



Head of PE

Bottisham Village College

Candidate Information Pack



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Welcome from the Chief Executive Officer

Thank you for your interest in the position of Head of PE at Bottisham Village College, part of Anglian Learning.

We are an ambitious, outward looking school trust consisting of six secondary schools and nine primary schools, the latest to join our community being the new Marleigh Primary Academy which opened in September 2022. While each of our academies retains very clearly their own identity and ethos, we are collectively passionate in our belief that all young people deserve to have access to an outstanding education, and which crucially enables them to thrive in the local, national, and global communities in which they live.

Anglian Learning has been founded on strong collaborative and trusting relationships, where everybody is committed to sharing their successes, but equally open to new ideas and alternative perspectives. We also firmly believe that our most important resource is our people, and if you apply and are successful in your application, we promise to develop and support you in your career, as well as providing a caring, friendly environment in which to work.

For an informal discussion regarding this role, please contact the HR team on hr@bottishamvc.org

I hope that you find the following information useful. If you wish to visit our school or make an application for this vacancy, please see contact information within.

We look forward to hearing from you.

Yours sincerely



Jonathan Culpin
Chief Executive Officer



Anglian Learning

Our mission is to build an innovative partnership of academies that excites, inspires, and empowers our people – pupils, staff, and the community in which we work - to be the very best they can be, to have the confidence to think creatively, and embrace new challenges. Through this we will seek to support and inspire our young people to be dynamic learners who will live, grow, and thrive in the local, national, and global community in which they live and will work.

Currently, the Trust educates more than 8000 pupils and employs over 1000 members of staff in 15 schools across three counties, with a 16th school due to open in September 2024. Several of our schools provide adult education opportunities, reflecting our commitment to lifelong learning and we also operate our own sport centres, under the banner of Anglian Leisure. We are recent winners of the NGA Outstanding Governance Award; have a unique partnership with Arts Council England, reflecting our commitment to arts education; and are one of the eight National Creativity Collaborative pilot hubs. We are strategic partners in the local teaching school hub, working closely to provide with other trusts to provide professional qualifications in addition to own very extensive professional learning programmes.

We provide school improvement support to our schools, alongside finance, human resources, ICT, and estates support. Many of our leaders, teachers, and professional services staff are involved in networks across the Trust to share best practice and build skills and knowledge, with some taking on cross-trust leadership positions.

Our most recent staff survey indicated that a high proportion of staff:

- ✓ Feel as though they belong within Anglian Learning
- ✓ Agree that they are provided with relevant opportunities for professional development
- ✓ Feel that there is a positive culture of psychological safety within their school
- ✓ Have high levels of job satisfaction and happiness at work
- ✓ Would recommend our organisation as a great place to work
- ✓ Almost all staff who responded to the survey feel part a team within their school and can rely on colleagues for support when needed.

The core Vision of Anglian Learning is to enable:

Dynamic, empowered learners who thrive and lead in their communities: locally, nationally, and globally.

Our four core values and principles guide our work to achieve our vision:



Aspiration

We are ambitious for ourselves and all those in our community to be the best we can be



Community

We underpin our relationships with a culture of support, respect and trust, recognising we are stronger together



Empowerment

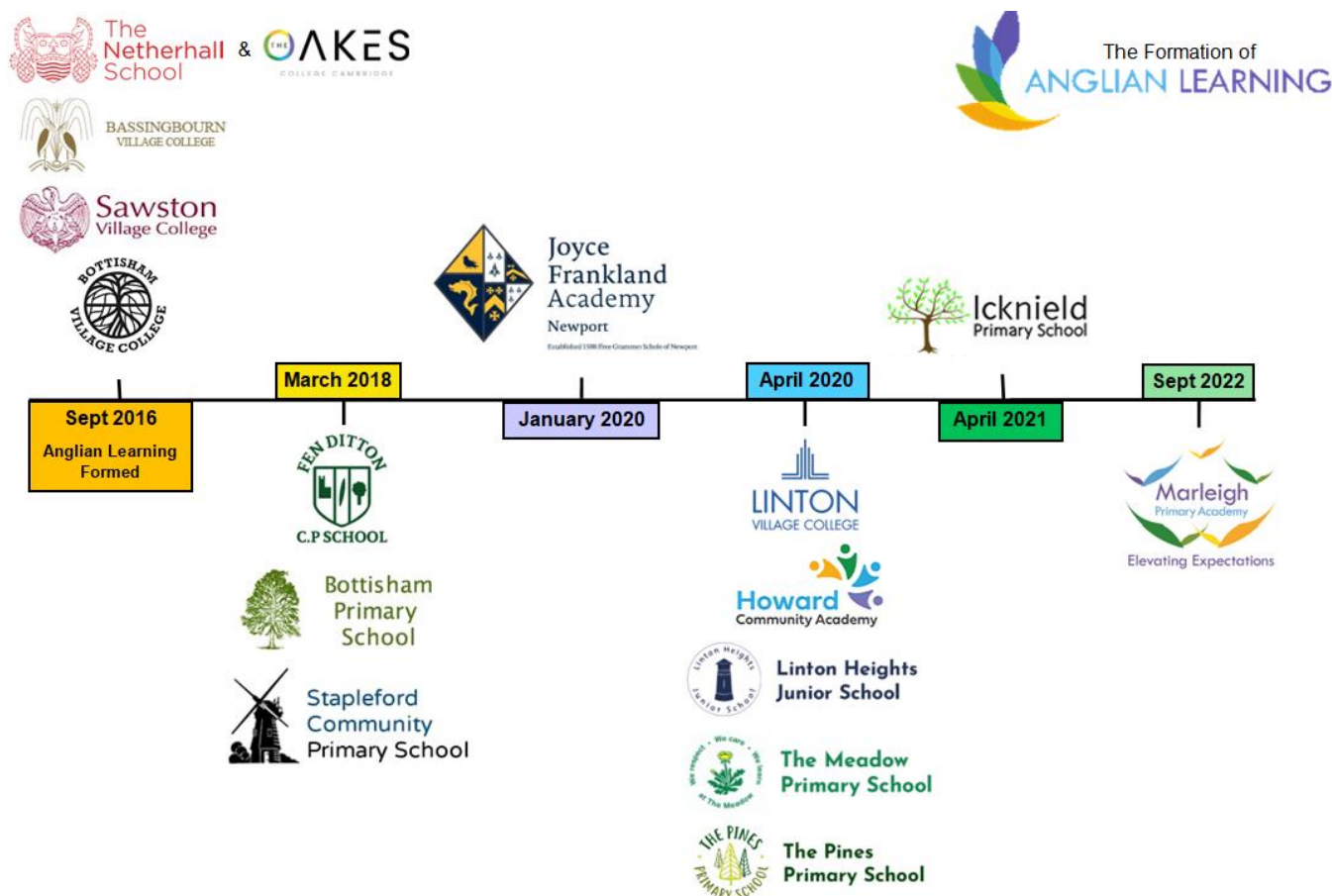
We enable our academies, staff and learners to embrace new ideas and think creatively



Inclusivity

We believe in equality of opportunity, celebrating everyone's differences and supporting learners of all abilities from all backgrounds

This is our Anglian Learning community. It is an exciting time to join our growing Trust.



We are committed to providing outstanding academies which are a source of pride for the communities that they serve.

We aim to achieve this by raising the educational attainment of all our young people and using the collective energy and cross-school educational fertilisation within the Trust to improve life chances by:

- Developing a dynamic and inspirational culture for teaching and learning excellence.
- Providing pupils with stimulating and valuable enrichment opportunities across the curriculum.
- Building a curriculum and assessment structure that will enable teachers, pupils, and parents to celebrate success and respond swiftly to challenge.
- Encouraging innovation and risk-taking through a focus on research and best practice locally, nationally, and internationally.
- Promoting, enabling, and supporting leadership at all levels to flourish in individual schools and across the Trust.
- Providing high quality professional learning opportunities for staff at all levels in the Trust

About Bottisham Village College

We are a highly-ambitious, highly-innovative and over-subscribed comprehensive school, based in the heart of rural East Cambridgeshire and we take great pride in our vision: to inspire, to care for and to enrich the lives of every student within our community. The pupil admission number is 300 for September 2022 and last year we received 455 applications of which 281 were first preference, meaning we are currently a school of 1410 students.



We are committed to providing an outstanding education to all of our students, enabling them to develop into mature, independent young people, ready to take their place in society.

In addition to our academic rigour, our relationship-driven approach permeates throughout all aspects of college life, from the maths classroom to the sports field, from the music room to the ICT suite and from the library to the auditorium, this is a college where we recognise the transformative power of positive relationships. Students will only succeed if they are happy and we make every effort to achieve this. Further information about us can be found here <https://bottishamvc.org/about-us-2/ethos-cultural-values/>



The College was opened in 1937 as the second of the Cambridgeshire Village Colleges. These were the forerunners of community education in this country and are still committed to lifelong learning in its widest sense. The vision of their founder, Henry Morris, was that schools should be at the heart of their communities, open to all and that they should offer an attractive and stimulating environment for learning. This vision still resonates today.

The college is a focal point for village life and a community ethos: a comprehensive adult education programme, a community sports centre and extensive provision for the arts and physical education as well as a well developed enrichment programme for all. In essence, the facilities, open 364 days a year, are the gateway to connecting all our catchment communities. Our adult learning courses run during the week, offering a rich selection of education for our wider community, from Maths GCSE to Level 2 qualifications in Horticulture. Additionally, our sports facilities help grow sport at grass roots level, with swimming clubs and FA affiliated football clubs all benefitting. Importantly, the college's commitment to the on-site charity "Red to Green" is evident. Working with adults with disabilities and special needs, the college provides the supportive framework for this important community work to take place.

Having undergone significant development since 2018, our new resources are best exemplified by the new "Morris Wing": auditorium, dance studio, modern bright classrooms and a spacious dining hall. In the same way, our new library, ICT suites, conference spaces

and reception area are symbolic of a college embracing the future and providing for its community.



As our college grows, we shall never lose sight of the Henry Morris ideal: community is at the heart of all we do.

Ofsted

Our most recent Ofsted inspection was in June 2012. We are very proud to have been judged to be outstanding in all categories: Achievement, Quality of Teaching, Behaviour & Safety and Leadership & Management. As an ambitious and aspirational College, we are excited at the prospect of building on this success in the future.

We were particularly pleased that Ofsted commented on the positive relationships that underpin our ethos:



This is an outstanding college, where a very strong ethos of community, high quality learning and aspirational academic achievement exists throughout. One student commented: 'Bottisham is inspirational. The college helps individuals to shape well, giving us the confidence, determination and skills to succeed.'
Ofsted 2012

Our Staff

We recognise and value the skills, knowledge and expertise of all our staff.

We are committed to supporting the professional development of all members of staff. To this end, we have a varied Continual Professional Development programme, which is personalised each year to support both our main college priorities and the individual needs of staff. This programme includes opportunities to share excellent practice between colleagues across the Trust as well as drawing on external expertise. Colleagues with management responsibilities are given appropriate time within their timetable to fulfil these duties, and ECTs have a reduced timetable in order to support them in their early stages of their career. The Trust's network of leaders and schools will be able to support you with a range of opportunities and enhancements. We are equally keen to nurture, grow and celebrate teachers who are willing to share effective pedagogy and practice to support their colleagues.

Our staff-room is a vibrant, sociable and supportive atmosphere and we encourage all staff to come together when possible to build relationships across faculties. We enjoy College events such as staff socials, sporting events (eg charity sports matches) and concerts.

Staff give freely of their time to the broad extra-curricular programme which includes sports, music, drama and a host of trips, exchanges, clubs and other activities. There is a blend of youth and experience among the staff and newcomers have always commented on the warm welcome they have received.



Our Students

Our catchment area is one of rich contrasts: areas of social deprivation on the fringes of Cambridge, rural communities, some very isolated, areas connected with the stables at Newmarket and pockets of expensive housing in some villages. We have a truly comprehensive intake in every sense, and the inclusive ethos of the College means that we are able to form very positive relationships with them all. We are absolutely committed to supporting each individual student; we want them to feel safe, in an environment where they can grow and thrive and leave us confident in their ability to play a meaningful role in society, as global citizens.

We are very keen to offer students every opportunity to take responsibility; the mentor scheme and the School Council, for example, are strengths of the College. Visitors, including OFSTED Inspectors, are always impressed by the courtesy and confidence of our students and their friendly, open nature. The Student Leadership Team plays a significant role in the life of the College.

Working in Partnership with Parents and Carers

Parents and carers are very supportive and keen to attend information evenings, school plays and so on. They support the aims of the College and the vast majority send their children to school in correct uniform and with the proper equipment, ready to learn.

The 'Friends of the College' is our excellent PTA, but it is more than that, because it also has an extensive community role.

It is very difficult to sum up Bottisham Village College in a few pages. Check out our [website](#), [twitter](#), [Instagram](#) and [facebook](#) pages to help bring the school to life or even better [contact us](#) to organise a visit!



Our PE Faculty

The PE Faculty has an excellent reputation for the quality and breadth of both the curriculum and extra curricular opportunities for students. Students of all abilities are challenged to achieve their potential and to lead a healthy and active lifestyle. Leadership opportunities are integral and there are long standing, as well as developing, links with our partner primary schools, through CPD and sports festival provision.

The well-established culture of sharing good practice amongst the PE staff along with the commitment to teamwork makes the faculty a welcoming and vibrant place to work. The focus on the 'Bottisham student' and raising standards permeates all activities.

The Staff

The department currently includes 7 staff plus a shared technician with the Creative Design faculty. We have an extremely friendly and supportive team who share a passion for all things sport, PE and wellbeing. We work collaboratively to plan and refine the topics on offer to keep our learning journey fresh, exciting and relevant. We are passionate about challenging the status quo and evolving what we offer.

Strong Curriculum

We pride ourselves in providing a flexible curriculum that fits the needs of all our students.

In Years 7 – 9 all students study PE for two hours a week, following a core of National Curriculum activities including athletics, fitness, games, gymnastics and swimming.

In Years 10 and 11 students have two hours per week of core PE in which they follow a variety of traditional and non-traditional activities. In addition, they can opt to do examination PE (OCR GCSE PE).

Teaching groups tend to be single sex sets, by ability.

Relevant reading that has shaped our curriculum offer in recent years includes "Is PE in Crisis?" by Lee Sullivan; "Physical Education Futures" by David Kirk, and The Sport England body of research titled "Under the Skin", which can be found here: https://sportengland-production-files.s3.eu-west-2.amazonaws.com/s3fs-public/youth-insight_under-the-skin.pdf

Extra Curricular Activities

The faculty offers a wide range of opportunities for students of all abilities to extend their participation after school. All students are given the opportunity to represent the school if they wish to in inter-school competitions/fixtures. After school clubs are very popular and well attended across each year group. Inter-houses competitions are calendared throughout the year and are equally well received by our students.

As a member of the faculty you would be expected to lead extracurricular clubs. We offer a range of educational visits and activities throughout the year.

The Students

Students come to their PE lessons in a positive frame of mind, knowing that they are going to receive a lesson that has been well planned, shows progression and builds on what they have

previously learned. Lessons are active and challenging, giving students the opportunity to succeed as a performer, planner and evaluator, whilst also offering leadership opportunities. Most students find at least one activity that they wish to pursue in their own time as part of an active and healthy lifestyle. All students are valued and we pride ourselves on developing strong and positive relationships.

PE Facilities

There are excellent facilities for teaching PE, including:-

- A 25 metre heated indoor swimming pool
- A sports hall (4 badminton court size)
- A gymnasium
- Flood lit 3G full size artificial all-weather pitch
- 3 all-weather tennis courts
- Extensive flat, well-drained playing fields
- Fully equipped multi-gym



The Vacancy – Head of PE
Full time preferred
Required from September 2023

We are looking to appoint an exceptional teacher who is passionate about their subject, is an excellent practitioner and is committed to bringing out the best in our students as well as having the vision and drive to lead the faculty. Our PE curriculum aims to offer a broad range of physical activities, from the traditional to the alternative, to ensure every student can develop a positive relationship with and through physical activity.

As well as brilliant subject knowledge, the successful candidate will need to commit to continuous professional development. We are looking for an engaging and driven individual to help us ensure our curriculum intent for PE becomes a reality. The successful candidate will also support the Community Lead and work closely with the Sports Centre manager to ensure that everyone has access to high quality provision.

Anglian Learning is a high-performing multi-academy trust responsible for 15 schools in West Suffolk, Cambridgeshire, and Essex, educating over 8,000 pupils and employing more than 1000 staff.

Our vision is for dynamic, empowered learners who thrive and lead in their communities: locally, nationally, and globally. Our schools are at the heart of their communities and as well as providing a broad, rich, and vibrant curriculum to pupils they also provide sporting, community education and other facilities and opportunities to their local community.

We're committed to making Anglian Learning a place where everyone feels valued and has equal access to the opportunities our Trust offers. We are always open to discussing flexible working opportunities or making adjustments to ensure you thrive in your role with us.

As a result of the changes to the UK immigration rules which came into effect on 1 January 2021, Anglian Learning will offer sponsorship for a skilled worker visa under the points-based system, where a role has been deemed to be business critical'. Do contact us to discuss further.

Employee Benefits

Anglian Learning offers the following benefits to staff.

- Career Average Revalued Earnings Pension Scheme (CARE)
- Free membership to all [Anglian Leisure](#)'s Sports Centres - *Bassingbourn, Bottisham, Sawston, Joyce Frankland, Linton and Netherhall*
- 20% Discount on Adult Education Classes run by Anglian Learning Schools
- Employee Assistance Programme via Health Assured
- Cycle To Work Salary Sacrifice Scheme
- Discounted Eye Care Vouchers
- Annual Flu Jab Vouchers

Application

Please submit your application online at [MyNewTerm](#)

You should also include a letter of application of no more than 2 sides of A4, outlining how your skills and experience will enable you to be successful in this role.

Please note that due to our Safer Recruitment procedures, CVs will not be accepted and only fully completed online applications can be considered.

Closing date for applications: **Sunday 16 April 2023**

Shortlisted candidates should expect to be contacted by Wednesday 19 April

Interview date: **Monday 24 or Tuesday 25 April 2023**

Anglian Learning is committed to safeguarding and promoting the welfare of young people and vulnerable adults. We expect all staff to share this commitment and those in regulated activity will be subject to an Enhanced DBS Check and online checks. Certificate of Good Conduct and other applicable checks may be requested.

This post is exempt from the Rehabilitation of Offenders Act. Our policies for Ex-Offenders, GDPR, Safeguarding and Recruitment can be found on our website: www.anglianlearning.org

We value diversity and welcome applications from all, including those with protected characteristics under the Equality Act. Flexible working will be considered for all roles deemed suitable.

Please note the photo(s) of pupils within this notice were used under the legal ground of consent, for the purpose of preparing publications that promote the school.





Head of PE – Job Description

Salary	MPS / UPS with TLR2 £7368
Hours	Full time
Disclosure Level	Enhanced DBS
Location	Bottisham Village College
Responsible to	CLT
Job purpose	To effectively lead the PE faculty

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Leadership and Management

1. Be responsible for all developments within the faculty, including budgets and the management of curriculum change
2. Ensure that the curriculum on offer is suitable for the full range of students, including those with Special Educational Needs, including Gifted pupils and accommodating a variety of learning styles.
3. Manage the planning, implementation and monitoring of Schemes of Work, making sure that there is clear provision for:
 - a. Work Related Learning
 - b. The use of ICT to enhance learning
 - c. Social, moral, cultural, spiritual dimension
4. Ensure the success of any specialist school developments
5. Lead a faculty team and ensure that their duties are fully met, for example,
 - a. Following faculty policies on marking and homework
 - b. Following whole school policies on behaviour for learning
6. Monitor, assess and develop the roles of subject teachers and non-teaching staff
7. Update subject teachers of changes to school policy
8. Ensure that subject teachers run their lessons effectively
9. Ensure that appropriate work is set when staff are absent
10. Ensure that any educational visits are planned with reference to the College policy and in consultation with the CMT member in charge of educational trips and visits
11. Be involved in the decision making and policy development across the school
12. Support the professional development of subject teachers and others
13. Liaise with the timetabler regarding deployment of staff and allocation of pupils to appropriate groups

Pupil Progress

14. Ensure that individual pupil targets and estimated grades are standardised and up-to-date
15. Set and monitor targets for the performance of each class

16. Develop a clear intervention process, outlining the actions that will occur if a pupil falls beneath their target grades.
17. Scrutinise assessment data in the contexts of the performance of individuals, classes and departments, intervening as required. Arrange the monitoring/mentoring of individual pupils, involving parents at all stages of the process.
18. Ensure the quality of end of Year reports

Pupil Behaviour – To ensure that Behaviour for Learning principles are presented and applied across the faculty

19. Lead Behaviour for Learning within the faculty, including:
 - a. Establishing clear discipline standards / codes
 - b. Maintaining a referrals system
 - c. Developing a faculty response to behavioural incidents, including the contacting of parents, Heads of Learning and Form Tutors. Liaise with in-house inclusion provision and external agencies as appropriate
 - d. Managing systems to record and monitor behavioural incidents
 - e. Discussing individual pupils with CMT line managers
 - f. Sharing good practice within the faculty
20. Share successful practices with other Heads of Faculty at regular meetings

Pupil Guidance and Support

21. Provide information to pupils and parents regarding:
 - a. Options choices at Year 9
 - b. Further education opportunities at 16+

Other duties and responsibilities

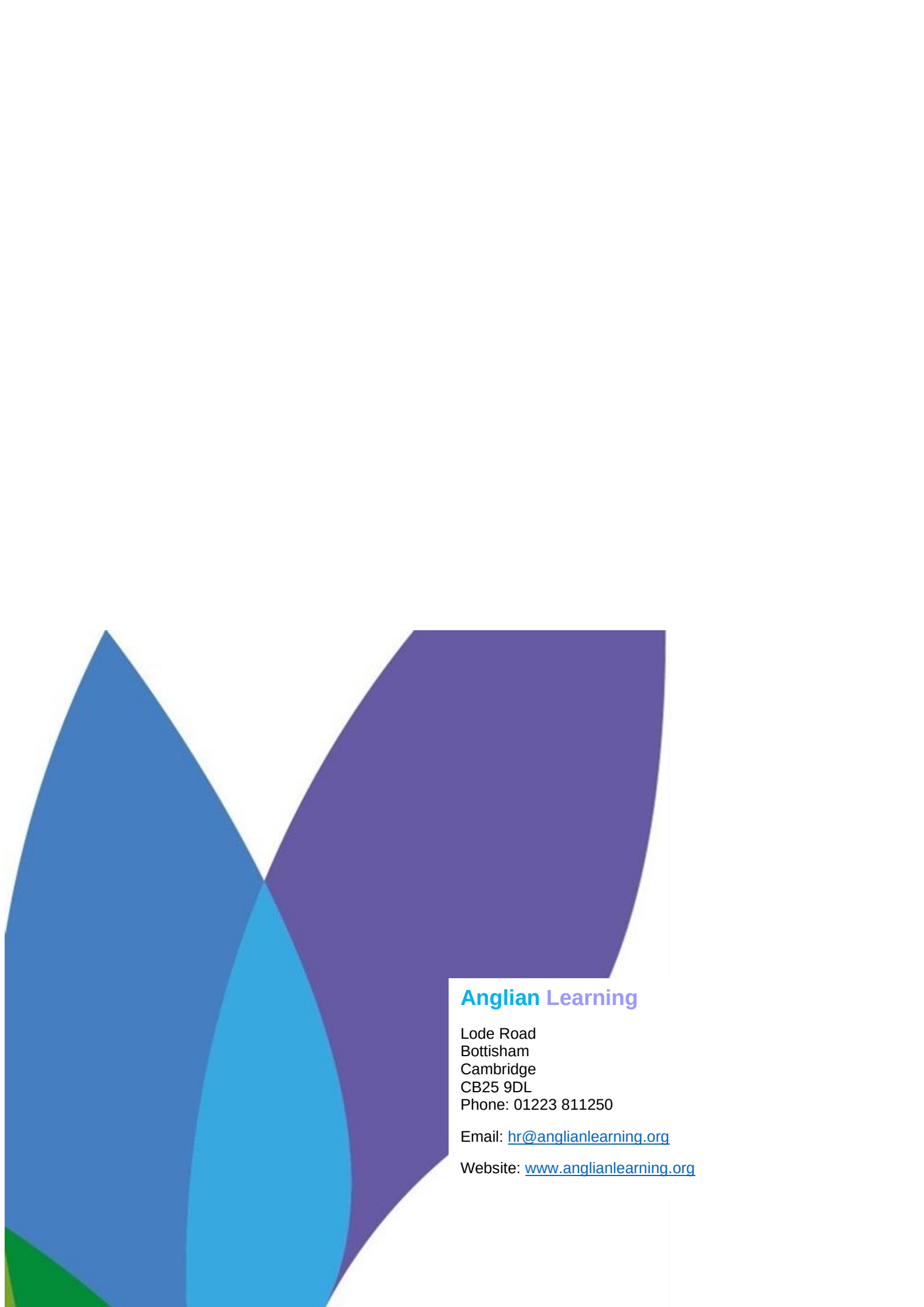
22. Encourage a range of activities which will help to motivate and inspire pupils in your faculty area. e.g. trips or visiting speakers
23. Take every opportunity to celebrate successes within your faculty
24. Facilitate the development and upkeep of a faculty area on the Bottisham Village College website
25. Take part in and help organise open evenings
26. Ensure that all communications with parents take place through the main school office
27. Fulfil the obligation of self evaluation as outlined in the College Self Evaluation policy

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Teacher - Person Specification

This specification is informed by the TDA Professional Standards for Teachers

	Essential	Desirable
Experience	• Successful teaching experience during ITT placements and/or as a fully qualified teacher • Strong track record of attainment and progress with students • Effective management of curriculum leadership (any level)	• Experience in a fully comprehensive school across the spectrum of age and ability
Skills, Knowledge, and Aptitudes	• Able to work collaboratively with others • Able to form good relationships with students. • Able to motivate students • Energy and enthusiasm • Flexibility • Excellent organisational and classroom management skills • Excellent communication and interpersonal skills • Expertise in the teaching of the relevant subject including evidence of excellence in own work as a practitioner • Good knowledge and understanding of current issues in learning and teaching • A reflective practitioner • Clear indication of leadership potential • Able to conduct a conversation and answer questions for an extended period of time where necessary in English	• ICT competency • Willingness to get involved in the broader life of the college through extra-curricular activities • Excellent time-management
Qualifications and Training	• Degree in related subject • QTS	• Further qualification &/evidence of continuing professional development
Personal Attributes	• High standards of behaviour in the professional role • Commitment to form and maintain appropriate relationships and personal boundaries with young people • Commitment to safeguarding and promoting the welfare of young people • Satisfactory enhanced DBS check, Medical Clearance and 2 References.	



Anglian Learning

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