



HARTFORD
CHURCH OF ENGLAND
HIGH SCHOOL

**HEAD OF PE & SPORT
APPLICANT PACK**

**JANUARY 2026
TO START EASTER 2026**

INTRODUCTION

Dear Candidate

We are delighted to welcome applications for the permanent role of Head of PE and Sport at Hartford Church of England High School. Our school is a great place to work! We have brilliant students, talented and committed staff and supportive parents. Our most recent Ofsted inspection in June 2023, demonstrated that we were a good and improving school and our ambition is to make Hartford Church of England High School an outstanding place to learn and work. Two years on, we are well on our way to achieving that goal.

It is an exciting time to join us and become the leader of Physical Education and Sport! We have superb facilities and, across the faculty at Key Stage 4, options of GCSE Physical Education and BTEC Sport are extremely popular choices.

The Physical Education department offers all students a broad, balanced curriculum in a safe and welcoming environment. Hartford Church of England High School is a leading sports establishment and is the hub site for the Vale Royal School Sport Partnership. One of our PE teachers is employed as a School Sports Coordinator, for a period of time each week.

Within the curriculum we aim to teach students how to lead healthy lifestyles and we want them to excel and reach their full potential. Students have 2 hours of timetabled PE weekly, in line with government targets, but we encourage at least 5 hours of PE and sport through curriculum and extra-curricular activities.

Our extra-curricular programme includes traditional team sports as well as Badminton, Dance, Darts, Gymnastics, Table Tennis and more which are participated in at lunchtime and after-school clubs. Through the School Sports Partnership, we work alongside local clubs and work with qualified coaches. Our teams compete at a high level in local leagues, with additional 'B' and 'C' teams. We have strong links with external partners for sports including rugby, netball, cricket, golf, athletics, rowing, basketball and football, as well as professional clubs like Liverpool, Port Vale and Stoke City. Many of our students excel in sport, where they represent the local district or wider regions in particular fields.

As a former sports college, Hartford Church of England High School boasts state-of-the-art facilities: a 4-court Sports Hall, FA regulation 3G pitch, fitness suite, dance studio, 3-court tennis dome, 3 grass football pitches, a rugby pitch and a multi-sport all-weather pitch. Across the school campus, we are blessed with exceptional facilities, with a suite of new and modern buildings for students to learn in.

We are increasingly popular as the first choice for parents when selecting high school provision in the Northwich area. This means that the children who join us are enthusiastic to learn and are great to teach. It also means that we have hugely supportive parents who contribute to our school community alongside committed staff and expert governors.



Aside from the curriculum, at Hartford Church of England High School we focus on the importance of personal development, high expectations and care for one another across the school community. Our Family System and SEND team, provide further depth to pastoral support and enhance our inclusive approach and philosophy. All that we do is centred around our core HART values of Happy, Achieving, Ready, Together, built on the Christian foundation of Love (caritas) and Truth (veritas).

We invest heavily in CPD for middle leaders, many of whom have undertaken NPQ qualifications. The Head of PE and Sport will join a team of talented Heads of Department who are expert teachers in their subjects and who work collaboratively, alongside the Deputy Headteacher to drive improvements in teaching and learning, the curriculum and achievement at Hartford Church of England High School. Strong emphasis is placed on teamwork and ensuring that staff come together on a regular basis to support one another across the school.

Our school is at the centre of the community in Hartford, and we are constantly looking to strengthen our commitment to one another, no matter what stakeholder we are. We have extremely close working relationships with the Diocese, the local authority and colleagues in other schools.

If you share our vision and values and are determined to bring out the best in young people, providing them with the best possible educational experience in PE and Sport, we want to hear from you!

Should you choose to apply for the role of Head of PE and Sport, I look forward to receiving your application. If you would like to tour the school in the meantime and find out more about the role or see what working at Hartford Church of England High School has to offer, you are more than welcome to do so. Please contact Sara Morris, our Business Manager: Personnel, to arrange a visit.

I look forward to welcoming you to Hartford Church of England High School in the near future.

Rachel Pickerill

Headteacher



KEY INFORMATION

Job role: Head of PE and Sport

Starting Date: Easter—20th April 2026 or as soon as possible thereafter

Salary: TLR2a £8,610 per annum

Contract Details: Permanent

Closing Date: Tuesday 27th January 2026 at 9:00am

Interviews: Monday 2nd February 2026

Benefits:

There are a range of benefits for staff who work in our school community. These include:

- Membership of the Teachers' Pension Scheme.
- An Employee Assistance Programme with a helpline providing support and advice on personal and professional issues.
- Working Rewards provides discounts and offers on all the major retailers as well as access to salary sacrifice schemes
- Access to an on-site fully equipped gym.
- Staff events and sporting activities to support the school family system.
- Optional staff collective worship.
- Daily free tea and coffee as well as other refreshments throughout the school year.



JOB DESCRIPTION

Head of PE and Sport TLR 2a £8,610

UPS/MPS

The role of a Head of PE and Sport at Hartford Church of England High School is to provide strategic vision, leadership and management to the PE and Sport Faculty. The Head of PE and Sport will work collaboratively with colleagues to ensure the highest standards of curriculum planning, teaching and attitudes to learning for all students in the faculty, ensuring every student achieves the best possible outcomes. They will ensure that the standard of all aspects of education within their faculty continually evolves and improves to meet the needs of all students.

The Head of PE and Sport will be a highly motivated and innovative curriculum leader who is able to enthuse, motivate and inspire staff and young people alike. Prior to their appointment at Hartford Church of England High School, the Head of PE and Sport will have gained skills, knowledge and experience to be a curriculum leader in PE. They will have outstanding management and communication skills possessing the ability to effectively enthuse and challenge staff and young people in equal measure. Good teamwork, the highest of standards, determination and resilience will have been at the core of their success in their career to date and be at the heart of their role as Head of PE and Sport in the future.

The areas of responsibility outlined below refer to all areas of PE and Sport.

Teaching, Learning and Assessment

The Head of PE and Sport is responsible for ensuring that the highest standards of teaching, learning and assessment are provided across all areas of PE and Sport. The Head PE and Sport will:

- Ensure that all staff and students fulfil their potential by creating a culture of high expectations, aspirations, ambitions and scholastic excellence across the Faculty.
- Ensure that Teaching and Learning across the Faculty is consistently engaging, appropriately challenging and suitably differentiated so that all students make at least expected progress across PE and Sport
- Ensure that assessment information is used to plan appropriate teaching and learning strategies, in order that all students make at least good progress and achieve well.
- Ensure that assessment is both regular and thorough and that full records of work (e.g. Controlled Assessments, trackers, are kept by members of the Faculty).
- Ensure the school's policy for marking and feedback is consistently applied across the Faculty.
- Ensure that effective homework is set and monitored across the Faculty in line with school policy
- Where necessary provide remote learning, ensuring quality assurance processes are in place to monitor its quality and impact.
- Be a visible presence around the Faculty, leading by example and promoting positive attitudes.
- Work alongside other leaders at middle and senior level to develop consistent expectations for behaviours for learning across the Faculty.
- Ensure equality of opportunity and recognition of diversity are promoted through teaching, learning, assessment and the Faculty's curricula.



- Line-manage individuals within the Faculty
- Working alongside teachers to ensure that student engagement is high within the faculty and that there is no passivity in the classroom.

Progress and Outcomes

The Head of PE and Sport is responsible for ensuring that the progress of all students is maximised across PE and Sport. The Head of PE and Sport will:

- Lead the implementation of strategic intervention programmes within the Faculty to ensure improvements in the progress and outcomes of targeted individuals/groups and which ultimately increase outcomes and narrow gaps.
- Ensure that the impact of any intervention to narrow gaps/improve outcomes within the Faculty is evidenced and evaluated and appropriate actions are taken as a result
- Lead the design and implementation of the assessment framework for the Faculty in line with school policy, ensuring that all assessment data is valid, reliable and submitted on time.
- Lead the design and implementation of tracking systems to enable both student progress and student outcomes across all subjects within the faculty and in all year groups to be monitored effectively.

Overseeing the Curriculum

The Head of PE and Sport is responsible for ensuring that the curricula for PE and Sport are creative, ambitious and cost-effective for all students, meeting their needs in the current educational climate. The Head of PE and Sport will:

- Lead the PE and Sport curricula so that they are broad and balanced and meet the needs of all students whilst reflecting the Statement of Entitlement for Church of England schools.
- Plan, implement and review the PE and Sport curricula within appropriate frameworks so that work is coherently planned and sequenced towards cumulatively sufficient knowledge and skills.
- Ensure that CPD within the faculty helps develop expert subject knowledge so that work given to students consistently matches the aims of the curricula and has a positive impact on Teaching and Learning.
- Effectively deploy teaching staff within the Faculty.
- Ensure that the faculty budget is used effectively for the benefit of all students.

Securing Accountability

The Head of PE and Sport is responsible for creating and implementing a high-quality approach to accountability within the Faculty at Hartford Church of England High School through:

- High quality line management of Faculty staff, identifying strengths and weaknesses across the Faculty to enable the addressing of any underperformance through clear action planning.
- Monitoring standards within the Faculty, implementing effective strategies to support and further improve the quality of teaching.
- Developing and training staff in the Faculty; participating in Appraisal arrangements and, where appropriate, supervising Early Career Teachers, Trainee Teachers or other similar colleagues.
- Mentoring and supporting colleagues.



Extra-Curricular

The Head of PE and Sport is responsible for ensuring that a vibrant and inclusive extra-curricular programme is delivered within PE and Sport. The Head of PE and Sport will:

- Lead and coordinate a comprehensive programme of extra-curricular activities, including sports clubs, team practices, and recreational opportunities for all students.
- Organise and oversee fixtures and competitions, ensuring that teams are well-prepared, logistics are managed, and students represent the school positively.
- Develop and maintain a broad range of sporting opportunities, catering for different interests and abilities, and promoting participation for all.
- Plan and deliver whole-school sporting events, such as Sports Day, ensuring these are well-structured, safe, and enjoyable.
- Monitor and evaluate participation rates, identifying strategies to increase engagement and remove barriers to involvement.
- Collaborate with staff and external partners, including local sports organisations and governing bodies, to enhance extra-curricular provision and broaden opportunities for students
- Celebrate success by promoting achievements in assemblies, newsletters, and social media, fostering a culture of pride and aspiration in sport.
- Ensure safeguarding and health and safety standards are consistently applied during all extra-curricular activities and events.

Other Head of Faculty Responsibilities

The Head of PE and Sport will contribute significantly to the middle leadership of the school by:

- Recruiting, retaining and deploying staff effectively and managing their workload to achieve the vision and goals of the Faculty.
- Managing and organising the Faculty environment efficiently and effectively to ensure that it meets all health and safety regulations.
- Sharing good practice within the Faculty across the school.
- Liaising effectively with parents, carers and other stakeholders.
- Providing and coordinating opportunities to showcase the talents of students within the Faculty.
- Coordinating and leading the Faculty Development Plan and Faculty Effectiveness Form.
- Liaising with the Leadership Team and any other staff with relevant responsibilities in all matters concerned with the timetable, curriculum and internal examinations.
- Holding regular Faculty meetings within the directed time budget and ensuring that accurate records are kept of such meetings.
- Liaising with colleagues across the school, promoting and fostering cross-curricula links.
- Ensuring appropriate Risk Assessments take place in relation to practices within the Faculty.

- Ensure compliance with health and safety regulations across all PE and Sport facilities and activities, including regular audits and maintenance checks
- Monitoring the use of the school's rewards and sanctions policies and practices within the Faculty, addressing any matters arising from these.
- Having oversight of the attendance and punctuality of students to lessons within the Faculty, providing appropriate support and intervention where necessary.
- Ensuring that, where the attitudes to learning of students in the faculty are poor, interventions are put in place to support their improvement.
- Undertaking duties at break ensuring that students are observed and safeguarded between lessons.
- Complying with all policies and procedures with specific awareness of those relating to child protection and safeguarding, health and safety, security, confidentiality and data protection.
- Leading by example as a teacher, (with a teaching commitment in line with Head of Faculty status) achieving high standards of student attainment and progress, behaviour and motivation.
- Attending and contributing to curriculum leader and other relevant meetings, supporting others as required.
- Keeping up-to-date with new research and current practices.
- Undertaking any other reasonable duties as requested by the Headteacher.

Key Events

- Student/parent/carer events relating to Progress, Achievement and Curriculum
- Open Evenings
- Carol Service and other associated events that reflect the Christian ethos of the school
- Assemblies

Hartford Church of England High School is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the school on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to our Church of England ethos and Christian distinctiveness.

The functions and specific responsibilities of this job description are to be undertaken in conjunction with the duties of a teacher as defined in the Teachers' Pay and Conditions Document. The responsibilities and duties will be reviewed and modified as the Leadership Team evolves.



PERSON SPECIFICATION

Head of Faculty - Person Specification

	Essential	Desirable	Evidence
Qualifications and Experience	<ul style="list-style-type: none"> • QTS • Record of excellence in the classroom • Contribution to the work of the Faculty, including involvement in course planning, development and evaluation. • Evidence of delivering improvement through others • Strong track record of one's own continuing professional development • Experience of leading and delivering Key Stage 4 course(s) in an area of PE and Sport 	<ul style="list-style-type: none"> • Experience of responsibility for an area within the Faculty or relevant area. • Relevant in-service training e.g. relevant NPQ. • Experience of managing and leading others. • Experience of working in more than one school • Experience of responsibility as a middle leader 	<ul style="list-style-type: none"> • Application • Interview • References
Special Aptitudes	<ul style="list-style-type: none"> • Excellent teaching ability commanding respect of students and colleagues • Excellent user of IT in education • Ability to generate enthusiasm for the subject(s) and for learning in general 		<ul style="list-style-type: none"> • Application • Interview • References
Interpersonal Skills	<ul style="list-style-type: none"> • Fully committed to the Christian ethos of the school • Inspirational • Ability to forgive and move on • Ability to challenge and support students and staff • High expectations • Excellent team-player • Independent worker • Ability to hold others appropriately accountable • Resilient under pressure • Excellent attendance • Flexible • Full of initiative • Excellent personal organisation • Outstanding communication skills – verbal and written • Drive and enthusiasm • Completer finisher • Sense of humour 		<ul style="list-style-type: none"> • Application • Interview



HARTFORD
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HIGH SCHOOL

OUR SCHOOL VALUES

H

HAPPY

Showing respect to one another.
Looking after our mental and physical wellbeing.

R

READY

Being punctual, equipped and ready to learn every day. Wearing our uniform with pride.

A

ACHIEVING

Working towards our goals, both academic and extra-curricular. Showing resilience and not being afraid to fail.

T

TOGETHER

Working together in all things - building a school family characterised by tolerance and kindness.

LOVE 'CARITAS' &
TRUTH 'VERITAS'

"My command is this: Love each other as I have loved you."

"In the same way, let your light shine before others, that they may see your good deeds and glorify your Father in heaven."

John 15:12 and Matthew 5:16



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