



Glenalmond College

Head of Academic and Curricular PE

The Position

To manage all aspects of the teaching and learning process in both Curricular and Academic courses in PE, including GCSE, Higher and A Level courses.

The College

Founded in 1847 by William Gladstone and others, Glenalmond College is a fully co-educational boarding and day school, set in the stunning Perthshire countryside and enjoying magnificent grounds of over 300 acres in an unrivalled setting at the foot of the Grampian hills. There are currently around 370 pupils at Glenalmond between the ages of 12 and 18. The principal point of entry is at 13 but we have a small Second Form group which is geared towards those transferring at 12 from the Scottish primary system. There are presently five boys' boarding houses and three girls' houses, of which one is a year group house.

Sporting activity is an integral part of life at Glenalmond, where excellent facilities and a passionate team of coaches come together to encourage pupils to reach their sporting potential. We take great pride in Glenalmond's long tradition of sporting excellence. Our teams are very successful in national competitions, while several OGs (former pupils) have gone on to gain national and international honours. Furthermore, many current pupils represent Scotland and their home countries across a variety of sporting platforms.

With a team of exceptional head coaches developing the quality of an enthusiastic coaching staff, we encourage our pupils to reach their potential at whatever level of sport they play.

Principal Accountabilities

Strategic

- Develop and enhance the provision of Academic and Curricular PE at the school. This will include the delivery of GCSE, Higher and A Level provision as well as developing the general PE curriculum to fully embrace health and fitness, and physical literacy

People Management

- Support the Director of Sport and other teaching staff in delivering the highest quality Academic and Curricular PE programme
- Fully engage in personal professional development acting as role model for the team.

Financial

- In conjunction with the Director of Sport forecast and manage budgetary requirements for the yearly Academic PE courses ensuring the school pursues value for money solutions to the needs of the pupils and aims and objectives of the school, liaising with the Director of Finance as appropriate.

Communication

Internal

- Work with the Director of Sport and other Teaching staff in planning the structure and delivery of all Academic and Curricular PE courses
- Attend Head of Department meetings and disseminate relevant information to PE staff
- Chair regular Academic PE meetings with teaching staff
- Communicate effectively with the Sub-Warden Academic, Director of Studies and other teaching staff on academic matters
- Liaise with the SLT to maintain accreditation with relevant examination and validating bodies
- Provide induction for all new academic PE staff
- Offer guidance, in conjunction with the Head of Sixth Form, about university entrance and careers
- Communicate effectively with Housestaff, tutors and other academic staff on specific academic issues
- Work closely with the Sub-Warden Academic and Exams Officer to ensure smooth delivery of externally examined courses and non-examined courses.

External

- Communicate with parents on all Academic PE matters
- Develop links with other PE departments and external organisations that support Academic PE and moderation
- Maintain links with examination authorities for updates on national developments in the subject area and teaching practice and methodology.

Health & Safety

- Ensure the school Health & Safety policy requirements are implemented at all times for the delivery of Academic and Curricular PE
- Ensure safe and appropriate staffing and cover for the Academic PE curriculum.

Teaching and Other Responsibilities

- Direct members of the Physical Education department in their delivery of Academic and Curricular PE
- Plan, implement, review and develop the PE curriculum throughout the school, including the future development of the subject within the department, according to changes nationally and/or within the school
- Prepare schemes of work, the departmental handbook and any other necessary documentation required for effective delivery
- Maintain departmental engagement with the College's Academic Vision and with external training; work directly with Sub-Warden Academic to develop academic provision and professional development

- Ensure that Academic PE is differentiated to take account of students with SEN; offer support to the learning and pastoral needs of individual pupils
- Teach an academic timetable up to and including A Level (GTCS Registration required) and provide a lively and stimulating classroom environment that pushes all pupils to achieve their full potential
- Engage fully in continuous professional development
- Commitment to Games, curricular PE and team coaching, where required.

Administration

- Organise the arrangement of teaching groups, and staff teaching commitments in consultation with the department and to liaise with the Sub-Warden Academic and Director of Studies
- Track and evaluate performance of Academic PE staff through lesson observations, data analysis and supportive professional development
- Allocate resources for Academic PE and communicate arrangements to teaching and coaching staff
- Ensure that all departmental documentation is collated and securely managed with Data Protection in mind and available for inspection if required. This includes health & safety records, budgets, tracking, curricular documents, evaluation documents
- Administer the external examination entries; Manage examination results in August, liaising with the examinations officer, parents, pupils, and Housestaff regarding re-marks and appeals; Liaise with the internal examinations officer about internal examinations.

Pupil Management

- Track and evaluate pupil academic progress and success at individual and cohort level; target areas for improvement and development; provide an effective pupil intervention structure
- Provide support for individuals or groups of pupils as required; support PE staff in dealing with specific pupil issues.

Job Knowledge, Skills and Experience

- Qualified teacher of PE with some experience at managing academic delivery
- An in-depth understanding of life in a Boarding School
- Demonstrable experience of working as part of a team
- Demonstrable experience of pastoral care provision
- Ability to work well (without line management supervision) with others internal and external to the organisation
- Ability to represent the school to parents and external agencies and professional bodies
- Ability to work unsupervised
- Ability to work as part of a team, relationships with teaching staff critical
- IT literate and competent in use of databases

- Excellent planning, organisation, written and verbal skills are essential.

Additional Comments

Driving licence is essential. Staff will be expected to drive mini buses; appropriate training will be provided.

Terms

HOURS OF WORK

This is a permanent, full time position

SALARY

The College has its own pay scale and accommodation may be available as part of the role.

We can offer you a competitive salary, complimentary refreshments during hours of work, a good working environment as part of a close-knit team and the possibility of opportunities for the role to grow. Fee concessions are available for staff children who attend Glenalmond and there are various reciprocal arrangements with local Prep schools.

PENSION

The College has its own workplace pension scheme and is a member of the Scottish Teachers' Pension Scheme.

OTHER BENEFITS

Fee concessions are available for staff children who attend Glenalmond College and there are various reciprocal arrangements with local Prep Schools

Applications for the post

Glenalmond is committed to safeguarding and promoting the welfare of children:

applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers/Disclosure Scotland at enhanced level. Appointments will be conditional on references acceptable to the College and sight of original qualification certificates.

All applications must be made on the College Application Form. Please also include a covering letter outlining your suitability for this position.

Please return completed applications either by post (marked Private & Confidential) to: The HR Officer, Glenalmond College, Perth, PH1 3RY or by email to recruitment@glenalmondcollege.co.uk

Closing date for this post is Wednesday **10 May at 5 pm**. Interviews are scheduled from week commencing **15 May 2023**, although the College reserves the right to interview and appoint at any time in the recruitment process.

