



HOLTE SCHOOL

Wheeler Street, Lozells
Birmingham B19 2EP

Tel: 0121 566 4370

Fax: 0121 566 4372

Email: enquiry@holte.bham.sch.uk

*"Dedicated to
learning as the
foundation for life"*

22nd March 2024

Dear Applicant,

Re: Teacher of Girls PE

Thank you for your enquiry and interest regarding the above vacant post.

The enclosed pack provides you with some information about the school, an application form, job description and person specification. A copy of the School's Child Protection policy is available on the website and applicants will be expected to have read it prior to the interview.

In all cases, a criminal record check via the Disclosure & Barring Service (DBS) is required before taking up a post in the school. The necessary evidence for verification would need to be provided when you attend for interview, including the requirement for all shortlisted candidates to complete a self-declaration of their criminal record and to undergo a general online search carried out by the school.

It is a requirement when completing the application form that you provide the names and addresses of two referees. At least one must be your current employer and contact at your last post working with children. Current or previous employers will be contacted as part of the verification process of pre-appointment checks. References must be received before an interview, which will take place before an interview panel.

The closing date for applications is **Monday 15th April 2024 at 10 am** and it is anticipated that interviews will take place shortly afterwards.

In the interests of the economy, no further correspondence will be sent to you unless you are invited for an interview. I, therefore, take this opportunity of thanking you for your application and the interest you have shown.

If you require more information about this post or would like to visit the school before submitting an application, please feel free to contact the HR department on 0121 566 4370 or email hr@holte.bham.sch.uk.

Yours faithfully

Miss M Collins
HR Manager

Headteacher: Mr S Adams



Outstanding
Leadership
Team Award
Winner
Holte School
TES Awards 2011



National College
for School Leadership





Teacher of Girls PE

**Permanent - Full time
MPR/UPR**

Required to start September 2024

*'Holte School welcomes everyone. It is a calm and safe environment in which pupils learn well.
Pupils treat each other and adults with evident respect'*

Ofsted October 2023

We are seeking to appoint a creative, dynamic and self-motivated teacher with outstanding practice to the post of Teacher of Girls PE from September 2024. We offer opportunities to teach classes from **Key Stage 3 to A-level**.

The successful applicant will be able to enthuse, engage, motivate and challenge students and staff towards raising achievement at all levels, and want to continually improve and develop the teaching and learning practice within their department and have high standards and expectations.

The school has well established procedures for supporting new entrants to the profession and also welcomes applications from candidates who will be suitably qualified from September 2024.

We are looking for staff who:

- Are dedicated and passionate, and committed to teaching & learning
- Have excellent subject knowledge and a passion for their subject
- Are excellent communicators – with both young people and adults
- Build strong relationships with young people and enthuse, engage, motivate and challenge them
- Are dedicated to raising achievement and can see the potential in all
- Have high standards and expectations of themselves, staff and students

We offer:

- A talented and hardworking staff team, who welcome new challenges and are committed to supporting and developing colleagues
- Enthusiastic students who are keen to learn
- Quality continuous professional development
- Opportunities to work in collaboration with partner schools, where available
- The chance to work alongside a group of outstanding senior leaders so you can learn and develop your own career.
- A supportive Governing Board and school community.

Holte School is an oversubscribed, diverse, multi-racial, 11-18 community school and are one of only 8 schools across the country to be recognised as a 'National IQM Inclusion Champion' school. The school is on a shared site with both a primary and a special school. The school's ethos emphasises high quality teaching to achieve excellence and enable our students to maximise their potential. We have the highest expectations around behaviour and standards, and this is achieved through working alongside passionate and dedicated colleagues who share this vision.

Our young people are proud of the school and their community, and have high aspirations that we see reflected in their conduct and engagement. We also actively promote staff wellbeing, supporting colleagues in what is a challenging yet rewarding profession.

Please take the time to read our latest Ofsted Report (October 2023) which can be found on our school website. We hope this inspires you to visit us, as it is only by stepping into our school and meeting our students and staff, that you are able to appreciate the special place we believe this school to be.

We hope you will take the opportunity to arrange an informal visit, as we believe that by doing so, you will discover what a great place this is to work and be inspired to join our hard-working students and supportive and ambitious staff. **Please arrange a tour of the department and school by contacting Cherise Hogan, HR Assistant, on 0121 566 4370.**

For further details and an application form, please download information from www.holte.bham.sch.uk **Vacancies** page. A completed **teaching** application form, recruitment monitoring form and supporting statement should be returned to hr@holte.bham.sch.uk.

Closing date: Monday 15th April 2024 at 10am.

It is anticipated that interviews will take place as soon as possible.

Please note that strong applications may be considered upon receipt.

Holte School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Successful candidates will be subject to all necessary pre-employment checks in line with the KCSIE guidance, including an enhanced DBS; Prohibition check; Childcare Disqualification (where applicable); qualifications (where applicable); medical fitness; identity and right to work. All applicants will be required to provide two suitable references. It is a requirement for all shortlisted candidates to complete a self-declaration of their criminal record and to undergo a general online search carried out by the school.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further information about filtering offences can be found in the DBS filtering guide.

JOB TITLE: Teacher of Girls PE

SALARY SCALE: MPR/UPR

1. JOB PURPOSE

- 1.1. To promote the general development and well-being of individual students, any class or group of students assigned to them principally, but not exclusively, by teaching PE.
- 1.2. To promote all cross-curricular themes within their specialist area.
- 1.3. To undertake the duties of a Form Tutor.

2. Main Areas of Responsibility and Accountability:

As a Class Teacher:

- 2.1. Teaching, according to their educational needs, the students assigned to them including the setting and marking of work carried out by those students within the aim and policies of the school and the department.
- 2.2. Planning and preparing schemes of work for students assigned to them, in keeping with the policies and programmes of study in force in the department.
- 2.3. Assessing, recording and reporting on the development, progress and attainment of students assigned to them in line with the school policy for Assessment for Learning (AfL).
- 2.4. Developing out of hours' school learning including homework.
- 2.5. Communicating and consulting with the parents of students assigned to them, in line with school procedures.
- 2.6. Reviewing regularly and systematically their methods of teaching and schemes of work, maintaining with subject expertise and seeking continuing professional development as appropriate.
- 2.7. Participating in arrangements for national tests and assessments.
- 2.8. Contributing to departmental and year group developments attending statutory meetings as required.
- 2.9. Implementing departmental policies as directed by the Head of Department.
- 2.10. In accordance with School Policies on behaviour and uniform, taking all reasonable steps to maintain good order and discipline among students and to safeguard their health and safety, both supporting school discipline and high standards of behaviour and uniform including off-site activities.
- 2.11. Safeguarding the health and safety of students and others engaged in school activities adhering to the school's Safeguarding Policy.
- 2.12. Recording and reporting the absence of students from teaching groups in accordance with school procedures.
- 2.13. Maintaining a stimulating and attractive learning environment, in conjunction with the Arts Technician assisting in the development and maintenance of an attractive learning environment by producing materials for display in classrooms and around the school.
- 2.14. Supporting a personalised approach to teaching and learning.

- 2.15. Undertake statutory duties according to school policy.
- 2.16. Help develop extra-curricular/club/activities/links.
- 2.17. To be responsible for own professional development within the school framework of performance management and to contribute towards school improvement priorities.
- 2.18. The post holder shall also undertake such other duties as may be commensurate with the grade and nature of the post.

3. CONDITIONS OF EMPLOYMENT

- 3.1. The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory orders in terms of duties and working time (including those special provisions relating to the proportion of teaching time within working time for guaranteed time specifically for assessment, planning and preparation), also any local agreements, local authority circulars and guidelines giving interpretations of teachers' conditions of employment.

4. SPECIAL CONDITIONS

- 4.1. A teacher on the upper pay scale shall meet the performance threshold standards as specified in the School Teacher' Pay and Conditions Document.
- 4.2. The duties required of a teacher under this job description shall be such as require the exercise of a teacher's professional skills and judgement.

5. REVIEW AND AMENDMENT

- 5.1. This job description is normally subject to annual review. It may be amended at the request of the Headteacher or the postholder but only after full consultation with the postholder.

Job Description issued, after consultation by the Headteacher	
Dated	
Copy received by Postholder	
Dated	

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HOLTE SCHOOL
PERSON SPECIFICATION

TEACHER OF GIRLS PE

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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	ESSENTIAL	M.O.A.
EDUCATION / QUALIFICATIONS / TRAINING	Qualified Teacher Status with specialisation in PE.	AF/I
	Training in community work, counselling skills, or similar.	AF/I
	Training in facilitating parenting groups.	AF/I
SKILLS AND ABILITIES	The ability to use ICT appropriately.	AF/I
	Evidence of ability to work as a team member.	AF/I
	Evidence of ability to motivate staff and students.	AF/I
	Evidence of strategies/initiatives to raise student achievement.	AF/I
	Good class teaching with a range of effective classroom skills.	AF/I
	Excellent communication and interpersonal skills.	AF/I
	The ability to work under pressure.	AF/I
	The readiness to be innovative and to meet a challenge.	AF/I
KNOWLEDGE AND EXPERIENCE	Evidence of ability to manage time.	AF/I
	Clear philosophy for teaching PE.	AF/I
	Experience of holding a responsibility within a successful department.	AF/I
	Some experience of implementing change.	AF/I
	Participation in the management of a departmental budget.	AF/I
	Relevant and successful experience in teaching PE.	AF/I
	Knowledge and understanding of the National Curriculum as it relates to PE and its assessment strategies.	AF/I
	Ability and experience of analysing data.	AF/I
	Be able to demonstrate a sound awareness and understanding of Keeping Children Safe in Education statutory guidance.	AF/I

PERSONAL/ OTHER QUALITIES	To be committed to the school's policies and ethos.	AF/I
	An enthusiasm for teaching PE.	AF/I
	A high level of motivation and commitment.	AF/I
	A personal ambition to succeed and develop.	AF/I
	Personal integrity.	AF/I
	Ability to use authority and maintaining discipline.	AF/I

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.