



CROWN HILLS
COMMUNITY COLLEGE
A Specialist Sports College

Appointment Information

Assistant Principal PE and School Sport



Crown Hills Community College
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crownhills.com





Dear prospective applicant,

In the top 12% of schools nationally, Crown Hills Community College blends a 70-year history of inclusive education with an innovative, forward-looking approach to providing a state education like no other to 1,500 students from inner city backgrounds.

The School now seeks to appoint an exceptional individual to work alongside the Principal, Vice Principal, Chief Operating Officer and four Assistant Principals, who together make up the senior leadership team. This vacancy has presented itself due to the retirement of the current post holder and a slight internal restructure to merge the SSPAN and the Management of PE under one branch within CHCC.

At present, PE and School Sport do cross over and interlink but now we are looking to further strengthen the two under one line management structure, with an intention of further improving our in-house PE provision as well as our outreach work with primary schools across the city.

Crown Hills also have strong partnerships with the ECB and Goals Soccer Centre, which resulted in substantial capital builds and programmes that have built upon this commitment to PE and sport in Leicester. The PE department comprises of a second and third in faculty and the SSPAN has two managers that share the role on a part-time basis. The successful candidate will manage both of these key areas and have the overall strategic responsibility for these two areas.

In the last 12 months, we have introduced the Sports Academy with the intention of providing a pathway to greatness for those with the aptitude. Within the first months, we have competed at the National Fencing Competition, where we received a bronze medal after beating one of the top fee paying independent schools in the country. Students receive specific coaching in Badminton, Fencing and cricket as well as physical conditioning and sports mentoring from successful athletes.

I myself have a rich background in PE and school sport and I fully appreciate how it can completely change the lives of young people and remove the disadvantage from your upbringing that can hinder your potential. Having completed my B.Ed in PE at the University of Bedford, managing Boys PE and then leading others as an Advanced Skills Teacher in PE, I have been part of that journey.

Crown Hills is a founding school within the “Well Schools” movement and I sit on the board as well as being an advocate Headteacher for the YST. I will directly line manage the successful applicant with a view to supporting their growth to headship.

The Schools Sports Partnership has grown from strength to strength over the last decade and Crown Hills will now be the main strategic lead for this across the city but still working closely with LWOL trust to deliver sports, games and PE across the city. The successful applicant will be the strategic lead for this across Leicester and will be responsible for growing the provision as well as the partnership itself. This is truly a unique opportunity.

To be successful, you will possess a proven record of providing High Quality PE and leading others to achieve the same. You will have the passion for PE and School sport and understand how strategic leadership and the ability to work with others can improve the outcomes for young people.

This role will suit professionals with a high level of personal credibility and demonstrable experience in PE. Outstanding communication skills and the personal authority to build strong relationships with pupils, staff and parents are essential, as is a deep commitment to the School's aims and values.

We welcome applications from those with an educational background across the private and public sector. How we lead is as important as the direction we are taking staff in. You need to have the emotional intelligence to deal with sensitive matters with clarity as well as trusting those around you to deliver and, when needed, have tough love conversations to improve delivery. We have 200 staff, 1500 students, so your ability to work with different groups of people in a dynamic environment is paramount, and a key part of the role.

Our mission is simple, we want every student to be the best that they can be, thrive in the best possible career and contribute positively to society.

This position is pivotal in achieving our mission statement as it knits together all of the support services that allow teachers to teach and students to learn. It doesn't come without its challenges though, as leading in a climate of ever increasing accountability and diminishing resources is extremely challenging but I truly believe that when leaders lead by staying true to their values, the impossible becomes possible.

You will see from our website that our three key values permeate all that we do and have allowed us to grow from strength to strength:

Aspiration - *Be the best you can be*

Commitment - *Do what it takes for as long as it takes*

Success - *Be ready to take on the world*

As Principal, it has always been my philosophy to grow and nurture new talent so that we create the next generation of leaders, it is something that I have done throughout my career, and this role will support the successful individual on their journey.

If you have high aspirations for children from deprived backgrounds and experience of delivering educational excellence by providing a high quality education for the most vulnerable of students as well the IT acumen to know how external services contribute to making this happen, we would like to hear from you.

If you would like to discuss the role in confidence, please contact me on **07394821098**.

We are looking for the role to start **as soon as possible** so that there is a sufficient handover with the current post holder.

We have also organised two information evenings,

please contact my PA Jo Amey by email **jamey@crownhills.leicester.sch.uk** to confirm your attendance:

Information Evening 1 - Monday 11th January 2021 - 5.00pm

Information Evening 2 - Tuesday 12th January 2021 - 5.30pm

Deadline for applicants is 9am 18th January to jamey@crownhills.leicester.sch.uk

Interviews will be Thursday 28th January and Friday 29th January 2021.

The post will start after Easter 2021.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'F Adam', with a long horizontal flourish underneath.

Mr F Adam
(Principal)

*All appointments will be subject to references and pre-employment checks.

JOB DESCRIPTION

Job Title: Assistant Principal PE and School Sport	11-16	Maintained
College: Crown Hills Community College	Grade:	L14 - 21
Reports to: Principal	Salary:	£58,135 - £69,031
Term: Permanent Full-Time		
Key areas of Responsibility: Department of Physical Education & Schools Sports Partnership		

JOB PURPOSE SUMMARY

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational and sporting excellence, within a caring and secure environment enriched with the THIRST values of Trust, Honesty, Integrity, Respect and Tolerance, which extends beyond the school into the wider community. This is a strategic role for the growth of PE within Crown Hills as well as school sport across the Crown Hills family of schools.

OVERALL STRATEGIC RESPONSIBILITIES

- Work in partnership with the Principal, Senior Leadership Team, Governing Body, staff, students, parents and the Local Authority in generating the ethos and values which underpin the school enriched by mutual care and respect extending into the local community.
- To do the same with outside agencies such as National Governing Bodies (ie The ECB and British Fencing) professional clubs, Sport England; the YST; AfPE; Local authority Public Health and the NHS (Leicester Diabetes Centre).
- Support the maintenance and enhancement of the College's ethos and mission (via the College's THIRST values) through own outstanding professional conduct and high expectations of others.
- Provide outstanding strategic and operational leadership of all areas of responsibility.
- Provide outstanding advocacy and support across the wider sporting network.
- Develop and implement an effective strategy for all areas of responsibility in collaboration with other members of the Senior Leadership Team.
- Devise and implement a development plan for all areas of responsibility with clear annual targets agreed with all members of the Senior Leadership Team.
- Develop systems and structures for the effective management and administration of all areas of responsibility.
- Performance manage middle leaders as required and support staff.

LEADERSHIP

- Leads through the college values in every aspect of their leadership and ensure that it is at the forefront of decision making.
- Has a clear understanding of emotional intelligence, is aware of their own emotions when leading and is able to remain calm under pressure taking their teams with them on the journey of becoming great.
- Develops own leadership qualities and undertakes appropriate CPD to enhance leadership within the teams that they lead.
- Encourages distributed leadership within the team, by appropriate delegation of tasks and strategies to others. Establishes clear roles within the team and actively supports and monitors these to impact on classroom practice
- Develops a "learning ethos" within the team with high quality teaching and learning, achievement and innovative practice
- Ensures all reports for SLT and Governors are on time and informative
- Links with other networks of leaders to help develop practice and improve achievement
- To take lead in the development of our sporting talent programme

SENIOR LEADERSHIP OPERATIONAL DUTIES

- a. To liaise and work with the Principal and other members of the Senior Leadership Team on all matters relating to college policy and raising achievement
- b. To participate in the duty system, including lunchtime duties
- c. To be 'on call' at specified times of the week as the senior member of staff on duty
- d. To attend and participate in Senior Leadership Team meetings, leading when appropriate
- e. To work with outside agencies as appropriate
- f. To carry out other duties at the request of the Principal which are commensurate with a leadership role
- g. To act as an SLT link for a particular year group
- h. To teach up to 12 out of 30 lessons per week

PE AND THE SCHOOLS SPORTS PARTNERSHIP

- a. Provide line management of and to strategically lead, the PE department and the Schools Sports Partnership, supporting and challenging them to achieve all targets. Support the School Sport Development Managers to strategically manage the SSPAN and to compliment the overall strategic approach of PE, School Sport, Wellbeing & Physical Activity
- b. Develop and manage an enhanced provision of school sport for CHCC and primary schools across the city
- c. Provide strategic direction and guidance for the SSPAN. For example, making sense of the national picture along with national bodies - Sport England, YST, AFPE, diabetes centre etc - Often a leading school on pilot initiatives
- d. Financial check and challenge over sustainability of modelling/infrastructure and to ensure there is appropriate financial probity across the project
- e. Generate income from outside sources so that the provision remains self-sustaining
- f. To lead the HT advocacy group and support Public Health with local initiatives
- g. Ensure that the partnership works closely with the PE Faculty at CHCC, building on all of the leadership/inclusion/competition and festivals that are already established
- h. To lead and drive the High Quality PE message across partner/member schools
- i. To prepare appropriate paperwork and documentation for the SSPAN sub-committee and for full GB.
- j. With partners, build, maintain and develop positive and constructive strategic relationships to drive the development of the sports academy and sustain success through future level 3 and 4 competition
- k. Take a lead in the wider strategic PE network ie chair the EIP lead hub group
- l. Lead in the whole school positioning of PE and school sport
- m. Promote Crown Hills PE/School sport and partnership work through all media platforms
- n. Building staff talent- Attract, develop, and retain talented individuals; create a learning environment that ensures colleagues achieve their highest potential, allowing PE and school sport as a whole to meet future challenges.
- o. Team Development An excellent people manager that uses appropriate methods and interpersonal styles to strategically align, develop, motivate, and guide a team through continuous development toward successful outcomes and attainment of ambitious business objectives

FACULTY MANAGEMENT

- a. Provide line management for the Head of PE by supporting and challenging them to achieve faculty targets.
- b. Audit the PE Faculty curriculum to ensure statutory compliance, proficient standards of provision, the highest levels of attainment and effective systems and structures.
- c. Support Head of Faculty to enhance the knowledge-first curriculum content, quality of responsive teaching and assessment to ensure that 'the best of what is thought and said' is having a positive impact on student outcomes.
- d. To ensure that the Faculty is managed within the appropriate financial footprint and is sustainable.
- e. To ensure that a culture of professionalism is maintained at all levels within the faculty and to provide the appropriate challenge and support where necessary.

RELATIONSHIPS WITH OTHERS

- a. Participate in and deliver the Appraisal Cycle and INSETs as appropriate.
- b. Set appropriate and challenging targets for appraisees and provide the appropriate level of support, challenge and HR.
- c. Participate in the induction of new staff into the school community.
- d. Maintain good working relationships with colleagues, students, parents/carers, governors, the community and Local Authority and ensure all communication is consistent with the school's ethos.
- e. Lead with the THIRST values of the college at the core of everything that we do

ACCOUNTABILITY

- a. To hold yourself and others accountable to the values and standards that the college and those that the profession are expected to uphold.
- b. Make best use of all resources to support the attainment and progress of students.
- c. Ensure that parents/carers and students are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning.
- d. To take appropriate action when there is a concern with the performance of others.
- e. To accept challenge and support from the Governing Body.

OTHER RESPONSIBILITIES AS PART OF THE SENIOR LEADERSHIP TEAM

- a. Lead on the promotion, dissemination, implementation and monitoring of all whole-school strategies.
- b. Contribute to the wider life of the College and its community through out of hours and partnership work.
- c. Support the work of colleagues within the Senior Leadership Team through the strategic leadership of key processes within school.
- d. Carry out any such duties as may be reasonably required by the Principal. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future

PERSON SPECIFICATION

			Assessed by:	
No.	CATEGORIES	Essential/ Desirable	Application Form	Interview / Task
QUALIFICATIONS				
1.	A degree qualification	E	✓	
2.	Qualified Teacher Status	E	✓	
3.	Evidence of Continuous Professional Development	E	✓	✓
4.	Middle or Senior Management qualification	D	✓	
EXPERIENCE				
5.	Effective management of a high-achieving team.	E	✓	
6.	At least 3 years successful middle management experience	E	✓	
7.	Track record of delivering 'outstanding' outcomes for pupils	E	✓	
8.	Innovation and creativity to engage, enthuse and progress learners.	E	✓	✓
9.	Partnership and team working.	E	✓	
10	Developing and leading the implementation of strategies and INSET to achieve whole school/college improvement.	E	✓	
11.	Developing and implementing provision for Physical Education and or School Sport	E	✓	✓
12.	Working as an examiner for an examination board	D	✓	
13.	Experience of managing change successfully	E	✓	✓

ABILITIES,SKILLS AND KNOWLEDGE

14.	Ability to teach to GCSE standard	E	✓	
15.	Ability to teach to A-level standard (Level 3).	D	✓	
16.	Ability to coach and motivate professionals, individually and within groups, to achieve individual and collective targets.	E	✓	
17.	Ability to develop and implement strategies to enhance and sustain whole school initiatives	E	✓	✓
18.	Ability to work with a range of external agencies and stakeholders to deliver whole-school initiatives.	E	✓	
19.	Ability to communicate verbally with and write reports for a range of stakeholders, including Governors and external agencies.	E	✓	✓
20.	Ability to set clear targets, track and manage progress and develop strategies to achieve desired outcomes.	E	✓	✓
21.	Ability to work autonomously, prioritise conflicting demands and thrive under pressure.	E	✓	✓
22.	ICT skills to manage and report on performance data to a range of audiences (Ofsted, Governors, parents, staff and students).	E	✓	
23.	Understanding of contemporary issues relating to safeguarding, pastoral matters and learning support.	E	✓	✓
24.	A strong commitment to inclusion and overcoming barriers to learning and achievement	E	✓	✓

PERSONAL QUALITIES

25.	Commitment to working flexibly outside of school hours to achieve outstanding outcomes for young people	E	✓	
26.	Highly organised, literate and articulate.	E	✓	
27.	A passionate belief in the school's aims and values.	E	✓	✓
28.	A strong belief in the value of education in developing citizens.	E	✓	
29.	Highest levels of professional and personal integrity.	E	✓	
30.	A strong commitment to inclusion and overcoming barriers to learning and achievement.	E	✓	✓
31.	Personal resilience, persistence and perseverance.	E	✓	✓
32.	Commitment to the pursuit of Continuous Professional Development by oneself and others.	E	✓	✓
33.	A sense of humour	E	✓	✓

Leicester City School Sport and Physical Activity Network (SSPAN)



- 27 Secondary Schools
- 7 All-Through Schools
- 67 Primary Schools
- 9 Junior Schools
- 9 Infant Schools
- 8 Special Schools

* Non-member Schools