



Curriculum Team Leader of Physical Education

Candidate Information Pack



Sackville School

TOGETHER WE ACHIEVE

Dear Applicant,

We are delighted that you are looking to join our team.

Sackville is a vibrant school, with supportive families, colleagues and students who behave well and are a genuine delight to be around. This is a harmonious and happy place to work, with colleagues who want the very best for our students and work hard to achieve it. Our motto of 'Together We Achieve' very much resonates throughout the school.

Our academic standards are high, and our students make good progress with Progress 8 consistently being above average. We regularly have students achieve places at Oxbridge, with many more going on to Russell Group and other universities. However, as a truly inclusive and comprehensive school, we are equally proud of the students who successfully move on to apprenticeships, and into employment or training to meet their personal ambitions.

Pastoral care and the support we give students to achieve in life and in learning is of equal importance to us. We believe that every member of our team has a part to play in this and is central to the success of our new smaller Communities system, putting student engagement, wellbeing and success at the heart of all that we do and aspire to.

We believe in offering a broad and balanced curriculum in which trips, visits, clubs, charity work and competitions play a vital part. Our ambition is for our students to leave us with the best grades possible to support the next step of their journey, but we will only have fully achieved our vision if they also leave as well rounded, confident and curious young adults who believe in themselves, that anything is possible and go on to achieve great things in their future.

We offer a wide variety of extra-curricular provision. Art, drama, music, sport and debating are all very strong at Sackville and we are very proud of the level of success that has been achieved in these valuable curriculum areas, as well as the opportunities given to provide inclusive and enriching activities for all.

We are a 'Leading Edge' school, with recent awards from the SSAT for our work on Professional Learning, Principled Curriculum Design, Engaging with Evidence and Research and Leadership Through Moral Purpose. The provision of high quality teaching and learning is fundamental to our success and staff really value the collaborative opportunities for professional dialogue and training, both within our own school, across our Federation of schools and through national networks such as the SSAT, Challenge Partners and PiXL.

"Our vision is for a safe and inclusive community that enables every student to reach their full potential and develop a love of learning, by living our values every day".

Our fundamental belief is that every student has potential, gifts, and talents. It is our job, no matter what role we have in school, to provide the opportunities, challenge, guidance, and support that enables them to truly flourish. We have high expectations of our students who we expect to work hard, live our values and fully engage in school life every day.

- Are you an inspirational teacher and/or leader with the ability to inspire young people and colleagues alike?
- Do you share our philosophy of high aspiration and expectations for all students?
- Are you someone who believes that by fostering positive and collaborative relationships between students, families and school, there are no barriers to learning that cannot be overcome?

If so, then we would love to hear from you.

If you think this could be the role for you, we encourage you to come and visit to see for yourself or arrange to have an informal conversation with us. Visits can be arranged by contacting kdawson@sackvilleschool.org.uk or telephoning 01342 414900. An application pack is available from our school website at www.sackvilleschool.org.uk.

Yours faithfully

Jo Meloni
Headteacher

Curriculum Team Leader of Physical Education

MPS/UPS plus TLR 1a (£9,272)

Required for September 2024 a full time permanent, enthusiastic and talented Curriculum Team Leader of Physical Education to teach and lead classes across Key Stages 3, 4 and 5. Sackville's PE department is a thriving team of experienced teachers who have a proven track record of supporting our students in achieving great outcomes and enjoys a healthy take up by students in KS5. The post has arisen after the retirement of a long standing colleague of over 20 years and we are extremely proud of the reputation the department has in the local community.

The department offers a wide range of sports in the core PE curriculum which all students study in Years 7 to 11 for four hours a fortnight. We are committed to this in order to help develop a love for being active and leading a healthy lifestyle. We also offer GCSE and A Level PE, as well as CNAT Sport (L2) and CTEC Sport (L3) to ensure a really broad and inclusive curriculum offer.

The department is very well resourced with a full sports hall, two gymnasiums and a fully kitted fitness suite. There is also a dedicated teaching room which has a suite of computers. There are also two PE staff rooms to aid collaboration. The Curriculum Team Leader is well supported by a second in department and the wider team. There is strong collaboration and support amongst the team, with joint planning and CPD at the centre of team meetings.

This is an exciting time to be joining a successful department as they look to develop even further. We are looking for a hardworking, energetic and enthusiastic person to contribute to the further development of this area.

Sackville is a popular and oversubscribed large, mixed, 11-18 comprehensive with 1700 students on roll. It is an exceptionally friendly and supportive community built on strong relationships which allow every student to thrive. We invest in our staff, enabling them to pass on their knowledge and love of their subject such that our students are given the very best experience and opportunities to succeed. We have acquired a deserved reputation for fighting for every child, to support every student in achieving their full potential and developing a lifelong love of learning.

High value is placed on providing ongoing professional development and engaging in educational research. We are looking for someone with the skills, enthusiasm and ambition to join our team and to achieve our ambitious aims for all of our students.

Our GCSE results are consistently strong with extremely positive progress 8 scores. Our A level progress is at the top end of all local authority providers. The school has outstanding and bespoke CPD opportunities for career progression.

Closing Date: Tuesday 16th April at 9am **Interview date:** Friday 19th April

We reserve the right to shortlist and interview prior to the closing date, so early applications are encouraged.

Further details are available on our website www.sackvilleschool.org.uk or from Mrs K Dawson PA to the Headteacher, on 01342 414900. An application form, safer recruitment form and letter of application addressed to the Headteacher, should be sent to the Headteacher's PA via kdawson@sackvilleschool.org.uk



Sackville School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post is covered by the Protection of Children Act and any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service. It should be noted that it is a requirement of the Governors of Sackville School that candidates should, whenever possible, name as referees current and former employers (via Heads or Principals where employment at educational institutions is concerned).

JOB DESCRIPTION

You are required to carry out the duties of a school teacher as set out in the School Teachers' Pay and Conditions Document.

As a CURRICULUM TEAM LEADER you are also responsible for:

LEADERSHIP

School

- Ensure departmental and school improvement through the implementation of the school development plan and school policies.
- Supervision and guidance of students and staff.
- Represent the department at Curriculum Team Leaders' meetings and proactively support wider school development priorities.
- Develop a program of whole school inter-community events which will seek to engage students in a new way

Team

- Induction and guidance of all PE staff
- Monitoring and management of all departmental work including assessment.
- Effective chairing of calendared team meetings including the sharing of agendas and action points.
- Represent the department at Curriculum Team Leaders' meetings.
- Support the safer recruitment process of new colleagues.
- Lead in the professional development of your team, keeping the team informed of curriculum development and policy implementation.
- Implement and participate in our performance development review process (appraisal).

MONITORING STUDENTS' EXPERIENCE

Attendance:

Ensure effective practice in accordance with the school policy.

Behaviour:

- Effectively manage students' behaviour in accordance with the school Culture for learning policy, applying appropriate departmental rewards and sanctions, including promoting the use of restorative approaches to behaviour management and establishing positive relationships with students and families.

Records:

- Ensure that procedures are carried out so that students' records are accurate, updated and accessible e.g. attendance registers, internal communications, reports.

Reporting:

- Organise and administer appropriate and effective report writing to parents/carers, as identified in the school monitoring evaluation and review calendar.

Uniform:

- Monitor the standard of uniform and PE kit across the department in accordance with school policy and deal with any variations.

CURRICULUM

- Lead the team in planning for departmental improvement including the effective implementation of whole school priorities.
- Lead in the development and regular revision of appropriate schemes of learning that include assessment and adaptations in planning for effective teaching and learning for all students in accordance with school guidelines.
- Build an even broader extra curricular program which allows all students a chance to access sports at Sackville.
- Develop a clear and well structured curriculum across all student groups to promote engagement and inclusion
- Monitor and account for the quality of teaching and learning in the department, to include regular lesson observations, monitoring the standards and effectiveness of feedback through work sampling, moderation, analysing the quality and regularity of homework, maintenance of appropriate records.
- Lead and advise on classroom management and the development of high quality teaching and learning.
- Liaise closely with Community Leaders to monitor student progress and agree interventions to raise achievement.
- Ensure the effective organisation of clubs, trips and visits.
- Manage the effective provision of all resources, human, financial and physical.

ASSESSMENT

- Ensuring clear and effective methods of assessment in lines with national and school policies.
- Ensuring that all relevant prior and current performance data is used to monitor individual student progress.
- Ensuring KS3, KS4 and KS5 attainment targets are met using all appropriate strategies for improvement and student support.

HEALTH AND SAFETY

- To ensure the health and safety of all students and to report concerns to the line manager promptly.

SAFEGUARDING

- Follow all school safeguarding procedures and policies.

To be alert to issues of safeguarding child protection ensuring that the welfare and safety of children attending School is promoted and safeguarded and to report any child protection concerns to the designated Child Protection Officer using safeguarding policies, procedures and practice.

Prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed.

Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g. Children's Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation. This job description should be read in conjunction with, 'Clarification notes on the exercise of professional duties for all teachers, other than head teachers'.

This job description may be amended at any time following discussion between the Headteacher and member of staff and will be reviewed annually. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

PERSON SPECIFICATION

Curriculum Team Leader of Physical Education

You will be required to have full commitment to all school policies and to safeguarding and protecting the welfare of children and young people.

Education and Training	Essential	Desirable
Qualified teacher status	✓	
Willingness to develop own expertise	✓	
Knowledge of all recent developments in your subject area	✓	
Recent relevant in-service training	✓	
Experience		
Very successful teaching record	✓	
Successful leadership and management of a team		✓
Successful participation in and understanding of curriculum development	✓	
Involvement in extracurricular activities		✓
Evidence of working with partner schools (secondary or feeder)		✓
Abilities and aptitudes		
Clear communication skills (spoken, written and use of ICT)	✓	
Very good organisational skills	✓	
Very good interpersonal skills	✓	
Ability to work well as part of a team	✓	
Ability to think creatively and to problem solve	✓	
Willingness to make a positive contribution to the wider life of the school	✓	
Other requirements		
Commitment to promoting our school vision and values	✓	
Commitment to the school and Local Authorities Equal Opportunities Policy and Practice	✓	
Excellent attendance and punctuality record	✓	
A commitment to ongoing personal development and willingness to undertake appropriate training	✓	

Appointment to the post is subject to a satisfactory enhanced DBS check. The post is exempt from section 4(2) of the Rehabilitation of Offenders Act 1974, as the duties give access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes

Physical Education Department

Physical Education is a well-established department within the school and wider school community. Each member of the department is an integral part of the team, working together, sharing ideas and developing resources. We have extensive facilities including a large sports hall, a well-equipped fitness suite, two smaller halls, as well as plenty of outdoor space including fields, netball courts and redgra based hockey pitches/running track. The ethos of the Faculty is one of teamwork, enthusiasm and a sense of purpose. We have ten members of the department in total, who all bring a wealth of expertise, great sense of humour and support for one another.

Key Stage 3 (Years 7, 8 and 9)

Our programme of study and schemes of work ensure coverage of the National Curriculum requirements and offer our students a variety of activities and opportunities to develop the core skills needed in most physical activities. Assessment at KS3 is continual; we encourage students to assess their own progress, setting targets in consultation with the teacher.

GCSE and Cambridge National (Years 10-11)

Students are entered for the AQA GCSE exam or the Cambridge National Award in Sport. This allows us to cater for all students who are interested in examination based physical education and to tailor our programmes to support the needs of different learners.

At KS4, we also run a leadership programme for many of our students, which then allows them to support our wider community through our primary partnerships.

A Level and Cambridge Technical (6th Form)

Students are entered into the AQA A Level exam or the Cambridge Technical Award in Sport and we regularly have at least one class studying each. Our 6th form students are fantastic role models for our younger students and regularly assist within lessons and extra curricular activities.

ICT

We are fortunate to have our own ICT resources with networked machines in our PE classroom as well as an interactive whiteboard. We also have chromebooks that are used within the department.

Extra-Curricular

Our extra curricular programme is one of the main strengths of the department. We offer a wide variety of clubs and activities to encourage as many students as possible to get involved. We also compete in a whole host of sports and activities in order to further develop our students and help them to find lifelong activities and develop more advanced skills and tactics. Throughout the year we also host interform competitions for all students to take part in as well as sports days at the end of each year. We have an annual gym and dance display which involves the whole school, a sports awards evening and a year 11 superstars competition.

Why Sackville?



CONTINUED PROFESSIONAL DEVELOPMENT

- We are committed to developing all of our staff
- Comprehensive programme of CPD is available to all staff
- Tailored approach to fit the individual and their own needs and ambitions
- Membership of a number of external organisations designed to aid training and development across the school



COMMUNITY

- A supportive and friendly staff group who will always go the extra mile for each other
- Weekly 'Staff tea' to bring colleagues from across the school together
- The school plays an important part in the local community, and is committed to working with local groups and charities



STAFF WELFARE

- We subscribe to the Employee Assistance Programme
- Supportive community based on support and wellbeing
- Full free access to our fitness suite



MID SUSSEX FEDERATION of SCHOOLS

- We work in close collaboration with our Federation schools including
 - Joint INSET
 - Cross federation coaching to support leaders & teachers

LOCATION

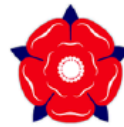
- Beautiful historic town with a positive town identity
- East access to London, Brighton and Tunbridge Wells
- On the doorstep of the South Downs National Park and the Surrey hills
- A few minutes from the stunning Ashdown Forest, home of Winnie the Pooh and friends.



FINANCIAL

- We offer competitive salaries at all levels
- Staff have access to the Teacher's pension or Local Government Pension Scheme
- Access to the West Sussex Choices platform with an array of discounts and savings across major brands





Sackville School

TOGETHER WE ACHIEVE

Our vision is for a **safe** and **inclusive community** which enables every student to reach their full **potential** and develop a **love of learning**, by living our **values** every day.

Our
Vision

Our
Purpose

- ✓ To ensure students develop a **lifelong love of learning**
- ✓ To provide an **engaging, broad, and knowledge-rich curriculum** through **high quality teaching and assessment**
- ✓ To ensure all students achieve their **potential** regardless of their ability, we **fight for every child**
- ✓ To plan an **ambitious programme of professional learning** for all staff, using **research and evidence** to guide their development
- ✓ To prepare students for the **world of work** and to live fulfilling adult lives as **global citizens**
- ✓ To work closely with other professionals and agencies to serve the needs of our **community**

Together
We
Achieve

Sackville
Way

Our
Values

#SWAY

- ✓ RESPECT
- ✓ KINDNESS
- ✓ PREPARED



PO **S** ITIVITY
A **A** MBITION
C **C** OMMUNITY
TEAMWOR **K**
INCLUSI **V** ITY
CUR **I** OSITY
RESI **L** IENCE
EQUA **L** ITY
HON **E** STY

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