



# Castle Donington College

## Head of PE

**Full Time / Maternity Cover**

**MPS/UPS plus TLR2b**

Start date: Spring Term 2023



## Applicant Information Pack

# Subject Leader: Physical Education

## (Maternity Cover)

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Dear Applicant,

Thank you for your interest in the post of Head of PE at Castle Donington College, to cover a Maternity leave. I hope the enclosed pack will be of interest to you and I look forward to receiving your completed application. We welcome submissions from existing and aspiring Middle Leaders.

Castle Donington College is a small 11-16 school. In September 2022 we had around 640 students on role across five-year groups (Years 7 to 11). In January this year, we chose to join the East Midlands Education Trust, a successful and thriving partnership of high achieving schools. The College is situated on the North West edge of Leicestershire on the Leicestershire, Derbyshire, and Nottinghamshire border and within 30 minutes' drive of Nottingham, Derby, Leicester, Loughborough and Burton, being close to the M1 and A50.

In January 2019 we received an Ofsted rating of 'Good' and continue to strive for excellence in all things. We are very proud of our community and the students we serve and so are seeking to appoint an inspirational teacher and leader with the highest personal, academic and professional standards to join our school. The future is exciting and you can be part of this.

PE is a key subject within the Castle Donington Curriculum. Students study PE for five lessons a fortnight at KS3 and experience a full extra-curricular programme of clubs and activities. At KS4 PE is offered as an option to all students and is a very popular GCSE with over 50% of pupils opting for it and achieving some of the highest outcomes at GCSE. PE is a well-regarded department in the school, delivering to students in KS3 and KS4 in all ability groups. The PE Team is made up of two full time staff and two additional subject specialists, who have other responsibilities in the College.

The successful candidate will be leading a small very collegiate, dynamic and forward-thinking team. The PE staff are committed to developing challenging, engaging and exciting learning experiences for our students. The team has a passion for PE and the successful candidate must share this enthusiasm. You will demonstrate a clear understanding of AQA GCSE courses, whilst contributing to maintaining and developing the existing KS3 curriculum. You will be able to demonstrate a secure track record of impact in achieving great outcomes and progress for all students.

All teachers at Castle Donington College are also Tutors. The pastoral care and monitoring of progress of students is an essential part of the teacher's role.

All our staff set high expectations. In all areas, they work closely to share best practice and drive school improvement. In a recent staff survey 100% of respondents said that Castle Donington College was a good place to work. We are committed to a happy, purposeful and secure environment that provides the opportunity for all to grow and develop.

Our staff are highly valued, well regarded and fully supported. We can offer a coherent programme of induction and we have a strong commitment to professional development. Your development will be a key priority for us, regardless of your experience. You will join a strong and supportive group of Middle Leaders who work very effectively to drive improvement across the school.

We welcome and encourage prospective candidates to come and visit, to meet our staff and students and to experience first-hand the ethos and values of the College.

# Our Ethos and Values

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At Castle Donington College, we are concerned, first and foremost with people. The staff and Governors are committed to delivering the best possible experience for all of our students. We care passionately about the quality of education we provide.

We consider traditional attitudes and values to be important and so aim to provide individual care and attention for each child and to create a stimulating environment so that effective teaching and learning can take place. Castle Donington College has the highest expectations of its students both academically and socially.

What students can expect from us:

- A challenging inclusive curriculum
- A wide range on curriculum activities
- Good and outstanding teaching everyday
- Targeted and timely support and intervention
- Outstanding pastoral care
- The highest expectations without exception
- Values rooted in respect, kindness, trust and support
- A safe learning environment free from disruption
- To be well prepared for next stage in education, training or employment and for adult life
- We know individual strengths and weaknesses of our students

What we expect from students:

- Excellent attitude to learning everyday
- A relentless desire to achieve in all areas
- Excellent attendance
- Impeccable conduct every day
- Curiosity and resilience
- To capitalise on advice and feedback in order to improve
- The highest aspirations for their futures

## Head of Physical Education (Maternity Cover) Job Description

<b>Job Title:</b>	Head of Physical Education	<b>Reporting to:</b>	Leadership Team
<b>Department:</b>	PE	<b>Salary</b>	MPS / UPS + TLR2b

### Safer Recruitment Statement

Castle Donington College is committed to safeguarding and promoting the welfare of pupils and young people and expects all staff and volunteers to share this commitment. This post is subject to a number of checks being carried out including References and an Enhanced level check by the Disclosure & Barring Service regarding any previous criminal record.

### Equality Statement

Castle Donington College is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 and the Equality Act 2010 to accommodate a suitable disabled candidate.

### Responsibilities of all Staff:

- To have an understanding of and always act within, the statutory frameworks which set out your professional duties and responsibilities.
- Treat all pupils with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries as appropriate to their professional role within the College
- Having a regard for the need to safeguard pupils' well-being in accordance with statutory provisions. To ensure all pupils are safe at all times.
- Show a tolerance of and respect for the rights and beliefs of others
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
- Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law
- To have proper and professional regard for the ethos, policies and practices of the College and maintain high standards in your own attendance and punctuality

### Role of all Teachers:

As an expert practitioner, to make the education of pupils your first concern. To be accountable for achieving the highest possible standards in work and conduct. Teachers at the College act with honesty, integrity and work in the best interests of the pupils at all times.

All teachers will:

- Encourage good progress and outcomes
- Demonstrate good subject and curriculum knowledge
- Plan and teach well-structured lessons
- Adapt teaching to respond to the strengths and needs of all pupils
- Make accurate and effective use of assessment
- Manage behaviour effectively to ensure a safe and productive learning environment
- Fulfil wider professional responsibilities
- keep themselves and others safe

### Responsibilities of a Middle Leader at Castle Donington College

To act as the professional lead for your department. Inspiring teachers and students to have a passion for your subject, continuously improving classroom practice and achieving excellent outcomes for all students by taking responsibility for:

- Ensuring the quality of teaching is good or better Implementing staff coaching and intervention strategies as well as having regard for staff welfare



- Identifying and sharing best practice internally and externally
- Demonstrating excellent subject knowledge
- Lead the quality of teaching in your department to ensure it always responds to the needs of all students
- Ensuring all students engage and make progress by making effective use of the available data to plan and deliver engaging lessons
- Ensuring that all students in your subject area achieve at least expected levels of progress and a high proportion exceed them
- Challenging underperformance effectively
- Lead and co-ordinate a full programme of extra-curricular opportunities including fixtures and year/ whole school events
- Effectively line manage relevant support staff (e.g. technicians, peripatetic, apprentices) and hold them to account
- Participate fully in relevant departmental audits, create action plans and show impact of follow up work
- Identifying, tracking, analysing and responding to data in relation to reporting on outcomes, to ensure that the highest outcomes possible are achieved
- Creating, evaluating and reviewing schemes of work that challenge, stretch and fire the imaginations of our students
- Challenging students by ensuring behaviour strategies are followed consistently in line with College procedures
- Ensuring that incidents of poor student behaviour are successfully dealt with to minimise disruption to learning
- Carry out appropriate duties and participate in/ lead meetings as defined by the relevant rota and calendar
- Lead the creation and delivery of a comprehensive inclusive extra-curricular offer for your department
- Be a form tutor
- Leading and supporting members of the department through the Performance Management /Appraisal process
- Manage the professional development of staff within the curriculum area and evaluate the impact on teaching and learning
- Ensuring all students engage and make progress by leading planning and pedagogy that includes differentiation, groupings and best use of teaching staff
- The procurement and effective use of resources for learning and use of the latest technologies for learning to ensure best student outcomes and experience
- Managing strategically the developments of curriculum demands to promote best practice and progress for all students
- Maintaining up to date whole school and department plans for area improvement and evaluating impacts
- Ensuring that there are rigorous quality assurance measures in place for the department
- Creating, coordinating and evaluating effective intervention to eradicate student performance gaps
- Being proactive in engaging parents in their child's learning and potential learning by providing parental education and support.
- Respond speedily to parental concerns and support staff within your department to do ensuring a positive outcome
- Engaging with and developing educational partnerships that enhance the learning and outcomes for our students by providing training, moderation, support
- Lead, coordinate and manage the Health and Safety requirements for the department including external Audits and any associated training for use of equipment
- Managing and administering the curriculum / relevant budget effectively
- Manage, co-ordinate and lead the provision of Remote Learning for your department for pupils with long periods of absence
- Contribute fully to the life of the College

And

Be expected to comply with any reasonable request from a manager to undertake work at a similar level that is not specified in this job description

The responsibilities listed above are subject to the general duties and responsibilities contained in the statement of conditions of employment and National Teaching standards.

This job description is current at the date shown, but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Reviewed Nov 2022



## Subject Leader: Physical Education

### Person Specification

**Please note that only applicants who can demonstrate that they can meet the criteria in the person specification are likely to be shortlisted for interview.**

**Applicants should be able to demonstrate how they meet the core criteria relevant to the post:**

Criteria Type E= Essential D= Desirable A= Application I= Interview	Identified By			
	E	D	A	I
<b>Experience</b>				
Successful experience of teaching Physical Education at KS3 and KS4	✓		✓	
Successful experience of teaching Physical Education at KS5		✓	✓	
Experience of Health Education Curriculum		✓		✓
Successful experience of Leading a Team		✓	✓	
Experience of successful extra-curricular provision		✓		✓
Excellent track record of positive outcomes for young people	✓		✓	
<b>Qualifications, Training &amp; CPD</b>				
Degree or equivalent qualification in the teaching of Physical Education	✓		✓	
Relevant Leadership Qualification		✓		✓
Training/ Qualification in Health Education curriculum / Sport		✓	✓	
First Aid Qualification		✓	✓	
<b>Keeping Children Safe in Education</b>				
Committed to safeguarding and promoting the welfare of children	✓			✓
Ability to work in a way that protects the safety and well-being of children & young people	✓			✓
Recent Safeguarding Training		✓	✓	
<b>Knowledge &amp; Skills</b>				
Ability to communicate effectively at all levels	✓		✓	✓
Have a secure subject knowledge	✓		✓	✓
Good organisational skills	✓			✓
Good literacy and numeracy skills	✓		✓	
Makes effective use of ICT in the classroom	✓			✓
<b>In addition to the above, you will have the right to work in the UK and also be expected to demonstrate how you meet the following general criteria:</b> <ul style="list-style-type: none"> <li>• Ability to work effectively in a team and relate to all people</li> <li>• Ability to stay focused whilst being able to problem solve and use own initiative as appropriate</li> <li>• Ability to organise, prioritise and complete tasks efficiently and effectively</li> <li>• Ability to communicate effectively and to impart clearly knowledge for the benefit of others</li> </ul> Flexible, adaptable and professional approach to work <ul style="list-style-type: none"> <li>• Openness to new ideas</li> <li>• Punctual, reliable and an ability to keep to deadlines Ability to maintain confidentiality</li> </ul>				
<i>We reserve the right to ask candidates who are shortlisted for interview to verify any statements made on their application form.</i>				

# How to apply

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Appointment of	Head of PE
Salary	MPS/UPS + TLR 2b (£5,023)
Start date	Spring Term 2023
Closing Date	9am on Friday 2 <sup>nd</sup> December 2022

To apply:

- Download an application form from East Midlands Education Trust website [www.emet.uk.com/vacancies](http://www.emet.uk.com/vacancies)
- On the application form, please focus on a detailed 'supporting statement' taking into account the person specification and indicating why you would be the best person for us to recruit to this position; set out your experience to date and what you feel you can contribute to the post; include information about your current expertise and experience. CVs will not be accepted.
- Please send completed applications forms to [recruitment@emet.uk.com](mailto:recruitment@emet.uk.com)

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safeguarding checks will be undertaken during the recruitment process.

We welcome applications from all who feel they have the qualities to contribute to this School regardless of age, gender, ethnicity or religion.

**Please be aware, as the applicant, you are responsible for ensuring your application reaches us before the deadline/closing date. Late applications will not be accepted.**