



Head of Physical Education

Permanent
Full-Time

Closing date: Midday, 31 January 2019
Interviews: 6 February 2019



Dear Candidate

I am delighted that you have requested further information regarding the position of Head of PE at The Spires College. Ideally we would like the successful candidate to take up post at Easter, but a September start is an option we could also consider.

The Spires College has a very positive, friendly atmosphere. The staff care passionately about the well-being of the children and our students are vibrant, enthusiastic and affable. The concept of community is something that I believe is essential for a successful school and we all strive to ensure that every member of our community feels valued, and contributes positively to College life. Our primary focus is, and will always be, developing superb teaching and learning across all areas of the College. Pedagogy underpins all we do and all staff at The Spires College are committed to their own learning as well as their teaching. We have keen, willing learners who really want to receive a first class education.

The PE Department consists of an established team and this appointment is pivotal as we strive to build on the good work that has already begun to create a genuinely 'outstanding' department. The successful applicant to this post will be ambitious to lead the Department on to ever greater things but will also be motivated to use this post to develop his or her own leadership skills in order to progress further. Our Heads of Department form part of our Extended Leadership Team (ELT) and it is this group who are absolutely central to leading college improvement.

Working at The Spires College is tremendously rewarding and this role is a fantastic opportunity to make a real difference to young people's lives as well as offering abundant prospects for professional learning and career development. As a College we are firmly committed to continuous professional development for all and we invest heavily in developing our staff at all levels. All teachers are actively involved in use of educational research and we encourage everyone to share their ideas, thoughts and good practice.

You are very welcome to visit The Spires College to help you decide if this is the role for you; I'd be delighted to meet you. Please contact my PA for an appointment. I look forward to hearing from you.



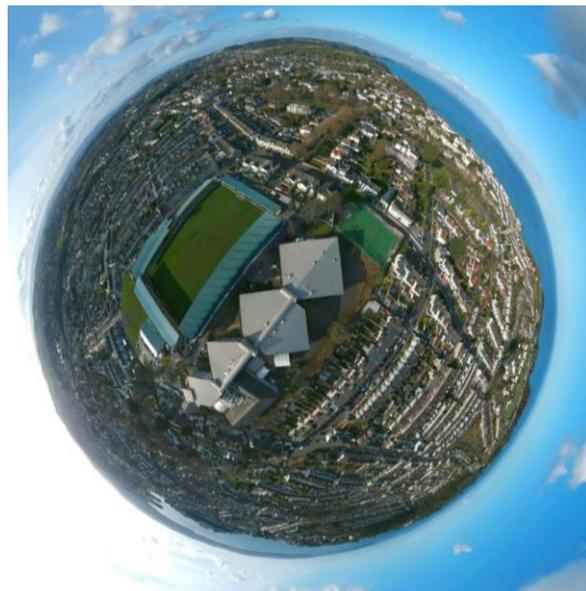
With best wishes

A handwritten signature in black ink, appearing to read 'Alex Newton'. The signature is fluid and cursive.

Alex Newton
Principal

The College

The Spires College is a co-educational, 11-18 college with a bilateral stream situated in the Plainmoor district of Torquay, within the Local Authority of Torbay. There are currently approximately 1000 students on roll, 38% of whom are in receipt of Pupil Premium funding. We are a friendly, caring college which puts the needs of our children at the heart of all we do. Academic progress is obviously vital but we also place a high value on the provision of enrichment opportunities that help our students to grow into responsible, confident and considerate young adults. Underpinning all of this are excellent standards of pastoral support and care that allow children to feel safe and valued.



Torbay is an area with a Selective Grammar School system, where parents can choose for their child to take the '11+' test if they wish to apply for a place at one of the Selective Schools in the area. The Spires College is one of very few schools in the country with bilateral streams. This allows us to take up to 60 students each year into a selective stream (out of a 220 PAN). Students who have reached a designated mark in the '11+' test can apply to our selective stream to access a challenging academic curriculum.

We have a modern, purpose-built building offering fantastic facilities for both students and staff alike. We are committed to the professional learning of our teachers to ensure classroom practice is as good as it can possibly be. Every teacher receives a personalised CPD programme based on individual needs and interests, and every teacher is involved in research and professional reading through Teacher Enquiry Networks.

The Department

The Physical Education department is well established in the school. There are currently six full time teachers, three part time teachers and one technician within the team.

At The Spires College we believe that Physical Education must play a leading role in ensuring the physical, social and emotional health and well-being of our students and our community. Through a continual focus on the highest quality teaching and learning of a wide range of sports and activities, we seek to create an environment where students develop a love of learning and physical activity through engaging and wide-ranging schemes of learning and extra-curricular activities.

Physical Education teachers contribute to an extensive programme of extra-curricular activities, both in and out of core school hours. Our vision is that all students are physically literate and obtain the knowledge, skills and motivation necessary to equip them for a healthy lifestyle and lifelong participation in physical activity and sport. We look to ensure

engagement of all pupils in regular physical activity as well as developing the social skills inherent to sport.

Physical Education teachers and students at The Spires College enjoy superbly equipped teaching spaces. Facilities include a full sized sports hall with four badminton courts and three cross court basketball courts, a purpose built Dance studio, a MUGA with two netball courts and sand pit, a fully equipped fitness suite with CV equipment, resistance machines and free weights section and offsite fields with three football/rugby pitches. The department also has tennis courts and swimming pool access just offsite.

Key Stage Three

Students have two hours of PE a week which is split into a two hour and two single hour lessons across a fortnight. Students study a wide range of sports as we look to build the foundations of movement and physical literacy. Students cover Rugby, Football, Netball, HRF, Gymnastics, Dance, Tennis, Striking and Fielding and Athletics over the course of a year.

Key Stage Four

Whilst all students retain their two hours a week of core PE, there is also the option to study GCSE PE, BTEC Sport or BTEC Dance.

Key Stage Five

In Key Stage Five we currently offer A level PE, Level 3 CTEC in Sport and Physical Activity, Level 3 BTEC Dance and a very successful and popular sports leadership programme.

Primary Sports Partnership

The Spires College works with several local primary schools to develop physical activity and school sport in the primary setting. We work with schools offering specialist support in the teaching of PE and also the organisation of sports festivals and CPD for teachers.

Enrichment

The department offer an extensive enrichment programme during lunchtimes and after college. Our primary purpose for all enrichment is participation however we compete in many local and national leagues. Whilst we focus predominantly on traditional team games, there are many opportunities for students to try new sports and outdoor activities.

The Post

We are looking for a candidate with the ambition and drive to develop a truly excellent Physical Education Department. The new Head of PE will have autonomy to take the department forward, making changes wherever necessary and will receive a lot of support and commitment from the Department, from other members of the Extended Leadership Team and from the Senior Team. However she or he will need a clear vision for excellence and have the skills and attributes required to deliver this.



Job Description

Head of Physical Education: full-time

Dates:	Apply by midday 31 January 2019 To start Easter or September 2019
Accountable to:	Assistant Principal
Salary:	MPS/UPS + TLR 1a (currently £7853)
Contract Type:	Permanent

Introduction

This Job Description outlines the purpose and key tasks required to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties / specific tasks may be varied from time to time, without changing the general character of the job or the level of responsibility entailed. This will allow flexibility for the college to respond to changing priorities and also support and enhance individual professional development. It is the practice of the college to examine job descriptions periodically, update them and ensure that they relate to the job performed, or incorporate any proposed changes. This procedure will be conducted by the Principal/Line Manager in consultation with the post holder.

Terms and conditions for staff employed on teaching contracts are detailed in the current School Teachers' Pay and Conditions document.

Overall Purpose and Accountability

- ▲ To meet the requirements of the Teachers' Pay and Conditions document and to support students in making outstanding progress.
- ▲ To support and uphold the ethos, principles, policies and rules of the college in all respects and at all times.
- ▲ To provide high quality learning experiences that support students in achieving at the highest level possible and in developing their own capacity as independent and reflective learners.
- ▲ To lead and manage the PE Department, ensuring the highest quality Teaching and Learning and the best possible outcomes for all learners.

Responsibilities common to the Extended Leadership Team (ELT)

In particular you will:

- ▲ Be a member of the Extended Leadership Team in which everyone is committed to securing outstanding outcomes for our students and our community.
- ▲ Assist the Principal in leading The Spires College in such a way that the highest standards are secured amongst staff and students in all areas of the School's performance and practice.
- ▲ Act as a role model for staff, providing active support and advice to them whilst holding them accountable.

- ▲ Lead on improvement strategies, coach and support staff, ensure quality, monitor and evaluate performance.
- ▲ Ensure that all students across the full ability range enjoy maximum support and opportunities to reach their full potential, achieving a position where they can become effective and valued stakeholders in the college and in the wider community.
- ▲ Work alongside SLT on OFSTED preparation.
- ▲ Contribute to all self-evaluation measures and quality assurance processes.

Post-Specific Responsibilities

As Head of Department you will:

- ▲ Evaluate and review all aspects of the PE Department's work as part of an annual cycle and action plan for all improvements needed.
- ▲ Lead the PE Department to meet all targets in the departmental improvement plan.
- ▲ Develop an appropriate PE curriculum for Key Stages 4 and 5, manage its delivery and assure its quality.
- ▲ Lead on the implementation of high quality Schemes of Learning.
- ▲ Lead on the quality of Teaching and Learning in the PE Department, ensuring that all students are both engaged and challenged in all lessons.
- ▲ Develop an extra-curricular programme that promotes participation for all and also sporting excellence in a wide variety of physical activities and sport.
- ▲ Have a clear understanding of performance pathways in sport and develop links with local clubs to ensure opportunities for sporting success for our students.
- ▲ Closely monitor and track student progress at all levels, and implement appropriate intervention strategies to prevent underachievement.
- ▲ Ensure reporting on student progress in PE is consistently of a good standard.
- ▲ Scrutinise the progress of different groups of students, including the more able, disadvantaged children and students with SEND, and intervene where necessary to ensure all learners can make at least expected progress and no child is prevented from achieving.
- ▲ Actively identify and remove barriers to learning in the PE Department including managing student behaviour within the department.
- ▲ Design an appropriate timetable for the PE Department in consultation with the Vice Principal responsible for timetabling.
- ▲ Take responsibility for high quality staff appraisal of the teachers in the PE Department.
- ▲ Ensure all staff in the PE Department access high quality professional development to support both individual and departmental needs.
- ▲ Support and manage trainee and NQT teachers.
- ▲ Administer all necessary examination procedures.
- ▲ Manage the PE Department budget and resources effectively to ensure best value for money.
- ▲ Create a happy, dynamic, innovative culture in the department and ensure all staff are performing to at least a good standard and are happy and motivated in doing so.

As a Teacher of PE you will:

- ▲ Meticulously plan and teach engaging and challenging lessons.
- ▲ Meet the needs of all learners by consistently planning and teaching carefully differentiated lessons.

- ▲ Set and mark appropriate homework.
- ▲ Use regular, measurable and significant assessments of teaching.
- ▲ Complete all reporting on time.
- ▲ Closely monitor progress and attainment of their students and use it to inform planning and teaching.
- ▲ Provide content for and where necessary deliver high quality student interventions.
- ▲ Ensure that all students achieve college targets.
- ▲ Maintain regular and productive communication with parents about students' progress.
- ▲ Organise and participate in exciting and motivating trips and events.

School Culture

- ▲ Help create a strong college community, characterised by consistent, orderly, caring and respectful relationships.
- ▲ Help develop a college culture and ethos that is utterly committed to achievement.
- ▲ To become an effective Form Tutor (teachers will usually be required to perform the role of form tutor).
- ▲ Create and sustain a positive learning culture.

Health and safety

You will:

- ▲ Adhere to college health and safety policies/procedures and current statutory health and safety requirements.
- ▲ Have an in-depth understanding of safe practice in Physical Education, School Sport and Physical Activity promoting safe environments for children and adults through best practice.
- ▲ Attend training as and when required for the purposes of safeguarding children and corporate safety.
- ▲ Ensure the college is immediately notified of any issues that may affect your right to maintain enhanced clearance to work on the school site (DBS).

Person Specification

The following list is indicative of the kind of person we are looking for but **not all of these criteria are essential**. However, please do try to give evidence of how you fulfil the majority of these requirements in your application.

Beliefs	You hold a belief that the students of The Spires College must have access to the best educational experience possible
	You are committed to raising standards in the school and believe in the potential of all young people to achieve highly
	You are passionate about your subject and want to share this enthusiasm with others
Qualifications	A good honours degree
	A teaching qualification
	QTS
	A qualification in school leadership E.g. NPQML, Leadership Pathways etc... or an interest in gaining this
	An emerging knowledge of the current issues in education and record of appropriate CPD
Skills and Attributes	You are an excellent teaching practitioner
	You have proven leadership skills and the ability to motivate and inspire
	You have the ability to inspire high levels of student performance
	You can work under pressure and prioritise according to need
	You have excellent communication skills
	You have excellent numeracy skills
	You have excellent behaviour management skills
	You have the ability to think creatively to solve problems, pioneering new approaches as well as understanding which prior methods have been effective
	You have a sense of humour and good interpersonal skills
	You have high levels of energy and enthusiasm
	You are ambitious and keen to prove yourself
	You are a committed, highly-competent, reflective and resilient individual
Experience	You are an experienced teacher of PE
	You have experience of writing effective Schemes of Learning
	You have experience of using data to inform actions
	You have experience of using self-evaluation to drive improvement
	You have experience of supporting colleagues at various professional stages
	You have an emerging understanding of leadership at some level and are now ready for department leadership



How to apply



Please complete an application form, which includes space for a supporting statement (please use font size 11 or 12 and double spacing for this). Your supporting statement should include your vision for this role and how your experience and skills will equip you to realise this.

The application form can be downloaded from our website and should be returned to Nadine Osborne, the Principal's PA, **midday, Thursday 31 January 2019** preferably by email to: nosborne@thespirescollege.com.

If you do not receive an acknowledgement of your application by the deadline, please contact the college.

Interviews will be held on Wednesday 6 February 2019.

If you would like to arrange a visit or have an informal, confidential discussion, please contact the Principal's PA via the email above or telephone number below.

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