional profile which provides a close match to the current post holder, both in terms of the type and level of activity. There is an expectation that you will be available to take lunch-time and after school practices.

**MAIN DUTIES**

• To teach PE to pupils from age 3 - 11 years in a safe and supportive environment.

• To arrive punctually for lessons and to ensure proper supervision of pupils.

• To foster an atmosphere in the teaching environment which encourages the highest standards of work, behaviour and appearance.

• To make learning exciting and stimulating, employing a range of approaches and strategies, with the focus on pupil learning rather than teacher delivery.

• To implement Department and School policies.

• To attend Departmental meetings.

• To communicate with parents and teachers on the progress of pupils through report writing, attendance at Parents’ Evenings and other appropriate means.

Netball and Athletics duties include the following:

• To be responsible for these sports.

• To ensure the smooth running of fixtures.

• To liaise with the Bursar for transport, pitches and catering requirements.

• To ensure a high standard of provision for pupils of all abilities

• To supervise extra-curricular clubs in the Lunch hour and after school.

• To assist in the organisation of Sports Day for both the Pre-Prep and Prep School.

**Additional Duties:**

To carry out such other associated duties as are reasonably assigned by the SLT. The above list is not exhaustive but is by way of example only. Responsibilities and duties may vary from time to time as the position evolves. Tasks delegated by the line manager will be within your experience, ability or grade.

**GENERAL INFORMATION**

All who teach at the School make some contribution to school life outside their own specialisation as well as to our programme of pastoral support. The School is fully co-educational and, with its own Pre-Prep and Preparatory School, caters for pupils from 2-11 years. Salary is negotiable depending upon experience. The School has a salary scale which mirrors but is more generous than that of the maintained sector. All new teachers receive induction and guidance from the Deputy Head and other members of the SLT.

Please advise us of any special requirements you may have if you are called for interview. If your special requirements mean that you need to submit this application in a different format please contact us. Completed application forms, with the names, addresses and telephone numbers of two referees, should be sent as soon as possible to the Headmistress, Mrs Deborah Mills at Howe Green House School, Great Hallingbury, Bishop’s Stortford, Herts, CM22 7UF. The closing date is noon on Monday 6th November 2017 and interviews will take place on Thursday 9th November 2017.

PLEASE NOTE Howe Green House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (formerly Criminal Records Bureau). Having a criminal record will not necessarily be a bar to obtaining the position.

Howe Green House School’s employees are responsible for promoting and safeguarding the welfare of children and young people they are responsible for, or come into contact with. The post holder must adhere to and ensure compliance with the School’s Safeguarding Children Policy at all times.

If, in the course of carrying out his/her duties, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he/she must report any concerns to the School’s Senior Designated Person for Safeguarding.

Applicants are advised that in the interests of the health and safety of all its pupils and employees, Howe Green House School operates a No Smoking Policy which prohibits smoking in any area of the School site.

October 2017