

# Application Pack for the post of Sports and PE Lead



Highfield Preparatory School  
Maidenhead, Berkshire  
January 2024

One of the region's leading preparatory schools  
for boys aged 2-7 years and girls aged 3 - 11 years.

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At Highfield Preparatory School we are committed to Safer Recruitment and therefore this appointment will depend on the successful completion of a Disclosure and Barring Service check.

## Welcome

Thank you for your interest in the full time post of Sports and PE Lead at Highfield Preparatory School, Maidenhead.

We are looking for an enthusiastic teacher with a commitment to offering the very best education. We are a single form entry school with 110 pupils on roll.

Highfield is a very special place. There is a strong sense of purpose in the pupils. Their confidence and smiling faces are testimony to their enjoyment in all that they do at school. They work and play together in harmony and show a genuine concern for each other. When they leave us, the girls move on to other leading independent day schools, often gaining scholarships, and some gain 11+ places at grammar school.



At Highfield we teach a creative integrated curriculum. Each term the teachers deliver the curriculum through a topic, as far as possible. We are passionate about this approach. Specialist teachers deliver Music, PE and French lessons from Pre-school to Year 6 with additional specialist teaching in Maths, English and Computing in the Prep school.

Whatever their starting point, our pupils are encouraged to work hard, discover and develop their individual talents and to make a positive contribution to the life of the school and wider community. We offer a broad curriculum enriched with a range of extra-curricular clubs and visits, to stimulate their minds and make their learning fun.

In our ISI inspection in 2022, we were graded excellent in academic and other achievements, and personal development. The pupils were seen to be “mature and articulate” and have a “positive and enthusiastic approach to learning” with “an infectious enthusiasm”.

If you have any questions about the post or would like to discuss any aspect in particular, please feel free to telephone me in confidence on 01628 624918 or email me at [jleach@highfieldprep.org](mailto:jleach@highfieldprep.org).

I look forward to receiving your application in due course.

*Joanna Leach*

Mrs Joanna Leach MA (Ed), BEd (Hons) NPQH  
Headteacher

## Ethos

Highfield is a lively school, sustaining values which encourage children to develop a love of learning and to discover their own strengths. We foster a caring atmosphere where every person is valued. Highfield aims to develop skills for life: self-confidence, independence, respect for others and the environment, creativity and imagination, and a desire to live life to the full.



## Aims of the School

- To develop a love of learning by providing an exciting and stimulating education, encouraging all pupils to maximise their potential.
- Provide a firm foundation for the future by preparing all pupils socially, emotionally and physically for the next stage in education.
- Develop lively and enquiring minds.
- Develop spiritual richness and respect for faith, self-confidence and independence.
- Create opportunities for independent thinking, self-expression and creativity.
- Respect self, others and the environment.
- Value honesty, fairness, compassion and empathy.
- Celebrate achievement.

## Job Description

**Job Title** Sports and PE Lead (f/t)

### Responsible to

- Headteacher and Deputy Headteacher for teaching, learning and pastoral issues
- SENCO for special needs.

### Responsibilities

Attend all staff meetings, open days, staff study days, staff briefings and assemblies as directed by the Headteacher. Help maintain and improve the ethos and performance of the whole school for the benefit of pupils by:

- keeping up to date with pastoral care policies and all other policies that relate to the education and care of the pupils paying particular attention to all policies relating to Safeguarding and the welfare of the pupils in the school
- supporting pupils and colleagues by attending a range of productions, functions and charity events
- participating in House events as a member of a house as assigned by the Headteacher
- being aware of individual pupils' personal problems in order to act confidently and consistently alongside colleagues and maintain a common and agreed approach
- covering lessons and duties for absent colleagues
- arranging for visits out of school for pupils and attending such visits
- attending parents' evenings and preparing subject reports in accordance with the reporting schedule.
- contributing to the extra-curricular programme
- providing oral and written assessments, reports, profiles and references, for both at school and elsewhere, relating to the development and learning of individual pupils and groups of pupils.
- building on and maintaining co-operative relationships with parents and to communicate with them on pupils' learning and progress, social and academic, drawing attention to special skills and talents as well as to problems or difficulties.

### Specific Areas of Responsibility

In consultation with the Headteacher, teach and administer each timetabled class to maximise the learning opportunities for each individual pupil within those classes:

- plan and deliver lessons to any classes assigned to you
- take responsibility for the development, resourcing and monitoring of all sports learning

- ensure pupils achieve their potential academically, socially and spiritually and acquire a love of learning and the skills, knowledge and understanding to equip them as life-long learners
- maintain an orderly and purposeful classroom atmosphere
- undertake agreed duties
- contribute to the development of the curriculum and its methodology
- keep up-to-date with curricular and syllabus changes
- administer the class effectively and ensure that all pupils and their parents are kept fully informed of routines and special events.
- ensure compliance with all legal requirements including registers of attendance and health and safety regulations.
- participate in and contribute to the class personal, social and health education programme

Provide appropriate support (including disciplinary as necessary) for the learning and well-being of each class pupil by:

- supporting class activities such as charity events, drama productions and assemblies
- keeping a profile of the academic progress of each pupil including specific learning difficulties, achievement, attainment, homework.
- liaising with the SENCO and Specialist Learning Support teacher, G and T Coordinator and parents, implement and review Individual Education Plans for pupils with Specific Learning Needs
- being familiar with and updating the school's pupil records and assessments by adding information to the assessment tracking grid

### **Sports and PE Leader**

- Be responsible for the development and implementation of a suitable P.E and Games curriculum for the school, keeping up to date with any national changes and developments
- To teach pupils from Pre-school to Year 6 weekly P.E and Games lessons following the school curriculum.
- To ensure the school P.E and Games curriculum is progressive and provides pupils with a variety of sporting experiences that will help them to understand the principles of sport such as fixtures and in school events
- Help pupils learn to appreciate P.E and Games and how it can help your body and mind.
- Encourage pupils to learn by actively participating sports
- To motivate pupils to develop attitudes and knowledge needed to provide a good foundation for primary education, in accordance with each pupil's ability.
- To maintain an attractive and stimulating hall/classroom environment and to contribute to displays in the school as a whole; to keep displays up to date.
- To direct school gymnastics and dance show from Year 3 to Year 6.
- To organise and lead the school fixtures– Netball, Hockey, Swimming and Cricket.
- To lead activity week within school from EYFS- Year 6 and be the contact for the school residential (Year 4-Year 6)
- To organise school events to showcase such as school swimming gala, school sports days and charity walk.

- To run lunchtime and after school clubs
- To organise buses and facilities for games lessons such as hockey and swimming which are done off-site.
- To keep up-to-date with current educational thinking and practice, both through attendance of INSET courses, workshops and staff meetings; to take part in appraisal and reviews of one's work
- Where necessary, maintain pupils attendance records, other required records and write reports.
- To maintain good order, discipline and respect for others among pupils to achieve an effective learning atmosphere; to promote understanding of the school's rules and values; to safeguard health and safety; and to establish good rapports to develop social and academic potential.
- Use a variety of teaching and learning styles, to suit needs of pupils, and give pupils as much practical experience as possible
- Monitor and control the P.E and Games budget to ensure efficient and effective use of resources
- Maintain a high profile for P.E and Games across the school and in the local community
- Arrange for outside visits or visitors to enhance the curriculum
- Be aware of individual pupils' needs and provide opportunities for extension work
- Assess pupils' work regularly and keep records of such assessments

### **Confidentiality**

It is expected that all school employees will understand that our work is confidential and that personal details about children and families should not be discussed outside the school.

### **Professional Standards**

- Communicate regularly and freely with the Headteacher and other colleagues.
- Be ready to listen to new ideas and working practices.
- Be professional at all times
- To maintain high personal standards of appearance, behaviour and punctuality.
- Request permission from the Headteacher for any absence from school and to give notice to those concerned so that cover can be arranged for any absence.

## Person Specification

### Qualifications and Experience essential:

- Graduate with qualified teacher status
- Evidence of continued professional development
- Familiarity with up to date educational practice
- Evidence of being an excellent classroom practitioner
- Effective time management
- Excellent interpersonal skills

### Other skills desirable

- Ability to drive a minibus or receive appropriate training
- Good level of ICT skills
- Excellent verbal and written communication skills
- Ability to plan, innovate, monitor, evaluate and review
- Strong organisational skills
- Initiative

### Personal qualities

- Positive and forward thinking
- Efficient
- High standards and expectations
- Trustworthy and diplomatic
- Able to motivate pupils and colleagues
- Enjoy the company of children
- A sense of humour and enjoyment at work

## How to Apply

### Application Form

- Applications will only be accepted from candidates completing the enclosed Application Form in full. CVs will not be accepted in substitution for completed Application Forms in the absence of good reason. Equal opportunities and child protection policies are available on request from the school.
- Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.
- You will be required to complete a Disclosure from the Disclosure and Barring Service.
- We will seek references on candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although you may where appropriate answer 'Not Applicable' if your duties have not brought you into contact with children or young persons.
- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or Department for Education Children's Safeguarding Operation Unit.

## Invitation to Interview

- If you are invited to interview this will be conducted in person and the areas, which it will explore, will include suitability to work with children.
- All candidates invited to interview must bring documents confirming educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

All candidates invited to interview must also bring with them:

- a current driving licence including a photograph or a passport and a full birth certificate
- a utility bill or financial statement showing the candidate's current name and address
- where appropriate, any documentation evidencing a change of name
- 5 year address history with month and year that you have moved in/out

***Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.***

### ***Conditional Offer of Appointment: Pre-Appointment Checks***

Any offer to a successful candidate will be conditional upon:

- receipt of at least 2 satisfactory references
- verification of identity and qualifications
- a satisfactory DBS check
- verification of professional status
- (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance
- verification of medical fitness in accordance with DCFS Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training
- satisfactory completion of the probationary period.

***Please note where a candidate is:***

- found to be on Department for Education List 99 or the Protection of Children Act List, or the DBS disclosure shows he/she has been disqualified from working with children by a Court; or
- found to have provided false information in, or in support of, his/her application; or
- the subject of serious expressions of concern as to his/her suitability to work with children
- the facts will be reported to the Police and/or the Department for Education Children's Safeguarding Operation Unit.

We are committed to valuing and embracing diversity and being an inclusive place where everyone is welcome, free to be themselves and has an equal sense of belonging.