

# PE Teacher & Head of Co-Curricular PE

Required for January 2020

## Recruitment Pack



**St Helen's School**  
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# St Helen's School

## PE Teacher and Head of Co-Curricular PE

Thank you for showing an interest in this post.

We hope that the following information about St Helen's and description of the responsibilities of the post will help you to decide that this is an application which you wish to pursue. We look forward to hearing from you.

### **The School**



St Helen's is an academically selective independent girls' day school of more than 1100 students aged 3-18, set in over 20 acres of beautiful green space in Northwood, Middlesex. It draws pupils from a wide area of north-west London, Buckinghamshire and Hertfordshire with easy access by Underground from central London.

We aim to ensure that every pupil:

- is excited by learning and the opportunity to excel
- is intellectually curious and thinks independently
- is confident and able to lead as well as be a team member
- has integrity, celebrates diversity and respects others
- uses her talents, energy and enthusiasm for the benefit of the community
- has skills which enable her to become a leader of her community and profession

Our students achieve high academic standards and we encourage them to develop lifelong skills in a diverse range of areas, both within and outside the curriculum, and to pursue their individual ambitions. The School is proud of its tradition of providing a balanced and forward-looking education through which its pupils can become confident, independent learners and leaders in their fields, their professions and their communities. Attention to the individual child is at the heart of everything we do and shapes the pastoral care, teaching and learning and the co-curricular opportunities on offer at St Helen's.

The successful candidate will be expected to embrace the culture of the School, which is deeply-rooted in its fine history and is also forward-looking and innovative.

Our twenty-year Estates Masterplan sets out our vision to develop and transform the School's facilities to meet the needs and challenges of education in the 21st century. In 2014 we opened The Centre, a multi-purpose performing arts, lecture and sports facility incorporating The Mint Café. The exciting new Woolfson building for KS2 was opened in 2016, enabling us to use the former Junior School buildings to improve our Senior School learning and teaching facilities and to provide a single focal point for our Sixth Form. Recently our Dining Hall was redeveloped, and an all-weather sports facility added to our impressive Sports facilities. In 2018 a state-of-the-art School of Music building was opened and a new STEM building will open in September 2020.

The School was inspected by ISI in November 2016 under the new inspection regime and was found to be fully compliant with the Independent School Standards Regulations. We are delighted that the Quality of Education Inspection judged both the achievement of pupils and their personal development to be 'Excellent'. The full report is available on the School website: <http://www.sthelens.london/Inspection-Reports>

## **The Senior School**

St Helen's Senior School caters for approximately 670 pupils from Year 7 to Year 13, including around 160 in the Sixth Form. We accept approximately 100 pupils into Year 7 each year, drawn from both our own Prep School and from a wide range of maintained primary and independent preparatory schools in roughly equal proportions.

The broad and balanced education which we provide caters for 'the whole child' in terms of academic excellence and emotional growth. Each pupil is encouraged to be a self-motivated and independent learner with the confidence to express her opinions firmly and respectfully, the ambition to aim high and the curiosity to develop broader interests both within and outside the classroom.

In Year 7 the pupils engage with a broad and challenging programme of study: Mathematics, English, a bespoke skills-based Science course which prepares them for study of the three separate science subjects from Year 8, Computer Science, History, Geography, Drama, Art, Music, Design & Technology, Latin, Religious Studies, Physical Education, PHSCE and a choice of two modern foreign languages: French, German, Spanish or Mandarin.

The pupils take IGCSE examinations in the core subjects of Mathematics, Physics, Chemistry and Biology in Year 11, as we believe that these currently provide the best preparation for study at A Level and university. Remaining subjects are a mixture of GCSEs and IGCSEs. Classical Civilisation, Classical Greek, Italian and Japanese are offered as new courses in Year 10, which lead to the GCSE qualification.

From September 2018 we redesigned our Sixth Form curriculum to enable students to tailor their experience to suit their strengths and needs. Depending upon the pathway they choose, students have the flexibility to study either three or four subjects to A level; many will take an AS qualification over two years; most will take on the Extended Project Qualifications; all participate in our unique St Helen's Programme, which includes a fortnightly lecture, University Preparation sessions, PE and a Personal Impact Programme.

Pathway A: 3 A levels & EPQ plus Enhancement course and St Helen's Programme

Pathway B: 3 A levels & EPQ plus AS level over 2 years and St Helen's Programme

Pathway C: 4 A levels plus an optional EPQ and St Helen's Programme

Computer Science is a vital element in the curriculum: we possess several computer rooms and a fully-equipped Language Laboratory. All staff are provided with an iPad, and classrooms are equipped with Smart boards which enable innovative approaches to support learning and teaching. Science, Music, Art and Design & Technology are taught within well-equipped specialist facilities.

On joining Senior School, pupils are allocated to a tutor group of approximately 20, although Sixth Form tutor groups are considerably smaller than this. The form tutor plays a central role in the School's pastoral care, and is the first port of call for pupils, teachers and parents. The tutor is able to answer most questions girls and parents have, or to refer them on as necessary. The tutor's main role, however, is to promote effective academic progress and complete engagement with our extensive co-curricular programme through our mentoring system, which enables every girl to realise her full potential. The House system helps to build a sense of unity across the age range, and the girls take part in friendly House-based competitions in Sport and Performing Arts. The Houses also provide a focus for many of our charitable fund-raising activities throughout the year.

St Helen's pupils enjoy a broad range of activities beyond those available in the classroom. Many pupils take additional instrumental Music, Ballet or Speech & Drama lessons, and the school day is organised to accommodate a great many co-curricular activities, during lunchtimes as well as after school. Every day pupils engage in activities which genuinely broaden their experiences and horizons; from the Heath Robinson Inventors' Club, Model United Nations and Origami Club to a vast array of opportunities to get involved in élite and social Sport, Music and Drama. Our unique relationship with Merchant Taylors' School allows our pupils to enjoy joint ventures with the MTS boys, including the Phab programme and joint concerts and productions. Many of the pupils in the Upper School and Sixth Form (Years 10-13) are either a member of the Combined Cadet Force (run jointly with Merchant Taylors' School) or work towards The Duke of Edinburgh's Bronze, Silver and Gold Awards. We have recently extended our Phab provision by providing a regular Phab Club for disabled guests, supported by girls (and MTS boys) in Years 10 and 11.

The pupils' all-round educational experience is enhanced by a comprehensive programme of educational visits for every year group, and by visiting speakers who complement school-based activities. We promote the values of the St Helen's community through regular Assemblies and House meetings.

Staff report formally to parents in writing once a year and hold Parents' Evenings during which parents are able to discuss their daughters' overall progress. Parents are encouraged to visit the School frequently, to attend presentations, end of term concerts, charity events and displays of work. Staff support of concerts, plays and other events is expected.

## **The Department**

### **Physical Education at St Helen's**

The Physical Education Department has eight full-time and three part-time members of staff, providing a wide range of expertise and provision of numerous activities, both curricular and co-curricular. All members of the Department are involved in leading Physical Education throughout the School, from EYFS through to Sixth Form. The School also has a number of specialist coaching staff who currently support teaching in the following areas: Swimming, Tennis, Golf, Athletics, Gymnastics, Dance, Badminton and Rugby.

#### **PREP SCHOOL EYFS & KSI (NURSERY - YEAR 2)**

These phases cater for around 215 pupils aged 3-6 years old, with an average class size of 18. The pupils have three 30-minute Physical Education lessons per week. The Physical Education Department is responsible for teaching all Swimming, Gymnastics and Games lessons to Nursery, Reception, Year 1 and Year 2.

#### **PREP SCHOOL KS2 (YEAR 3 - YEAR 6)**

This phase of the School caters for around 250 pupils aged 7-11 years old, with an average class size of 22. KS2 pupils have three one-hour Physical Education lessons each week. In Years 3 and 4 the activities in the Autumn and Spring Terms are Netball, Pop Lacrosse, Football, Gymnastics, Dance and Swimming. In Years 5 and 6 the girls cover Netball, Lacrosse, Gymnastics, Dance and Swimming in the Autumn and Spring Terms. All years cover Athletics, Tennis and Rounders in the Summer Term.

#### **SENIOR SCHOOL (MIDDLE SCHOOL: YEARS 7 - 9)**

Years 7 and 8 have three one-hour lessons per week. Year 9 have two one-hour lessons per week. In the Autumn and Spring Term, Year 7 and 8 have Games in one lesson, Swimming/ Badminton in another, and Gymnastics/Dance in the third. Year 9 girls are offered a greater range of activities in one lesson, including, for example, Football, Basketball and Touch Rugby. The other lesson is a combination of Health-Related Exercise, Badminton and Trampolining. All pupils participate in Rounders/Cricket, Tennis and Athletics in the Summer Term.

#### **SENIOR SCHOOL (UPPER SCHOOL AND SIXTH FORM: YEARS 10-13)**

##### **Academic Physical Education**

GCSE Physical Education is taught at St Helen's. In Years 10 and 11, pupils taking Physical Education as a GCSE have five Physical Education lessons over the two-week timetable cycle. Physical Education is also offered at A level.

##### **Core Physical Education: Years 10-13**

Three lessons over two weeks are allocated to all Year 10 pupils who take part in a rota of activities, covering Fitness, Games, Badminton, Climbing, Squash/Racketball. During the Summer Term, this rota covers Tennis, Athletics and Rounders/Cricket.

Year 10 pupils also have the opportunity to take the Dance Leaders and Sports Leaders course. Year 11 have three lessons over two weeks and are on a rota which covers Yoga, Badminton, Fitness, Personal Safety, Exercise to Music, Climbing and Golf.

Year 12 and Year 13 have one lesson per week, and their options include Trampolining, Pilates, Fitness, Climbing, Badminton, Games, Circuits, Kick Boxing and Golf. There is also the opportunity for pupils in Year 12 and 13 to take the National Pool Lifeguard Qualification in their lessons.

Year 12 and 13 pupils are also encouraged to take advantage of the Fitness Suite facilities in their study periods.

## **FACILITIES**

- State-of-the-art Sports Complex which includes a six-lane, 25m deck-level swimming pool and Fitness Suite, full-size Sports Hall, Dance Studio and Seminar Room
- The Centre, which is used for Gymnastics and Dance
- The Lund Hall which is used for Prep School Gymnastics and Dance
- The Prep Hall which is used for Prep School lessons
- Six tennis courts - which include five netball courts – two of which are covered and have floodlights in the winter months
- One lacrosse pitch - this is marked out with a 200m athletics track in the Summer Term
- All-weather multi-use artificial sports pitch with floodlights

## **CO-CURRICULAR ACTIVITIES**

Throughout their time at St Helen's we encourage all pupils to take part in our full programme of co-curricular activities, which take place during the lunch slot and after school.

Sporting fixtures with other schools are also an important aspect of the life of the School. These occur mid-week and on Saturdays.

St Helen's operates teams in Netball, Lacrosse, Basketball, Swimming, Badminton, Tennis, Rounders, Athletics and Rugby.

A Gym and Dance Show is staged in the Spring Term, and we use off-site facilities for Sports Day for Prep and Senior School at the end of the Summer Term.

## The Role

### Teacher of PE and Head of Co-Curricular PE

St Helen's is keen to appoint an enthusiastic, experienced teacher of PE to join the dedicated team in the Senior School from January 2020. This is a band C level role on the School's salary scale (see salary scale on jobs website page) and may suit a teacher looking for their first middle management role.

### Teaching at St Helen's

All teachers are expected to ensure the highest standards of teaching and learning by:

- Preparing and delivering challenging and differentiated lessons
- Setting homework in accordance with the School's homework policy
- Marking work in accordance with the School's marking policy
- Using all available data and information to ensure that each student is provided with an appropriate programme of study
- Having a good understanding of the schemes of work they are following and how these fit into the overall scheme of work for the subject they are teaching
- Keeping up-to-date with developments in the teaching of their subject

The Head of Co-Curricular PE reports to the Director of Sport.

1. To be responsible for coordinating the organisation and delivery of a varied and stimulating programme of elite and recreational co-curricular PE and sporting activities, including overseeing the selection of squads and teams, organising training sessions and fixtures
2. To ensure the delivery of the co-curricular programme in Physical Education and Sport which provides appropriate opportunities for recreational and competitive sport throughout the school
3. To actively promote the development of our major sports at St Helen's (lacrosse, badminton, netball and athletics) while enabling "minor sports" to flourish
4. To organise the Co-Curricular timetable for the Physical Education department
5. To liaise with the Director of Sport regarding deployment of staff, the allocation of teaching venues and scheduling for co-curricular PE and sporting activities
6. To attend fortnightly meetings with the Director of Sport
7. To be responsible to the Director of Sport for the management of the budget for co-curricular PE and Sport
8. To produce spreadsheets to calculate the ongoing costs of the transportation for co-curricular sport
9. To produce invoices for the co-curricular coaches
10. To liaise with the co-curricular coaches and establishments
11. To produce all letters for trials as applicable during the school year
12. To liaise with the PE administrator regarding letters/replies/team lists etc
13. To accompany the Director of Sport to termly meetings of the Co-Curricular Logistics Committee and to liaise with the Co-Curricular Coordinator and the Directors of Sport, Drama and Music as required in order to plan the termly programme of co-curricular activities and major co-curricular events and activities
14. To explore the potential of introducing new sports and activities
15. To assist the Director of Sport in establishing links with external clubs and

- organisations in order to deliver a full and varied programme of activities
16. To play a full and active role in organising, coaching, and supervising practices and fixtures for at least one major co-curricular sport / team
  17. To ensure that the necessary documentation is in place for each fixture (team sheets, squad medical lists, PE department emergency contact etc.)
  18. To ensure staff with specific responsibilities for sports teams utilise the Pupil Portal and the Parent Portal fully
  19. To be responsible for ensuring that the appropriate page(s) on the School website and Portal are accurate and regularly updated
  20. To liaise with administration and marketing staff to ensure that all fixtures lists/co-curricular schedules are advertised on the relevant sites and news of fixtures and sporting successes are reported as news items on the School website and in the weekly newsletter and reported to the Headmistress
  21. To ensure the fixture list is balanced amongst team sports and age groups
  22. To organise tournaments on-site when appropriate
  23. To teach PE lessons as per timetable across the School.

## **Person specification**

The successful candidate will have:

### **Essential:**

- An honours degree in a relevant subject
- A passion for PE and sport
- Experience of coaching individual and team sports
- A clear motivation to work with young people
- The ability to form and maintain appropriate relationships and boundaries with young people
- Commitment to further professional development

### **Desirable:**

- A teaching qualification such as a PGCE
- Experience of coordinating Senior and/or Prep School Co-curricular activities
- Ability/experience of teaching GCSE/A Level academic Physical Education

The teacher should also have knowledge and understanding of:

- Effective learning and teaching styles
- Theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation, planning, teaching strategies and removing barriers to learning)
- Monitoring, assessment, recording and reporting of pupils' progress
- An appreciation of how assessment supports effective learning
- The need for high quality pastoral support to complement the academic experience of pupils aged 11-19
- Legislation and best practice concerning Equal Opportunities, Health & Safety, Individual Learning Needs and Keeping Children Safe in Education

The teacher will be able to:

- Promote the School's aims, ethos and 'whole school' approach to learning
- Develop effective relationships with pupils, parents, staff and governors
- Create a happy, challenging and effective learning environment
- Communicate effectively (both orally and in writing) to a variety of audiences
- Work collaboratively with others
- Work in a fast-paced and stimulating environment

- Promote and safeguard the welfare of children

The teacher will be able to demonstrate:

- Willingness to participate in the wider life of the School
- Willingness to make a significant contribution to the School's extensive co-curricular programme
- Commitment to participation in the School's expanding programme of educational visits

### **Benefits of working at St Helen's include:**

- Competitive salary scale with the opportunity to apply for Contribution Awards
- Membership of the Teachers' Pensions Scheme
- Access to the School's swimming pool and fitness suite
- On-site parking and excellent public transport links
- Free lunch and refreshments
- Generous sick pay and maternity pay
- A beautiful working environment – the School is set in a conservation site in excess of 20 acres
- A supportive community of highly motivated students and staff

### **The application process:**

Applications for this post close at **9.00 am on Wednesday 18<sup>th</sup> September** and a selection day will be held on Wednesday 25<sup>th</sup> September.

Applicants should complete an application form and supplementary application form downloadable from the School website ([www.sthelens.london/staff-vacancies](http://www.sthelens.london/staff-vacancies)).

Please submit your application by email to [recruitment@sthelens.london](mailto:recruitment@sthelens.london)

### **The selection process:**

Shortlisted candidates will be invited to spend the day with us and will be asked to teach a one-hour lesson to a class in Senior School (Years 7-13). Details of the lesson will be sent out in advance. The lesson will be observed by appropriate members of the School's Leadership Team.

Candidates will be interviewed and the interview panel will include members of the School's Leadership Team.

Candidates will also have the opportunity to tour the School and to meet members of the PE Department staff informally.

The post is subject to various recruitment checks which will include:

1. Enhanced DBS clearance
2. A minimum of two references obtained prior to the selection day
3. Proof of right to work in the UK