

BISHOP RAMSEY SCHOOL



SECOND IN PHYSICAL EDUCATION

BISHOP RAMSEY SCHOOL

CANDIDATE INFORMATION • SEPTEMBER 2022

Part of the Veritas
Educational Trust

VERITAS
— EDUCATIONAL TRUST —

INTRODUCTION FROM OUR EXECUTIVE HEADTEACHER

Dear Colleague,

I am delighted that you are interested in a position with us at Bishop Ramsey School which is part of the Veritas Educational Trust (VET).

This is a really exciting time to be considering joining Bishop Ramsey which is an extremely successful and consistently oversubscribed Church of England school. Our staff team is supportive and considerate and our caring ethos makes Bishop Ramsey a rewarding place to work.

We are committed to ensuring high standards and high aspirations, of active participation and of creating emotionally rich learning environments. This is an important part of the character of our school. We value our close local partnerships and genuinely collegial way of working.

We recognise that an excellent working environment requires excellent support and we are committed to providing exceptional training as well as support for staff wellbeing. I also appreciate that members of staff have families, personal commitments and lives beyond school and we go above and beyond what is expected in many schools to ensure that staff can fulfil these responsibilities also. Recognising and supporting our staff to get a good balance is very important to me.

As a Church of England school we have a caring Christian ethos and we value inclusion and diversity highly and actively celebrate our differences as a staff body and as role models for our students. We recognise that it is not necessary to be a practising Christian in order to support our Christian ethos and therefore we welcome applications from candidates from any background.

I do hope that the information enclosed here inspires you to make an application and look forward to welcoming successful applicants to our learning community for interview.

Dr Hilary Macaulay

Executive Head, Bishop Ramsey School
CEO, Veritas Educational Trust



"THIS IS A REALLY EXCITING TIME TO BE CONSIDERING JOINING BISHOP RAMSEY WHICH IS AN EXTREMELY SUCCESSFUL AND CONSISTENTLY OVERSUBSCRIBED CHURCH OF ENGLAND SCHOOL"

OUR VALUES AND AIMS

OUR VALUES

Bishop Ramsey School is a Christian Learning Community. We recognise that every individual is created in the image of God. We seek to nurture each member of our community to develop his or her skills and abilities in a positive and ordered learning environment, so that students mature into responsible and caring adults, and that all members of the school community recognise the value of every individual in God's eyes.

As a Church of England School we wish students to grow in the Christian faith. While being firmly committed to this, we encourage an understanding of and a respect for other faiths.

The principle of Christian stewardship underpins our approach to the use of the school's resources. Our approach to our relationships is based on the Christian view of God's love for each of his human children and of Jesus' command to forgive and love our fellows.

We base our approach to achievement and the provision of opportunities for development on Jesus' statement that he came to offer 'life in all its fullness' (John 10.10).

OUR AIMS

- Every learner is an empowered learner.
- Every lesson is an excellent lesson.
- Every day at school is a rich experience.
- Every relationship is a positive encounter.
- Each school community looks outwards and beyond.

We achieve our aims by:

- **Learning** so that every learner is an empowered learner and every lesson is an excellent lesson.
- **Loving** so that every day at school is a rich experience and every relationship is a positive encounter.
- **Living** so that students learn to look outwards to the world and beyond to God.



HILLINGDON AND THE SURROUNDING AREA



1



2



3

- 1 Pathway in Ruislip Woods
- 2 Manor Farm House in Ruislip, built in the 16th century
- 3 Hillingdon Court Park
- 4 View across Ruislip Lido
- 5 Windsor Street in Uxbridge town centre



5



4

The name 'Hillingdon' appears in the *Domesday Book* (1086) and Veritas Educational Trust has its offices at Ruislip in the northern part of the London Borough of Hillingdon.

Hillingdon is a large borough and borders the London Boroughs of Harrow, Ealing and Hounslow to the east and the counties of Buckinghamshire and Berkshire to the west and Hertfordshire to the north.

With excellent transport routes, including being the home of Heathrow airport, and with easy access to the A40, M4 and less than half an hour by train or tube into the centre of London, the borough benefits from many first-class schools, a wide variety of restaurants and different types of housing.

With a wealth of green spaces and parks, Hillingdon enjoys the advantages of being a London borough but has the feel of a suburban oasis.

A short drive or train ride across the northwest boundary into Buckinghamshire leads to the uncrowded, beautiful rolling green English countryside of the Chiltern Hills, most of which is designated an Area of Outstanding Natural Beauty (AONB), and a little further north west is Oxfordshire.

Many of our staff live in the surrounding Home Counties and choose to travel the relatively short distance into London to work.

THE EXPRESSIVE ARTS FACULTY

The Expressive Arts Faculty sits at the heart of Bishop Ramsey School.

The inclusion of the creative arts is an essential part of the school's balanced curriculum, by which all students can achieve their greatest potential. All staff are issued with laptops and all classrooms have audio and whiteboard facilities.

The Expressive Arts Faculty is multi-disciplinary comprising of 6 creative subjects - Art, Drama, Film Studies, Music, Photography and Physical Education.

Drama is taught to Years 7 and 8 and as an elective in Year 9. It is also offered at both GCSE and A Level. We offer Performing Arts at GCSE and Film Studies at A Level.

Music is taught to all students in Years 7 and 8 and is an elective option in Year 9. The topics studied develop students' performance, listening and compositional skills through different instruments and students have access to notational and sequencing software. Music is offered at both GCSE and A Level.

Photography is offered at GCSE, following the OCR specification. Photography is also an option for A Level students.

Physical Education is taught to all students in Years 7 – 11. Across each year students will follow and be assessed on a themed curriculum based on their year focus. Students wishing to continue their studies in Physical Education can choose the very popular A-level option in the Sixth Form.

Art is taught to all students in Years 7 and 8 and is an elective option at Year 9. At GCSE students are offered either Art and Design or 3D Art and Design. A Level Art and Design is offered in the Sixth Form.

Art, Music, Drama and Physical Education all have their own department offices.

The Art Department offers specialist skills in Fine Art, Ceramics, Photography, and Printmaking.

The Music Department has well-equipped dedicated music rooms, with additional practice spaces and a music technology room, including a large mixing desk and computers.

The Physical Education Department has a large, recently extended, sports hall, including a small gym space, a multi-use games area, a large dance studio, further hard-standing courts and a large field.

The Drama/Film Studies Department has a state-of-the-art drama studio with the ability to split into 2 smaller teaching spaces. There is an excellent arrangement of stages and lighting in the main hall for productions and performances. The technical production side of performances has excellent equipment to back up a huge interest from students who wish to support shows in a technician role.

The Faculty makes a significant contribution to the wider life of the school. We run a large number of extra-curricular opportunities feeding into larger showcases, including sports events, music concerts, art showcases, supporting drama productions, House events and many more.

We place a large focus on student leadership and have a vast number of opportunities for students to assist in the running and organising of projects within school across all the departments in the Faculty.

The Faculty works closely with trainee teachers in the Hillingdon SCITT and with Department Leads also working as Subject Leads to the trainees. This often means there are new and exciting ideas coming from the trainees that we work with, who are often placed in our departments.

We hope this brief synopsis has given you something of the flavour of the Expressive Arts Faculty at Bishop Ramsey. We extend a warm welcome to new members of our diverse, friendly and supportive faculty.

INFORMATION ABOUT THE POST

SECOND IN PHYSICAL EDUCATION

Grade/salary MPS/UPS + TLR 2A

Reporting to Head of Physical Education

Direct reports (directly) Named teacher in the Physical Education Department **(indirectly)** Supply staff, support staff assisting the work of the Department

Contacts (internal) All teaching and support staff **(external)** Parents/careers and Trustees

MAIN PURPOSE OF THE POST

- To assist the Head of Department to ensure that the Department is well led and managed and follows the strategic direction and developments published for the Department.
- To assist the Head of Department to manage the teaching and learning of all the students in the Department by ensuring that the curriculum needs of students in the Department are catered for through leading the provision of extra-curricular activities and that those students can make effective progress with their studies and achieve their full potential.
- To assist the Head of Department to lead and manage all the staff working within the Department to ensure that the teaching delivered by those in the Department is of the highest possible standard.
- To provide quality assurance by evaluating the teaching and learning of all students in KS4, ensuring that teaching and learning are of the highest standard through effective monitoring processes within the Faculty.

KEY TASKS AND RESPONSIBILITIES

1 Accountabilities

- As the 2nd in the Department and Teacher in Charge of the teaching and learning of KS4 (in the first instance) you are accountable to the Head of Department for the standards achieved and the progress made by the students taught by the Department; for the quality of teaching in the Department within your curriculum area and for the extra curricular activities offered to the

students within the Department across all Key stages.

- The post holder will be professionally accountable for the work of all staff working within KS4, acting as the Professional Review Manager for staff as indicated in the Staffing Structure.
- To assist the Head of Department in the day to day running of the Department.

2 Key tasks

- To uphold the ethos, aims and administration of the school.
- To act as a role model for the Department.
- To safeguard and promote the welfare of children and young people, and to follow school policies and the staff Code of Conduct.
- To become involved in and to initiate activities which help the school to improve the teaching and learning of its students.

3 Strategic direction and development

- To develop a well designed and well resourced curriculum consistent with the school's aims and objectives and the requirements of the National Curriculum and Examination Boards, which meets the needs of all the students taught by the Department.
- To be the lead person in the evaluation and review of the schemes of work produced for the curriculum area you are accountable for.
- To be the lead person in the Department to advise on the content of courses within your area.
- To assist in the evaluation and review of Programmes of Study, Faculty policies and the Department Handbook on an annual basis.
- To assist in the production of an annual improvement plan, where key priority areas for development are clearly identified, especially for the areas of interest outlined in this job description.

- To assist with the review of the improvement plan throughout the year, in consultation with other members of the Department.
- To liaise with other Heads of Faculty/Heads of Department, Directors of Learning and Achievement, Leadership Team and with trustees, parents, primary schools and the wider community as appropriate.
- To work with other faculties/departments to encourage extra curricular links and take the lead in delivering certain areas.

4 Management of teaching and learning

To ensure that all members of the Department are aware of school and Faculty policies and act on them.

- To encourage the use of good practice in the delivery of the curriculum by holding meetings and coaching workshops.
- To ensure that students' experience of learning the subject is enriched by appropriate opportunities to use ICT.
- To encourage the use of good practice by taking part in/organising a programme of classroom observations for all members of the Department each year, as per the Faculty Monitoring Programme.
- To make use of the student data and learning styles of each teaching group to support members of staff to develop appropriate teaching and learning strategies.
- To support all members of the Department in the use of Teaching Assistants so that the teaching and learning of students in the teaching group is enhanced.
- To arrange and review setting arrangements in line with school procedures.
- To be responsible for incorporating the teaching of Citizenship themes into schemes of work across the Department and for liaising with the Citizenship Co-ordinator.
- To ensure that cross-curricular themes are taught within the relevant subject area as required.

- To design relevant assessments, consistent with the demands of the National Curriculum and Examination Boards.

5 Leading and managing staff

- To be the line manager of named colleagues, as indicated in the school's line management structure.
- To support other members of the Department with strategies to encourage good behaviour in the classroom.
- To identify and support the professional development of colleagues in the Department.
- To act as a mentor, responsible for the support and guidance of ECTs and SCITT Trainees working within the Department.
- To assist with the administration of the examination courses at GCSE.
- To act as a Review Manager in the school's Performance Appraisal Process.
- To ensure that the Department carries out its duties and responsibilities under Health and Safety Regulations

6 Efficient and effective deployment of staff and resources

- To maintain an attractive learning environment and displays of students' work in a designated area.
- To ensure that the reports written by you are detailed, accurate and are available according to the published timetable.
- To be part of a duty team as per duty roster.
- To ensure that the required materials are ready for each lesson.
- To keep the Head of Department and the Year Director informed of all developments within each teaching group at KS4 and within the Form group.
- To carry out your duties and responsibilities under Health and Safety Regulations.
- To show a willingness to work as part of a team.

7 Leading and managing students

- To support the induction of students into each year within the context of a caring Christian community.
- To ensure that students in your teaching groups are aware of the standard of their work and what they need to do to progress to the next level or grade.
- To ensure that all students are aware of the standards of behaviour expected from them both inside and outside the classroom.
- To monitor the attendance of individual students by checking subject registers on a weekly basis and provide data as required.
- To promote good behaviour among the students you teach and all those you come into contact with in line with the school's Behaviour Policy.

8 Quality Assurance

- To ensure that relevant and differentiated homework to support the examination courses is given according to the published timetable.
- To assist the Head of Department to ensure that all students in all teaching groups are aware of the standard of their work and what they need to do to progress to the next level or grade.
- To ensure that the marking of students' work is in line with the school's Common Marking Policy and Assessment Policy.
- To assist the Head of Department to ensure the monitoring and moderation of the marking of students' work for internal and external purposes is carried out across the Key Stage as per the Faculty Monitoring Programme.
- To ensure that accurate and meaningful records of students' progress are kept across the Department and disseminated to all members of the Department.
- To ensure that Department keeps accurate and meaningful records of assessments carried out during each Key Stage as part of the requirements of the National Curriculum and Examination Boards and that they are in line with the school's Assessment Policy.

- To ensure that the reports written by teachers delivering an Examination Course are detailed, accurate and are available according to the published timetable.
- To observe colleagues at work across the Department to aid their future professional development and to inform judgements made about the teaching and learning received by the students.
- To assist with the tasks required to ensure that the published Department Monitoring Programme is carried out.

9 School responsibilities

- To attend all meetings in line with the school's calendar within your allocation of directed time e.g. faculty meetings, year team meetings, staff meetings, consultation evenings.
- To ensure that the administration of the Department, and the school is carried out efficiently, as laid down in the Staff Handbook and Faculty Handbook.
- To act as a Form Tutor and carry out the functions as described in the document 'The Role of the Form Tutor'.
- To be aware of the professional and legal responsibilities required of a teacher at Bishop Ramsey School.
- To be punctual for classes and duties etc.

10 Other tasks

- To undertake such teaching duties as required by the Executive Head in accordance with teacher regulations currently in force.
- To deputise for the Head of Department as appropriate.

PERSON SPECIFICATION

E Essential **D** Desirable **A** Assessed by application **I** Assessed by interview process

Qualifications and requirements	E	D	A	I
Honours Degree or equivalent	●		●	
Qualified Teacher Status	●		●	
Attendance at relevant Staff Development	●			
Experience	E	D	A	I
A proven record of excellent classroom teaching	●			●
Some evidence of interests outside your main teaching area		●	●	●
Experience of teaching across Key stages 3 and 4	●		●	
Experience of teaching A Level		●	●	●
Experience of school responsibilities, which have provided a thorough preparation for this post		●	●	●
Experience of contributing to extra-curricular P.E. activities	●		●	●
Skills and abilities	E	D	A	I
Knowledge of current educational issues to provide direction and leadership for the faculty	●			●
To be able to use student data effectively to monitor the progress of individual students and to compare the standards achieved by the faculty	●		●	●
A knowledge of Information Technology to carry out the key tasks outlined	●			●
Administrative and time management skills to support the work of the staff	●			●
Management skills to create and foster commitment and confidence among staff		●	●	●
The ability to communicate effectively with students and adults	●			●
Personal Qualities				
Commitment to the best interests of students	●			●
Willing and able to take responsibility	●		●	●
Enthusiasm and sense of humour	●			●
The ability to create and foster a team approach to the work of the Department		●		●
The ability to motivate, guide and support colleagues		●		
An ability to co-operate with colleagues	●			●
Reliability and integrity	●			●
A commitment to your own development as a leader and as a teacher	●		●	
Special Requirements				
Sympathy with the aims of a Church school and support for the ethos and mission statement of Bishop Ramsey Church of England School	●		●	●

APPLICATION AND SELECTION PROCESS

OUR CANDIDATE CHARTER

We want every candidate to have an informed, engaging and positive experience, and to support this we've created our Candidate Charter which outlines our commitment to you.

We will:

- provide you with clear, accurate and timely information;
- give you the opportunity to ask questions – and we will ensure you get the answers you need;
- respond to enquiries promptly, and usually within 24 hours during the working week;
- adopt a fair and consistent assessment process;
- make sure you have all the documentation and details you need for an interview, well in advance;
- provide you with real insight about what it's like to be part of our team;
- ensure all offers are fair and equitable; and
- seek feedback on your experience at every opportunity, so we can continue to improve.

In return we ask that you:

- be honest and upfront about your experience, aspirations and motivations;
- provide open and accurate information when submitting an application;
- always give yourself the best opportunity to succeed – research who we are and how we work;
- let us know if situations change in relation to your interest – and help us understand why; and
- prepare yourself for interview and let us know how we can support you.

OUR COMMITMENT TO YOU

- **Transparency** We will treat you with respect, honesty and fairness.
- **Protecting your privacy** We will ensure your information is secure and handled sensitively.
- **Understanding** You will be given everything you need to make informed decisions.
- **Showcasing talent** We will provide a good opportunity for you to share your skills, experience and potential.
- **Feedback** We will provide constructive feedback professionally and promptly.
- **Listening** We welcome feedback and we will act on what you have to share.
- **Inclusivity** Our hiring decisions align with our commitment to create a high-quality, diverse and inclusive workforce.



WE WANT EVERY CANDIDATE TO HAVE AN INFORMED, ENGAGING AND POSITIVE EXPERIENCE – OUR CANDIDATE CHARTER OUTLINES OUR COMMITMENT TO YOU

SAFER RECRUITMENT IN EDUCATION



Veritas Educational Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

The aims of our Safer Recruitment Procedures are to help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them.

WHAT WE WILL PROVIDE

All applicants for all vacant posts will be provided with:

- a job profile outlining the duties of the post, including safeguarding responsibilities;
- a person specification which will include a specific reference to suitability to work with children; and
- a Veritas Educational Trust application form.

All applicants will be required to complete this application form, containing questions about their academic and full employment history and their suitability for the role.

In addition, all applicants will be required to account for any gaps or discrepancies in employment history.

REFERENCES

References will be requested at the selection stage directly from the referee. They will be asked about:

- the referee's relationship with the candidate;
- details of the applicant's current post and salary;
- performance history and conduct;
- any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired;
- details of any substantiated allegations or concerns relating to the safety and welfare of children; and
- whether the referee has any reservations as to the candidate's suitability to work with children.
- If the referee has any reservations, the Trust/school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

INTERVIEWS

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

PRE-EMPLOYMENT CHECKS

An enhanced DBS check is required for all successful applicants. Prohibition and overseas checks will also be completed if necessary.

**VERITAS EDUCATIONAL
TRUST IS COMMITTED
TO SAFEGUARDING AND
PROMOTING THE WELFARE OF
CHILDREN AND YOUNG PEOPLE**

HOW TO APPLY FOR THIS POSITION



INFORMATION FOR APPLICANTS

CLOSING DATE

The closing date for applications is **Monday 3rd October 2022 at 10.00am** with interviews commencing in the week beginning **Monday 10th October 2022**.

APPLICATION FORM

An application form is available online at www.bishopramseyschool.org/page/default.asp?pid=398.

It must be completed in full and applicants should directly address the skills and experience outlined in the person specification. An Equal Opportunities Monitoring Form must also be completed and this can be found at the same link.

Once completed, both forms should be emailed to recruitment@bishopramsey.school.

EXPENSES

Veritas Educational Trust will reimburse reasonable travel and accommodation costs to candidates attending interviews. You should retain copies of all receipts in relation to expenses incurred.

MORE INFORMATION

For more information about this position, or to have a confidential discussion about the role, please contact Liz Treadaway, PA to the Executive Head and CEO, on [01895 671 051](tel:01895671051) or at ltreadaway@bishopramsey.school.

We look forward to hearing from you.

BISHOP RAMSEY SCHOOL



Bishop Ramsey School

Hume Way
Ruislip
Middlesex HA4 8EE

T [01895 639227](tel:01895639227)

Veritas Educational Trust

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