



SIR WILLIAM BORLASE'S GRAMMAR SCHOOL

Sir William Borlase's Grammar School, a member of Marlow Education Trust, is an *outstanding* selective-entry, co-educational grammar school located in the centre of the attractive Thames-side town of Marlow, Buckinghamshire. The school is heavily oversubscribed, having an excellent academic record; a justifiably high reputation for its highly successful Sixth Form and the very impressive performance of its school sports teams and performing arts.

Head of PE, Games and Sport **Permanent Full Time** **TLR 1 available for the right candidate** **Required for September 2019**

An exciting opportunity has arisen at Sir William Borlase's Grammar School for an inspirational Physical Education specialist to lead the PE and Sports Department. The successful candidate will have experience of successfully taking GCSE and A Level students through their examinations and demonstrate a dynamic and creative approach to the academic teaching of PE. The candidate will have a passion for the subject and the necessary skills and vision to lead excellent teaching and learning within the department.

You will also be responsible for leading the full Games programme across the Key Stages and managing the wide range of extra curricular sport for which the school is well renowned. The school has a history of athletes achieving international honours across Hockey, Rowing, Athletics and a range of other sports.

You will be responsible for leading and managing a team of experienced and dedicated teachers and coaches. You will be highly organised, an outstanding communicator and have the ability to provide clear, effective guidance to colleagues, maximising standards of student attainment.

For an application form please visit
www.swbgs.com
and click on Job Vacancies
or email asummerfield@swbgs.com for more information

Closing date for applications is 9.00 am on Tuesday, May 7th 2019
Interviews will take place on Monday, May 13th 2019

Applications submitted via email should be sent to Mrs Anna Summerfield at asummerfield@swbgs.com

From September 2020, the children of staff with 2 or more years' service will be given priority in the oversubscription criteria in the admissions policy.

The school is fully committed to the DCSF guidance on Safeguarding Children and Safer Recruitment in Education and all candidates for the post will therefore be subject to vetting procedures following Buckinghamshire County Council's guidance on Safer Recruitment and Selection in Schools.

Accountable to:

The Head of PE, Games and Sport is directly responsible to and supervised by an Assistant Headteacher and may also receive instructions from the Head, who is responsible for the leadership and management of the school and reports to the Local Board of Governors.

Responsible for:

Teachers of PE, trainee teachers of PE (when applicable), School Games Officer, games and sports coaches, Sports Administrator.

Overall Purpose of the Job:

The Head of PE, Games and Sport's primary purpose is to lead and manage the Department, and to work as part of a team to help achieve the overall aims of the school. The role includes curriculum leadership and also the leadership of extra curricular Sport across the school. Sport has a high profile inside and outside school and the Head of PE, Games and Sport leads the ethos of outstanding commitment and sporting values from staff and students.

The ability to teach PE at GCSE and A level is essential as is the ability to teach the KS3/4 PE and Games Curriculum. The candidate will also have the sports expertise to lead in an area of Games which might be Netball, Rugby, Hockey, Football, Cricket or any other National Curriculum Sport.

The successful candidate will have excellent communication and organisational skills.

Main Duties and Responsibilities:

- Being responsible for maintaining and developing teaching and learning standards-in the department including conducting learning walks, sharing best practice and supporting staff during lessons when appropriate.
- Being responsible for promoting best practice in managing Behaviour for Learning in the PE, Games and Sport Department and supporting staff as appropriate.
- Being Responsible for leading an outstanding programme of extra curricular sporting activities, fixtures and competitions.
- Developing and maintaining effective methods of communication with the Senior Leadership Team through the line manager Assistant head, other staff, pupils, parents and governors.
- Creating an effective team by promoting collective approaches to all areas of curriculum and extra curricular development through careful planning and communication.
- Chairing and producing agendas and minutes for effective department meetings, informing relevant members of staff about discussions and decisions.
- Leading, monitoring and evaluating the performance of Directors of Hockey and Rowing; sports coaches and volunteers.
- Organising and maintaining the school's sporting fixture lists and with the PE Administrator ensuring all communications are timely and accurate.
- Implementing school assessment and target -setting policies and monitoring and evaluating achievement and attainment of pupils.
- Leading and contributing to the production, review and revision of the department schemes of work.
- Preparing work for absent departmental colleagues who have been unable to do so.
- Attending Heads of Department meetings and Middle Leader Training.
- Managing departmental stock, resources and finances effectively and efficiently.

- Overseeing and monitoring public examination entries and in conjunction with the Examinations Officer.
- Liaising with Marketing and Admissions over PE Dept. news, stories, developments and correspondence.
- Assisting in enhancing the professional development and aspirations of colleagues.
- Keeping up-to-date with developments and new ideas related to the subject.
- Ensuring the Department maintains a vibrant, stimulating Learning Environment
- Planning and leading educational visits

Teaching Duties:

- 20 periods a week teaching standard classes (this includes an allowance for Head of PE).
- Planning schemes of work linked to specifications, preparation of lessons, setting homework and marking pupils' work.
- Informally assessing and reporting pupils' academic development, progress and attitude in line with the school's systems.
- Making formal assessments, setting and marking examination papers and writing reports, as required. This also includes late transfer entry testing.
- Taking responsibility for the welfare and safety of pupils.
- Promoting the general well-being of pupils, taking note of individuals' personal needs and communicating with the Form Teacher.
- Maintaining discipline and high standards of courtesy and appearance among pupils at all times and co-operating in this with all other members of staff.
- Taking care to see that the teaching room is a well-ordered and stimulating environment for learning.
- Attending Parents' Evenings and any other occasion sanctioned by the school, e.g. Options' Evenings, New Parents' Evening, Open Days, Speech Day, Achievement Assemblies, etc.
- Covering, as required, for absent colleagues.
- Periodically reviewing teaching methods; maintaining knowledge of the subject and expertise up to date; participating in arrangements for Performance Management, further training and professional development.

The Head of PE will also be a Form Tutor

Person Specification

| Essential | Desirable |
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| <p>Education:</p> <ul style="list-style-type: none"> ● Qualified Teacher Status ● Good honours degree in related subject | <p>Education:</p> <ul style="list-style-type: none"> ● Postgraduate qualification ● Evidence of relevant CPD |
| <p>Skills and Knowledge:</p> <ul style="list-style-type: none"> ● Thorough knowledge and understanding of current developments in teaching, learning, school culture and the curriculum ● Excellent wider subject knowledge in PE. ● Ability to use data to identify strengths and address under-achievement ● Good analytical and strategic thinking skills ● Setting high standards for others and ensuring goals are achieved ● Ability to inspire, empower and harness the talents of teachers in the department to maintain an outstanding PE Department. | <p>Skills and Knowledge:</p> <ul style="list-style-type: none"> ● Able to simplify complex issues and develop innovative solutions |
| <p>Experience:</p> <ul style="list-style-type: none"> ● Strong teaching ability, backed up by good and outstanding ratings in ALL Key stages. ● A proven track record of measurable impact as an individual teacher and at departmental level ● Experience of leading a department or having responsibility within a department ● Use of innovative approaches to the development of teaching and learning | <p>Experience:</p> <ul style="list-style-type: none"> ● Experience of contributing to the efficient and effective development of staff and resources ● Experience of contributing to development planning and to the process of continuous review and evaluation |
| <p>Other:</p> <ul style="list-style-type: none"> ● A strong moral purpose and drive for continuous improvement ● Motivated, enthusiastic and flexible ● Excellent interpersonal skills ● A desire to develop yourself and those around you as individuals ● Ability to work under pressure ● Excellent record of attendance and punctuality ● Commitment to offering wider opportunities to enhance, extend curricular learning in PE. | <p>Other:</p> <ul style="list-style-type: none"> ● Willingness to offer additional extra-curricular |