



Recruitment Pack Head of PE Department



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Vacancy Details

One In A Million Free School – Bradford
Enjoying today, preparing for tomorrow!

Head of PE Department

Salary: £28,000 – £43,685 plus TLR 2

Contract: Permanent – Full time

Start date: September 2023

We are looking to appoint a Head of PE, the successful candidate will be accountable for the PE Department.

This role may be suitable for a dedicated and excellent teacher who is ready to take on a wider range of leadership and management responsibilities.

You should be:

- A collaborative practitioner who can work in partnership with the department, other Middle Leaders and the Senior Leadership team to ensure students achieve or exceed their potential.
- Committed to the vision of the school that offers a learning experience that is themed across Sports, the Arts and Enterprise.
- An excellent practitioner of PE with a proven track record of student impact.
- Experienced in leading offsite activities and representing schools in a profession and responsible manner.
- Experienced in writing risk assessments and having a duty of care when offsite.
- Able to inspire your team and promote excellent teaching and learning across the department. Taking responsibility for the proactive, continual improvement of high quality teaching and learning across the PE department, and developing cross and extra-curricular improvements.
- Data focused to support and secure students' progress and attainment.
- Student focused, ensuring all students are engaged and motivated to learn so that they achieve or exceed their potential; being accountable for the progress of students and quality of teaching within the PE Department.
- Able to work with other Subject Leaders and Heads of Faculty/Department to maintain the quality and coherence of the curriculum and assessment and continue to develop the curriculum offered within the connected framework of Sports, Art and Enterprise, to achieve the school's stated outcomes for students.
- Able to demonstrate a commitment to our values: compassion, honesty, integrity and excellence.

Vacancy Details

We believe every student is unique and should be valued for being who they are. We are offering the successful candidate the opportunity to shape the PE Department and curriculum ensuring that our students are fully prepared for the future world that awaits them.

To consider this role you would have to ask yourself:

- Am I compassionate?
- Am I honest?
- Do I act with integrity?
- Do I embody excellence?

If you can say yes to the above and have the appropriate experience then we would encourage you to apply.

To apply and for further information about our school please visit www.tes.com

Closing Date: Outlined on Tes.com. We reserve the right to interview and or appoint prior to the end of the advertised period.

Safeguarding

One in a Million Free School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We follow safer recruitment practices. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020 and appointment is therefore subject to a satisfactory enhanced disclosure from the Disclosure & Barring Service.

Hub and Spoke

The ethos and vision of the One In A Million Free School are based upon our extensive experiences of delivering successful community based programmes in sport, the arts and enterprise.

The “Hub and Spoke” Model links the One In A Million Free School (hub) with our existing range of community activities (spokes).

Our “Wheel of Hope” vision places our Free School at the heart of all that the charity does to ensure that our innovative education projects reach as many young people as possible in and out of school throughout the Bradford community.



JOB DESCRIPTION

JOB TITLE:	Head of PE
JOB LOCATION:	One In A Million Free School, Bradford
REPORTS TO:	Senior Leadership Team
PEOPLE RESPONSIBILITY:	All Teaching Staff within Department
BUDGET RESPONSIBILITY:	As directed by Principal

ONE IN A MILLION FREE SCHOOL VISION & VALUES

Our overall aim is to ensure students achieve or exceed their potential, make a difference to young people by engendering respect, self-regard, motivation and engagement. The ethos of our school will be rooted in the name of our charity, where every young person is recognised and valued as 'One In A Million'.

Our mission is to enhance the life chances of all students at One In A Million Free School through the curriculum, the connected curriculum of: sport, the arts and enterprise and the enrichment programme.

Our vision is that each student will utilise their skills, talents and educational achievements across sport, the arts and enterprise to better themselves and their communities.

Our values: We are driven by our 4 core values, Compassion, Honesty, Integrity and Excellence

JOB PURPOSE

The Head of Department is responsible for managing all activities within their Department and leading PE at offsite provisions. The post holder will be responsible for the proactive, continual improvement of high quality teaching and learning across the subject, and developing whole school improvements as agreed with senior leaders. The postholder will be responsible for all aspects required for offsite events and displaying a risk averse attitude in the planning and execution of these events and activities.

The post holder will work with other Heads of Department/Faculty to enhance the quality and coherence of the curriculum (including assessment) and continue to develop the curriculum offer (including within the connected framework) to achieve the

JOB DESCRIPTION

school's stated outcomes for students.

The post holder will lead the Department Team to ensure that students are highly engaged, motivated and achieve excellent standards; being accountable for the progress and attainment of students and the quality of teaching and learning within the Department.

The post holder will lead and drive the implementation of the school's vision and ensure the school remains true to its aims, vision and mission; upholding the principle that *we are here to put the needs of our students and young people first.*

KEY RESPONSIBILITIES:

Teaching and Learning

- Promote high standards for teaching and learning within the Department
- Proactively encourage teachers to engage with CPD and develop further expertise in their classroom practice.
- Be up to date with changes/initiatives in the subject, examinations and requirements for FE and HE related courses.
- Ensure that appropriate schemes of work, and any supporting curriculum documentation, are in place for all the courses of study. Ensure that these documents are available to and followed by the department team and that they are kept under review.
- Analyse internal assessment and external examination results and use this data to critically review curriculum documentation and teaching and learning in the light of these results, making the relevant changes/improvements.
- Maintain effective records of all students' attainment and progress in the subject including internal assessments, internal and external examination results, and analyse, monitor and share this data as required.
- Make effective use of assessment data to inform planning and training for teachers within the Department and target setting for students.
- Encourage effective, innovative and imaginative curriculum work within the Department and in cross-curricular ventures.
- Ensure that the Department offers enrichment activities and educational visits for all students, considering the needs of the students.
- Ensure that activities and resources are in place to support students who require help with the subject.

Leading and Managing

- Inspire a positive atmosphere in the Department, which enables all staff to develop and maintain an enthusiastic attitude towards the subject and confidence in teaching it.
- Lead off site activities and represent One In A Million in a professional and responsible manner.

JOB DESCRIPTION

- Write risk assessments and have a duty of care when off site, taking responsibility for all aspects required for offsite events including safeguarding, health and safety and the welfare of staff and students..
- Contribute to the overall academic leadership of the school.
- Oversee the welfare of teachers within the Department.
- Use the Quality Assurance process to evaluate the quality of teaching and learning in the Department: identify best practice and any training needs and establish action plans for areas of development, working with the Senior Leadership Team.
- Lead the Department Team to continuously improve the quality of data informed practice including monitoring the quality of teaching and learning within this Department. This includes conducting regular reviews and at least three performance management meetings per year with each staff member. Lead a process of performance management that inspires colleagues to sustained excellence, challenges under-performance and ensures an excellent learning experience for ALL members of the community.
- Take a strategic role as part of the Extended Leadership Team - contributing to school development/improvement, school ethos, planning and self-evaluation processes.
- Support trainee teachers/ECTs/new staff, as required, in conjunction with the Senior Leadership Team.
- Support and guide colleagues where appropriate, including in the development of classroom management strategies.
- Hold regular department meetings with an agenda, minutes, action points and opportunities to exchange best practice and follow up on any agreed action points.
- Attend and contribute to Middle Leadership meetings and other meetings as required.
- Produce and update a Departmental Development Plan which contributes to and draws down from the School Strategic Development Plan.
- Ensure that the Department is appropriately displayed and staffed during Open Evenings, Open Mornings and other similar events.
- Liaise with colleagues responsible for cover to make appropriate arrangements for classes when members of staff are absent. Leading the input for supply and cover teachers by ensuring that suitable material is available for lessons when members of your team are absent.
- Be prepared for and be able to respond to an unexpected situation e.g. where members of the Department may be required to work in a different way.
- Demonstrate the flexibility to respond to the short, medium and long term needs of the school.

JOB DESCRIPTION

- Ensure that all policies including overarching School policies relating to health and safety, safeguarding and welfare of students and staff are understood and deployed appropriately within the Department, by all members of the team.

Teaching Responsibilities

- Currently the PE department comprises of a small department of staff members who work closely together and share the teaching of PE throughout the School.
- Identifying strengths and weaknesses in student progress, formulating appropriate interventions for students to be implemented with other colleagues.
- Maintain and develop schemes of work, where appropriate, within the framework of the agreed curriculum and the requirements of examination boards, working collaboratively across the school and with external partners where appropriate.
- Lead the assessment of students, including reports to parents, internal records, and records of achievement, internal examinations, and also with external examinations; to give advice to both students and parents.
- Ensure the KS4 curriculum within the Department is appropriate for every student's success.
- Maintain an up to date knowledge of curriculum developments affecting the Department and provide support and input to the development of the curriculum across the school.
- To carry out a teaching commitment in line with school needs.
- To model the standards and behaviour of an outstanding practitioner.

In addition to the above you will have significant role in strengthening the community by:

- Establishing purposeful and effective partnerships especially with regard to curriculum development and delivery.
- Working closely with other schools, locally, nationally and internationally.
- Providing and encouraging creative ideas for integrating learning experiences across sport, arts and enterprise.
- Working with all students and staff without prejudice to establish and implement effective strategies for equality.

GENERAL RESPONSIBILITIES:

In addition to the specific responsibilities detailed above, the following general responsibilities apply:

- Comply with all One In A Million Free School policies and procedures ensuring commitment to the school's mission and values.
- Proactively promote and uphold One In A Million Free School acting as an Ambassador.

JOB DESCRIPTION

- Behave in a professional manner (both in and out of school) ensuring that One In A Million is not brought into disrepute.
- Assist in the development of excellent working relationships throughout the school.
- Foster good relationships with external organisations that provide goods and services.
- Take responsibility for Health and Safety of yourself and that of others.
- Commit to ensuring your own personal development.
- Comply with all contractual, legal and reasonable requirements of any venue being used by the school for its activities.
- Carry out any other reasonable duties associated with the post. or as directed by the Principal.

SAFEGUARDING:

- In common with all employees this role includes responsibility for promoting and ensuring the safeguarding and welfare of children and young persons with whom you come into contact with.
- Adherence to the School's Child Protection Policy Statement is required at all times.
- If you become aware of any actual or potential risks to the safety or welfare of students or other children in the school this must be reported to the OIAMFS Designated Safeguarding Lead or Deputy Lead.

Person Specification

ATTITUDES

Aspect	Assessed by	Essential / Desirable
Demonstrates and exemplifies the schools values and a commitment to the mission and vision of One In A Million Free school and demonstrates how you express this both in work and life.	Interview & Application	E
Demonstrable leadership qualities that motivate and inspire staff and students to excel.	Interview & Application	E
A positive approach and readiness to work across school and be a creative contributor to teams.	Interview & Application	E
Maintains highest professional standards.	Interview & Application	E
Forms excellent relationships and trust with colleagues and students.	Interview & Application	E
A leader and a team player able to motivate others	Interview & Application	E
Committed to individualised and personalised learning with an inspiring, enthusiastic approach that engenders a desire for learning	Application & Interview	E
Understands the process of learning and embraces new robust research about learning	Application & Interview	E
Committed to using a variety of learning environments and resources, including technologies, as appropriate, to maximise learning and progress	Application & Interview	E
Treats everyone with respect and dignity and shows commitment to Equality and Diversity and its effective implementation	Application & Interview	E
Committed to Continuing Professional Development both personally and for colleagues	Application & Interview	E
Committed to collaborative learning and partnerships	Application & Interview	E
Exemplary pastoral and safeguarding practice	Application & Interview	E

Demonstrates empathy with students, parents and colleagues and is committed to promoting the wellbeing of students	Application & Interview	E
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KNOWLEDGE & QUALIFICATIONS

Aspect	Assessed by	Essential / Desirable
Educated to Bachelor's degree level at a minimum in the subject or closely related subjects	Application	E
Evidence of relevant level of subject knowledge and/or experience of delivering in the vocational areas of arts, enterprise or sports	Application & Interview	E
Teaching Qualification	Application	E
Higher degree	Application	D
NPQSL or willingness to work towards	Application & certificates	E
Full UK Driving Licence	Application and document	E
MiniBus Licence	Application and document	E
Working knowledge of behaviour management strategies and systems	Application & Interview	E
Successful track record of how to use data to track progress, target interventions and impact on student progress	Application & Interview	E

SKILLS & EXPERIENCE

Aspect	Assessed by	Essential / Desirable
Ability to lead a team and support and challenge colleagues	Application & Interview	E
Ability to inspire both students and colleagues	Application & Interview	E

Minimum of 3 years teaching experience, within 11-16 age range	Application & Interview	E
Outstanding classroom practice and demonstrable interest in specialist subject	Application & Interview	E
Ability to analyse and report data	Application & Interview	E
Evidence of a proven track record, of raising the quality of teaching, learning, and achieving high standards in student attainment at Key Stages 3 and 4	Application & Interview	E
Evidence of implementing a strategic plan, within a Department or Faculty, identifying priorities, quality assuring processes and evaluating the impact	Application & Interview	E
Experience of developing curriculum initiatives using the latest technologies to support learning	Application & Interview	D
Provide a safe environment to ensure the physical and psychological safety of the students	Application & Interview	E

A commitment to the holistic development of students – specifically the character development of students	Application & Interview	D
A willingness to contribute to the enrichment activities of OIAMFS and the community work that is at the heart of OIAM.	Application & Interview	E
Evidence of a track record as an effective innovator of education	Application & Interview	E
In-depth knowledge and understanding of national education priorities / developments to include the 11-16 curriculum, raising attainment, assessment for learning, inclusion, and personalised learning	Application & Interview	E
Ability to make sound decisions, identify and solve problems and seize opportunities	Application & Interview	E
Well-developed interpersonal and communication skills (including written, oral and presentation skills)	Application & Interview	E
Ability to manage change, and lead innovations, showing flexibility, adaptability and resilience	Application & Interview	E

Ability to delegate appropriately and hold others accountable while at the same time accepting personal accountability	Application & Interview	E
Positive disposition towards inclusion of all students including those with learning difficulties in mainstream learning and education	Application & Interview	E
Able to build strong relationships with key people in relevant organisations that we partner with	Application & Interview	E
A commitment to generating creative ideas for integrating learning across sports, the arts, and enterprise	Application & Interview	D

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.

READ ALL ABOUT IT!

There's so much **MORE** exciting news and information still to **discover about us**. To read further, simply go to the camera on your smart phone, hover over the QR code and follow the link it generates! If you are viewing from a computer visit oiam.org/freeschool.

SCAN ME

with your smart phone camera to view our latest **Ofsted Report**, which reads **GOOD!**



SCAN ME

with your smart phone camera to view our quarterly **Celebrate** magazine



SCAN ME

with your smart phone camera to read our **School Prospectus**



SCAN ME

with your smart phone camera to **view our NEW website** and read about all that we do!



oiam.org

Student Voice

"It's a very accepting school. They accept students no matter where they have come from. The Teachers are very understanding. They treat you very nice. I enjoy being at One In A Million because they have lots of activities".

Vinny

"It's an awesome school because every Teacher take cares of you in every way and they have good people here".

Rahat

"I prefer One In A Million because there are good teachers and good people in this society. I've learnt many things from Year 7 until now in Year 9. If I didn't come to One In A Million, I don't think that I would've had a clue about what I want to do when I get older. I want to become a teacher or a football player".

Hamad

"It's a caring school with caring Teachers and they have friendly people".

Fawziah

"The lessons are fun. The school is small so you get to know everyone. The school has good equipment and staff. Even if the lessons are a bad subject, the Teachers know how to make it enjoyable".

Nathan

"It's a very good school. They look after people. They have good people in the school and school is very nice".

Amaan

Staff Pulse



I started at One In A Million Free School in September 2015 on a two-year Business Admin Apprenticeship, then became the Attendance Manager and Data & Exams Officer and now I am a Head of Year. One In A Million has given me the opportunity to develop my career into a role which I find rewarding everyday. Working in a school full of dedicated staff and students who are constantly striving for excellence is something that I am proud to be a part of!

Liam Brennan,
Head of Year

Coming to work everyday is easier when you work with the loveliest colleagues.

Sophia Kadir,
Learning Support Assistant

Being a small school, this gives it a real sense of community and you get to know both the staff and students really well. The staff are a real strength, they really believe in the well-being and development of all students. They are caring, helpful and supportive, and always go above and beyond.

Nick White, PE/Geography Teacher

I can't thank OIAM enough for their dedication and support in helping me through my career journey. From Volunteering one day a week, to becoming a Learning Support Assistant and now being a Pastoral Leader and Designated Safeguarding Lead, it's safe to say that OIAM have given me life changing opportunities and continue to believe in me and my ambitions.

Katy Woodcock,
Head of Year / Designated Safeguarding Lead

At One In A Million we are a family, we have a very supportive and understanding team.

Sharee Tingle,
Cover Supervisor/
Co-ordinator

I started at OIAM as a part time sports coach delivering PE for the school and alternative provision. I was then given the opportunity within the school PE department as a full time unqualified PE teacher. OIAM then supported me through my teacher training and within 3 years of my start at OIAM I was a fully qualified PE teacher. 8 years later I am now Head of PE and also oversee our whole school house system. Through the values and vision OIAM have supported me throughout.

Charlotte Stuart
Head of PE



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 www.oiam.org/freeschool/