



## **Lewes Old Grammar School**

### **Girls' Physical Education Teacher**

#### **Job Description**

##### **Responsible to: Head of Physical Education**

Full Time: Timetable cycle is 90 periods a fortnight

Salary: Depending on Experience

Pension: Contributory Pension Scheme

#### **Introduction**

Lewes Old Grammar School is an independent co-educational day school located in the historic county town of Lewes, educating children from 3 to 18 years old. The School encompasses traditional values combined with a forward approach to the

education of young people, and it is proud of the family ethos and community it engenders. First established in 1512, Lewes Old Grammar School combines high educational standards and small classes in a caring, well-mannered environment together with economic fee levels. There is an extensive program of extra-curricular activities running on Friday afternoons for Yr 7-9 and many opportunities for students to take part in music and drama activities.

The School offers a Nursery, housed in Morley House, rated as outstanding in our recent ISI Inspection Report. Morley House caters for children from three years old until the age of 11, and is located in an independent building in a pleasant residential area of Lewes.

The Senior School occupies four architecturally historic buildings in the High Street of the ancient town of Lewes. Here we educate children from the age of 11, (Year 7), until 18 years of age, (Sixth Form), and always feature well in the Sussex GCSE and A Level league tables.

### **Purpose of Job/Key objectives**

We require for September 2017 a well-qualified and enthusiastic teacher of Physical Education, to join our thriving department to teach KS3, KS4 and KS5. You should have excellent interpersonal skills combined with the ability to motivate students, whilst retaining a sense of fun. Physical Education is a popular subject throughout the school and a very popular option at GCSE level. The post would be suitable for an NQT or a more experienced teacher.

### **Physical Education Department**

At the senior school we offer our students a wide range of opportunities within their Physical Education and Games lessons. Our aim is to give the students the skills and fitness to take part in physical activity, and more importantly a lifelong love of sport for when they move on. Because of this we try to vary the activities so that they cover traditional sports such as hockey and football, but also net and wall games, striking and fielding games, athletics and gymnastics.

We hope that this approach successfully gives a balance between a healthy lifestyle and competitive sport. Our inclusive House system is designed to give all of our student's opportunities, as is our policy on afterschool clubs. Many of our students also experience inter-school matches in a plethora of activities.

Our Year 7-9 students receive a weekly double lesson of Physical Education. This is mostly taught in co-educational groups. Due to the excellent facilities available to us (mostly off site), we also offer tennis, badminton and squash over the three years.

All students across the Senior School receive a triple Games lesson (1 hour 45 minutes), which takes place in the afternoon, except for our Year 7 students. During these

lessons we deliver most of the traditional team games, as well as some racket sports. We also use this time to run external fixtures or our extensive inter-school sports fixtures.

If you feel that you have the qualities we are looking for and you are determined to achieve the absolute best for the students that you teach, we would be delighted to hear from you.

### **Principal Duties/Tasks and responsibilities**

- to plan and teach the pupils according to their educational needs and abilities in line with the department's schemes of work, which foster positive communication skills and encourage and develop an interest in sport;
- to relate all teaching to relevant National Curriculum levels and schemes of work with a clear focus on encouraging and extending the performance skills of pupils at KS3 and KS4;
- To teach practical and theory Physical Education GCSE and A Level;
- to mark positively and appropriately to ensure regular and productive feedback and keep appropriate records of lessons taught and pupils' progress;
- to share in the process of internal examination setting;
- to foster and support for the school's rules and guidelines, aims, values and ethos;
- to implement all relevant aspects of school policies e.g. reports, homework, etc;
- to develop skills to meet the needs of current educational requirements by attendance at lectures, conferences, and relevant courses as directed by the Head of Department;
- to attend weekly departmental meetings;
- to cover work provided for classes when members of the department are absent (and in certain other cases too);
- to assist in the storage and maintenance of equipment, as appropriate;
- to protect the safety of pupils and staff in accordance with the school's Health and Safety Policy in liaison with the Head of Department;

- to realise the responsibility for Health and Safety problems/risk assessment and the oversight of the safety of all students when being taught and making students themselves aware of safety;
- to ensure that pupils wear appropriate, regulation clothing and are aware of safety rules within the department and especially those relating to Physical Education;
- to update a First Aid Certificate to ensure First Aid could be administered in case of an accident during any activity undertaken by the PE department and the updating of Life Saving qualifications;
- to participate in activities and events associated with the subject e.g. lectures, exhibitions, visits, clubs, societies etc. and accompanying pupils to internal and external events and competitions, as appropriate;
- to participate in relevant matches, tournaments, and visits to other events in accordance with the school's policy for offsite trips;
- to encourage students to develop a sense of team spirit with emphasis on cooperation and commitment to teams, one another and the school;
- to participate in Sports Days, House Matches, and any other appropriate event(s);
- to participate in departmental events - to liaise with form staff and the Head of Department, as appropriate, to ensure that the progress of each student in PE is monitored;
- to use IT within the department to help with teaching and learning, as and when appropriate;
- to assist in maintaining positive working relationships with Morley House Junior Department;
- to encourage links between local clubs and the school, especially in sports not offered in school;
- to participate in the department's contribution to the extra-curricular activities in the school related to Physical Education (**specifically at lunch time and after school and some weekends**);
- to attend Parents' Evenings relevant to students taught;

- to undertake other tasks relevant to the work of the department or the needs of the school, as these may arise (e.g. to serve as a form staff, to carry out duties, when asked to do so.

## **Person Specification**

### **Qualifications**

- High class honours degree and/or experience of elite sports performance;
- PGCE or equivalent;
- First Aid Certificate;
- Minibus driver with D1 Licence, desirable, but not essential.

### **Skills and Experience**

- A vision for the future of girls' sport in a leading independent school;
- Capacity to lead and inspire a team of coaches;
- Capacity to inspire pupils of high ability and enhance pupil learning;
- Proven communication and interpersonal skills;
- Empathy for pupils, parents, staff and the community;
- Committed to continual personal and professional development;
- High order organisational skills, effectively manages commitments and deadlines;
- ICT competence and willingness to learn and use new technologies;
- Works collaboratively and supportively with colleagues within school and other organisations;
- Respects and values the different experiences, ideas and backgrounds others can bring to work and to teams;
- Ability to motivate and encourage participation in activities and a willingness to take part in and/or organise trips and visits;
- A generosity of spirit and a willingness to contribute to the extra-curricular life of the School;

## **Further Details**

The Application Forms will be available from the HR Manager.

Applications must be made using the school's Application Form, Equal Opportunities Form along with a covering letter of application, including full contact details of two referees. C.Vs will not be accepted without a completed application form.

Any queries regarding the application process should be directed to the HR Manager, [hr@logs.uk.com](mailto:hr@logs.uk.com).

Please send completed application forms to the HR Manager.

Lewes Old Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo Child Protection screening appropriate to the post, including checks with past employers, the Disclosure and Barring Service and sign a self-disclosure form.

## **Interviews**

Candidates will be invited to attend an interview at the School and to meet the Headmaster and Assistant Heads as well as the Head of Physical Education and the department.

Candidates will be asked to teach a lesson as part of the selection process and further details will be available from the Head of Physical Education.

The closing date for applications is **Tuesday 2<sup>nd</sup> May 2017 at 12:00pm** and interviews will be during the week of the **8<sup>th</sup> May 2017**.