



Oaklands School



Head of PE/Games

Closing date: Thursday 30 April 2026

jobs@oaktreeschools.co.uk

Welcome



I would like to thank you for your interest in working at the Oak-Tree Group of Schools.

The Group's highest priority has always been the provision of the best outcomes possible for our pupils, and our staff are at the heart of

everything that we do. If you ask a member of staff what it is like to work at the Oak-Tree Group, you are likely to hear it described as a welcoming, supportive and stimulating working environment where no day is the same as the last.

The Oak-Tree Group is proud to boast diverse communities of students, teachers and support staff who want the best for the pupils who attend.

If you are interested in a teaching or support career, choosing a position within the Oak-Tree Group will be an excellent choice.

If successful in your application, you will have the opportunity to shape the future of the Oak-Tree Group and provide pupils with the many tools they need to progress into the world beyond school.

Our pupils enjoy learning, behaviour is exemplary and families are extremely supportive.

We value our staff and believe that attracting and retaining the very best people is fundamental to allowing us to continue to develop. Teaching, administrative, support and maintenance staff are fundamental to our schools being so conducive to work and learn, so if you are a driven and dynamic individual and support our ethos and vision, we would love to hear from you.

Mr Matthew Hagger,
Group Managing Principal

About the Oak-Tree Group of Schools

The three schools in the Oak-Tree Group are located within a 6-mile radius on the South West Essex/ North London borders and include Coopersale Hall School in Epping, Normanhurst School in North Chingford and Oaklands School in Loughton.

Although each school is different, they all share the same values of Excellence, Respect, Determination, Courage and Friendship.

Owned and managed by the Hagger Family, the Oak-Tree Group is well known in the Epping Forest area for its strong family values, outstanding academic education, excellent teaching and strong pastoral care.

The schools aim to provide their pupils with a well-rounded education and the best possible start to their educational careers.

The Oak-Tree Group is a vibrant and exciting place to work. With around 300 teachers and teaching assistants, as well as office, support, maintenance and catering staff across the three schools.

We aim to recruit dedicated professionals who are passionate about providing the very best care and education for our children and their families.

Through regular performance development reviews, our staff are provided with every opportunity to continue their own learning journey.

The Schools' Values

Our education is based on five core values: Respect, Friendship, Courage, Determination, and Excellence. We think these values are essential to the wellbeing of every child.



RESPECT

We respect ourselves, each other and others' opinions
We are fair and show kindness to others
We understand the school rules and care for the physical environment



FRIENDSHIP

We show sympathy, empathy, honesty to those around us
We understand others and want them to understand us
We are trustworthy and compassionate and to those around us



COURAGE

We do not bow to peer pressure
We have the conviction to stand up for what we think is right
We are brave, resourceful and take risks



DETERMINATION

We believe in ourselves
We overcome any physical or mental barriers to achieve
We persevere and show resilience



EXCELLENCE

We always giving our best
We give the maximum of effort to achieve our goals
We exceed all expectations

Main Purpose of the Role

To ensure high quality teaching, effective use of resources and the highest standards of care, learning and achievement for all pupils.

General Responsibilities

- To maintain high standards of time keeping, teaching and learning, marking, monitoring, assessment and communication with parents.
- To carry out supervisory duties on a rotational basis as reasonably required, including registration of pupils and provision of relief cover.
- To cover colleagues' classes on a rotational basis when necessary due to absence/INSET.
- To take responsibility, as far as can reasonably be expected, for the safety, educational and social development of each of the pupils in the class at the time.
- To provide a role model for the development of pupils' social behaviour and attitudes.
- To set a good example in terms of dress, punctuality and attendance.
- To attend staff meetings as required.
- To support the extra-curricular life of the School.
- To work effectively as a member of the team, establishing and maintaining good relationships with colleagues, parents and pupils.
- To provide a safe, secure and well-organised environment to encourage the development of pupils as independent learners.
- To follow health and safety procedures in order to safeguard the health and safety of all members of the school community where applicable.
- To be responsible for promoting and safeguarding the welfare of the pupils.
- To promote the Spiritual, Moral, Social and Cultural development of the pupils.
- To promote equality of opportunity and anti-discriminatory practice for all children.
- To be aware of responsibilities under the School's Child Protection Policy and to report any concerns to the appropriate person as soon as they occur.

All members of staff employed by The Oak-Tree Group of Schools are expected to uphold the Group's vision and ethos on a daily basis through their professional conduct, as well as working in accordance with its aims and policies.

The duties outlined in this Job Description may be modified to reflect or anticipate changes in the job, commensurate with the salary and job title.

Specific Responsibilities

- To deliver the PE/Games curriculum for all children.
- To maintain high standards of teaching and learning, marking, monitoring, assessment and communication with parents.
- To plan effectively to ensure that all children have the opportunity to meet their potential, irrespective of race or gender.
- To use teaching and planning strategies that are appropriate to the educational needs of any child who has been identified as having Special Educational Needs, including Gifted and Talented and EAL, in partnership with parents and other relevant parties.
- To lead, plan and deliver a balanced curriculum as applicable to the age of the children through short, medium and long term planning.
- To plan, provide and supervise activities that are appropriate, stimulating and challenging.
- To implement schemes of work and plans in consultation/ collaboration with individual subject co-ordinators.
- To use teaching strategies that keep children engaged through effective questioning, lively presentation and excellent use of resources.
- To organise educational visits or separate in-school activities to complement the curriculum.
- To develop cross-curricular links and opportunities for ICT.
- To liaise with specialist teachers to encourage cross-curricular links.
- To manage support staff where applicable, involving them where appropriate with the planning and management of the children's learning.
- To liaise with outside centres to book appropriate sessions for teaching times.
- To take responsibility for the equipment used P.E. and Games and ensure that it remains well-maintained and undamaged.
- To organise, promote and run a selection of age-appropriate clubs and activities throughout the week before school, at lunchtimes and after school.
- To organise, promote and participate in the programme of fixtures and competitions throughout the year both home and away, transporting pupils in the school minibuses where appropriate.

Assessment

- To use assessment and evaluation to inform future planning.
- To make regular assessment and observation of pupils to monitor and record progress and report findings as required.
- To track pupil performance and implement intervention measures where pupils are under-achieving at the earliest stage, also discussing with the SENDCo.
- To participate in standardised testing as required and to use the data provided to set individual targets for children.
- To monitor children's reading and ensure provision of a wide range of appropriate reading material for progression.
- To meet with parents formally and informally, as required, to discuss pupils' progress and individual issues.
- To mark/assess pupils' work promptly, positively and provide oral and written feedback that is effective and constructive to support the learning.
- To write formal, informative reports on each pupil as required.
- To promote the general progress of pupils at all times.

Teaching Organisation

- To create a safe and stimulating learning environment that supports learning and in which children feel secure and confident.
- To ensure that there are sufficient opportunities for pupils to take responsibility for their learning.
- To prepare tasks and resources as required.
- To ensure that equipment/books are appropriate and in good working order.
- To be accountable for the distribution and collection of resources.
- To photocopy materials as required and in accordance with copyright laws.
- To prepare pupils' work for displays and maintain a high standard of display in the main classroom and throughout the School.
- To ensure that all Health and Safety considerations are taken into account at all times, especially when using equipment or playing competitive games.
- To register attendance and return records to the School Office as required.

Provide Pastoral Care

- To take responsibility for discipline within the classroom and, jointly with colleagues, maintain a high standard of discipline throughout the School.
- To take responsibility for the day-to-day emotional well-being of each child in the class.
- To supervise children in the playground and/or dining room on a rota at break/lunchtimes as required.
- To prepare class assemblies as required.
- To assist with special events, such as class/school concerts, sporting events, plays, Prize Day and 'open' events.

Professional Development

- To identify training needs to develop further the role of this position as recognised by the Teacher and/or Senior Leadership Team.
- To keep well informed about new developments in the educational world and statutory requirements with particular attention to the relevant curricula.
- To take part in the School Performance Management Programme.
- To attend INSET training (both in and out of school) as required.

The Head of PE/Games should also be prepared to undertake other such specific duties that may be assigned by the Headmistress or members of the Senior Leadership Team.

Person Specification

Essential/desirable qualities for this post		How to identify	
1. Education and qualifications	E	D	
Appropriate degree or relevant qualification for the role	✓		Application Form / Certificate
QTS / PGCE or other teaching qualification	✓		Application Form / Certificates
Excellent numeracy and literacy skills	✓		Application Form / Certificates / Interview
Knowledge of procedures for safeguarding children	✓		Application Form / Interview
Training in Safeguarding Children		✓	Application Form / Interview
Ability to offer an additional subject/skills		✓	Application Form / Certificates / Interview
Eligible to provide a suitably clear DBS	✓		Employment checks / Interview

2. Communication Skills	E	D	
Able to communicate effectively to a variety of audiences	✓		Interview / References
Establish and maintain positive working relationships with children, parents and staff	✓		Interview / References
Excellent oral communication skills	✓		Interview / References
Good written skills	✓		Application Form / Interview / References
Sociable and approachable	✓		Interview / References
Ability to maintain standards under pressure	✓		Interview / References
Sense of humour		✓	Interview / References



3. Experience, knowledge, skills and abilities	E	D	
Experience working in a school environment with a range of ages of children	✓		Application Form
Create a happy and challenging learning environment	✓		Application Form / Interview / References
Plan clear structures for lessons and maintain pace/ challenge	✓		Application Form / Interview / References
Provide effectively for the individual needs of all children	✓		Application Form / Interview / References
Understand the appropriate curriculum requirements	✓		Application Form / Interview / References
Monitor, assess, record and report pupils' progress	✓		Application Form / Interview / References
Set targets to help pupils improve	✓		Application Form / Interview / References
Command of data and its use to help pupils improve	✓		Application Form / Interview / References
Experience in the use of ICT and confident in its use in class	✓		Application Form / Interview / References
Experience planning for and managing teaching assistants		✓	Application Form / Interview / References
Effective teaching and learning skills	✓		Application Form / Interview / References
Effective classroom, time and behaviour management	✓		Application Form / Interview / References
Ability to manage practical classes effectively and safely	✓		Application Form / Interview / References
Ability to convey enthusiasm for learning	✓		Application Form / Interview / References
Involvement in extra-curricular activities		✓	Application Form / Interview / References
Experience organising and running educational visits		✓	Application Form / Interview / References

4. Personal qualities	E	D	
Trustworthy and reliable	✓		Application Form
Ability to maintain confidentiality	✓		Application Form / Interview / References
Positive approach to learning	✓		Application Form / Interview / References
Strong commitment to a high standard of pupil care	✓		Application Form / Interview / References
Have high expectations and aspirations	✓		Application Form / Interview / References
Ability to work on own initiative or as part of a team	✓		Application Form / Interview / References
Ability to be flexible, energetic and adaptable	✓		Application Form / Interview / References
Proven track record of excellent punctuality and attendance	✓		Application Form / Interview / References
Attention to detail and a focus on maintaining high quality of service and standard of work	✓		Application Form / Interview / References
Experience planning for and managing teaching assistants	✓		Application Form / Interview / References
Desire for career progression in the relevant area		✓	Application Form / Interview
Good organisational skills	✓		Application Form / Interview / References
Ability to offer flexibility in hours if required		✓	Application Form / Interview
Have a working knowledge of health & safety and first aid		✓	Application Form / Interview / References

Working at Oak-Tree Schools

As a valued member of staff at the Oak-Tree Group you will have access to a range of benefits and schemes to support you both in and out of work. The Group prides itself on making the school a pleasant and lively place to work.

An attractive salary package is offered, according to experience and expertise.



Supporting ongoing professional development



Staff discount for own childrens fees



Complementary lunches



Cycle to work scheme



Free Parking



Eye test for office staff



10% company pension scheme

Other benefits include:

- Social events
- Company sick pay scheme
- Wellbeing afternoon
- Family and compassionate leave



Time off for dependants



SELECTION PROCESS

Closing date: Thursday 30 April 2026

If an application is successful, shortlisted candidates will be invited to attend a first stage interview. This stage would normally take place via Zoom.

The final shortlist of candidates following first stage interviews will then be invited to attend a second stage interview on site where they will have a tour and meet the Headmistress/Head. If applying for a teaching position this would also involve a lesson observation and if an admin position a computer-based skills test.

Please do not hesitate to email us with any questions you may have in advance of your application being submitted if you choose to proceed.

How to Apply

An application form is available to download from the School website or by emailing jobs@oaktreeschools.co.uk

General Information

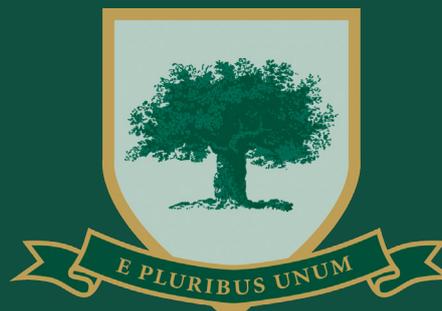
Oak-Tree Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment, as such you are required to attend necessary child protection training and participate fully in activities that ensure the Group stays compliant with statutory child protection and safeguarding guidelines issued to the School by ISA.

Applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.

The Group will not unfairly discriminate against any applicant for employment on the basis of conviction or other details disclosed. The school makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record this will not automatically bar them from employment with the school. Each case will be decided on its merits in accordance with the objective assessment criteria.

All positions within the Group are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered “spent” except those received for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.





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