

Head of Physical Education from September 2021

Thank you for your interest in this post, we look forward to receiving your application.

This is an important appointment for the school and we are keen to appoint a candidate of the highest calibre who will be able to make a significant contribution both to the management and development of the Physical Education Department and to the school as a whole.

We are looking for someone who is:

- passionate about high quality teaching and learning
- committed to a culture of 'Sport for All'
- offers inspirational and caring guidance for young people
- works collaboratively, asks questions and is keen to learn.

The staff in the Physical Education department enjoy their work and strive to deliver interesting and stimulating lessons. There is a supportive climate in which there is much cooperation, resulting in detailed schemes of work and excellent resources.

The successful candidate will be given full support and will be encouraged to engage in further **professional development** which we believe will benefit both the individual and the school. The successful applicant is likely to be a form tutor. As the school transitioned from being a Local Authority Community School to forming a MAT, a key element was maintaining the full benefit and protection of the **National Pay & Conditions**. Similarly, staff appointed from other academies are not disadvantaged, e.g. by counting service towards sick pay and maternity leave. The school takes a constructive approach towards Performance Management & Appraisal and Pay Progression and offers many opportunities for career development through paid responsibilities.

This document contains information about the department and the person specification. Separately, there are the following documents:

- Overview information about the school, including extracts from the January 2019 Ofsted report
- A selection of staff stories highlighting the career opportunities available in the school
- The main school and 6th form prospectus

Applicants should submit the Application Form and a letter of application which should not normally exceed two sides. A curriculum vitae is not necessary as all relevant information should be included on the application form or in the letter.

Visit our website www.ashcombe.surrey.sch.uk for information about the school

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service (DBS).

Candidates selected for interview will be informed by telephone. We do not generally contact candidates who are not shortlisted.

Thank you for taking the time to complete your application.

Current Information on the P.E. Department of The Ashcombe School

The Department

The school promotes a "Sports for All" philosophy with a clear focus on enthusing as many pupils as possible to enjoy physical activity and achieve success. We are proud of the school's sporting reputation which is recognised by the YST Gold Partner Award for excellent provision of Physical Education and Sport.

Staffing

The PE. Department has a number of staff, all of whom are PE specialists, and some of whom also teach in other departments. All staff teach the full age and ability range and can teach up to A-level.

Head of Department	• <i>Nina Evans</i>
Full time teachers of PE	• <i>James Harris</i> • <i>Maarit Edy</i> • <i>Katie Sevenoaks</i> • <i>Jack Townsend</i>
Part-time teachers (or full-time, but based in other Depts)	• <i>Stuart Ketley (SLT)</i> • <i>Jo Parish (SLT)</i> • <i>Josh Mason (Science/PE)</i> • <i>Katie Fennell (Food/PE)</i>

These teachers are assisted by non-specialist members of staff qualified in activities such as outdoor activities, rugby, dance, netball and volleyball. The school also secures the services of other sports specialists including parents and external coaches.

Facilities

The school enjoys good sporting facilities (shown below), and the list also illustrates the benefits to the local community when not in school use:

- Sports hall (6 badminton courts) which is also the South East Regional Centre of Excellence for Volleyball. Used in the evenings for volleyball, basketball, netball, cricket and football
- One gymnasium used in the evenings for fitness groups and martial arts
- One school hall (3 badminton courts) used in the evenings by badminton clubs.
- A newly-refurbished outdoor area which includes four tennis courts
- Extensive fields used in the Summer by the Sports Development Officer for vacation camps.
- Pitches for football, rugby, rounders and softball

Curriculum, Courses and grouping arrangements

Each student experiences an average of 1 hour 30 minutes per week curriculum core Physical Education in Key Stage 3, and 1 hour 10 minutes in Key Stage 4. Both GCSE and A level Sport and Physical Education courses are offered as public examinations. GCSE Dance currently takes place as an extra-curricular activity. The teacher in charge of GCSE Dance will have time in lieu from curriculum. The course covers choreographic devices, performance skills, appreciation skills, including detailed analysis of set work. There is an entitlement programme as part of the Sixth Form curriculum which has previously included the Community Sports Leaders' Award. The Department works very closely with the Personal and Social Education (PSE) Department and makes a very significant contribution to its innovative curriculum of 70 minutes/week for each of Years 7-11.

Year	Course & materials	Lesson allocation*	Grouping
7	KS3 course following schemes of work devised within the department.	2	Mixed – Tutor groups
8		1	Mixed – Tutor groups – single sex groups
9		1+ PSE	Mixed – Tutor groups – single sex groups
10 & 11	KS4 GCSE PE (AQA)	2	(option selection at end KS3 for KS4) – 2/3 groups on at same time
10 & 11	KS4 GCSE Performing Arts : Dance (AQA)	After (2 hrs) School – lunchtime	One option group
10 & 11	core (for those not doing GCSE)	1 + PSE	Mixed ability groupings
Sixth form	A-level PE (AQA)	L6 4 U6 3	One option group One option group

*out of 20x70 minutes lesson week

Extra-Curricular Activities

Our facilities enable us to offer a broad and balanced variety of activities providing opportunities for students to participate in both competitive and non-competitive sport. There are clubs at lunchtime, with after-school fixtures. We are proud of the many students who opt to take part in these activities and naturally go on to join a local club and often gain representative honours at local, regional and national level. A list of the activities is as follows:

Football	Netball	Hockey	Basketball	Cricket	Swimming
Volleyball	Badminton	Tennis	Gymnastics	Dance	Rounders
Athletics	Rugby	Cross-country	Trampolining	Softball	Handball

In addition to these activities the school holds specific annual sporting events throughout the year including a Swimarathon, a Gym and Dance Performance Evening, an Activities Week and regular House activities such as Sports Day, Games Day and Athletics Day. We will also celebrate major sporting events through tutor group activities and competition

Leadership and Management

Meetings (minuted):

- Departmental meetings timetabled within a regular meeting cycle
- A weekly 35 minute meeting between Heads of Department and their SMT line managers to discuss curriculum, assessment recording and reporting, teaching and learning, staff development from the departmental and senior management perspectives
- A curriculum committee attended by all HODs and SMT (approx. 8 per year) where issues are presented and discussed where appropriate

Job description - HEAD OF P.E.

(TLR2 (Ashcombe B) £4795; responsibility for extra-curricular activities would raise this to TLR2 (Ashcombe C) £6713; 2 pds (70 minutes) additional non-contact time

Job title:	Head of P.E.
Job Purpose:	To ensure that pupils are prepared for the national and school requirements of P.E. by co-ordinating and monitoring the work of P.E. staff.
Job outcome:	Pupils enjoying their experience of learning P.E. and attaining standards commensurate with their ability and the expectations set within the school Staff contributing to the work of the P.E. team, aware of expectations and receiving appropriate development
Accountable to:	Through designated member of SLT, to the Deputy Head (Curriculum)
Accountable for:	The effective management of P.E. department throughout the curriculum.

Key Accountabilities	Key Tasks
1. Accountable for meeting the curriculum demands of Schemes of Work for Physical Education	To keep abreast of curriculum developments, National and examination requirements of Physical Education, and wider curriculum developments (e.g. Reading, Writing, Communication and Numeracy)
2. Accountable for ensuring quality teaching and learning and co-ordinating staff, pupils and resources involved in Physical Education	<p>To plan, audit and evaluate the curriculum provision for pupils studying Physical Education, taking account of the need for differentiation and equal opportunities, through co-ordinating:</p> <ul style="list-style-type: none"> • liaison with primary schools (ensuring progression and continuity) • aims and objectives for courses related to National Curriculum requirements and school aims, values and initiatives • schemes of work in line with guidelines provided by SMT • documents to pupils and parents about courses on offer • learning materials (storage, distribution and stock checking) • nature of assessment materials and mark schemes, ensuring standardisation of assessment. • the process of setting pupils in appropriate groups and reviewing grouping arrangements • ensuring work is set in event of staff absence
3. Accountable for monitoring the quality of work of Physical Education teachers	<p>To follow school and departmental guidelines on monitoring the quality of teaching and learning, for example through:</p> <ul style="list-style-type: none"> • examination of teacher records • examination of samples of pupil work • examination of teacher reports • interviews / questionnaires involving pupils and parents • analysis of school assessment data

<p>4. Accountable for managing the maintenance and development of the Physical Education department</p>	<ul style="list-style-type: none"> • meet regularly with SMT contact to discuss management issues including curriculum, teaching and learning, ARR (assessment recording and reporting), MER (monitoring evaluation and review), meeting agendas, finance, and staffing • develop strategies to enhance teaching & learning
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The accountabilities and related tasks should be managed effectively through documentation and meetings: contribution to departmental meeting; regular liaison with Senior Team; provision of guidance for teachers; written memos; use of ICT.

Person Specification

In selecting candidates for interview and eventual selection, the Governors will be looking for teachers with relevant education, experience, job-related knowledge, aptitudes and skills, and many of the personal qualities listed below. The Governors welcome applications from teachers who consider that they could meet most if not all of the requirements listed.

EDUCATION / QUALIFICATIONS

- Qualified teacher status
- First degree or equivalent. Able to teach P.E. to pupils of all ages and abilities
- Evidence of continuing professional development

EXPERIENCE

- Successful teaching in a comprehensive school, preferably including Sixth Form experience
- Recent experience of involvement in curricular innovation and development
- Experience of working sympathetically and constructively with others
- Experience of involvement in curricular/pastoral innovation and development
- An excellent record of attendance and punctuality

JOB RELATED KNOWLEDGE, APTITUDE AND SKILLS

The successful candidate will be fully committed to the vitally important extra-curricular work of the department.

The curriculum:

- Commitment to the comprehensive ideal and to the principles and practice of equal opportunities
- The knowledge and vision to put these into practice in order to meet current and future challenges within the P.E. area.
- A keen interest in children as individuals, in how they learn, and in a collaborative approach to learning
- A keen interest in promoting extra-curricular sport activities

Management:

- An ability to take a whole-school view of development, to assess priorities and plan strategically
- An ability to contribute to the coherence, effective planning, implementation, monitoring and evaluation of the P.E. development plan (and other relevant development plans) within the school development plan
- The expertise and confidence to inspire, lead and develop a team of well established teachers

- An ability to develop a collaborative approach to decision-making, implementation and evaluation of the work in the department, thereby building up a culture of co-operative support; at the same time, an ability to recognise when there is a need to challenge those who may not wish to collaborate
- An ability to develop an understanding of the use of assessment data effectively
- An ability to communicate effectively, both orally and in writing
- An ability to promote the use of IT for both curriculum and management
- An ability to hold others to account

PERSONAL QUALITIES

- Confidence, imagination and drive
- Flexibility and adaptability
- A sense of humour and perspective
- A capacity for hard work and the ability to manage its pressures
- The ability to be self-critical
- An ability to establish good working relationships with a wide range of people including students, parents, governors and colleagues