

Candidate Pack



Head of PE (female)

Kings International College

An 11 – 16 School

Judged as Good

Ofsted 2019

‘A warm and welcoming culture with a shared drive for continual improvement is evident from the top down. Leaders, teachers and pupils are proud of their college’s success.’



Our Vision Statement

To have uncompromising aspirations for every individual and for the school to be an exceptional, caring and inspirational community.

Candidate Information

Job Title:	Head of PE (female)
Responsible to:	Designated member of the Senior Leadership Team
Salary:	London Fringe, TLR2.3 £6693
Commencement Date:	April or September 2022

Contents

The aim of this pack is to give you a flavour of Kings International College and to help you decide if you wish to apply for this role. If you would like any further information, or wish to arrange a tour of the school prior to applying, please contact pa@kings-international.co.uk

- Information about the College
- Letter from the Headteacher
- Job Description
- Person Specification
- How to apply

Information about the College

Kings International College is a mixed comprehensive 11-16 school located on an attractive, accessible site in North West Surrey. We currently have approximately 750 students and our numbers are still growing. As a relatively small secondary school parents, students, governors and staff all value our strong sense of community.

One parent described the college as '*a wonderful, friendly, supportive community enriching my child's life in all areas*', adding that '*[their child] has gained a love of learning from Kings*'.

Other quotes from parents include:

Teachers know their pupils' strengths and weaknesses well and have high expectations.

Pupils are safe and secure in the college and they feel content here.

Parents and their children are rightly proud of the college. They recognise that it offers a caring and compassionate community where pupils are kept safe.

Pupils are polite, courteous and respectful to each other, staff and visitors.

Pupils value the opportunities that they have to learn about keeping themselves safe, in and around the college as well as online.

During their time at Kings International College their Head of Year and their tutor will oversee their academic and pastoral needs. We also have a welfare officer who works closely with students as required.

Behaviour in the school is very good and strong systems are in place to maintain expected standards. The College has an 'Inclusive Learning Centre' which helps a minority of students with various needs to reintegrate or to secure regular attendance.

Each year the College selects a student leadership team who lead the student body. There is a strong Student Council which reports to the Governing Body and SLT.

Extra-Curricular Activities

Staff go the extra mile to provide students with a rich programme of extra-curricular activities. We have business and education links with Wellington College, Surrey University, Farnborough 6th Form and Bank of America to name a few.

Staffing

The College's Senior Leadership Team consists of the Headteacher, Deputy Headteacher, three Assistant Headteachers and the Bursar.

The school has a strong team of Middle Leaders in its Heads of Department, Curriculum Leaders, Heads of Year and Heads of Key Stage.

The College's SENCO works closely with the SEN Administrator and team of skilled and dedicated Teaching Assistants.

The support staff are well qualified and committed to the vision and values of our College.

Vision statement

To have uncompromising aspirations for every individual and for the school to be an exceptional, caring and inspirational community.

We will achieve this through:

- High quality, inspirational and innovative teaching and learning.
- Inspirational and accountable leadership at all levels.
- Consistently high academic standards and expectations for every individual.
- Creative, exciting and memorable experiences inside and outside the classroom.
- A safe, secure and caring environment in which to work and learn.
- First class resources and state of the art facilities to support learning.

We want students to:

- Develop the attitudes, characteristics and self-belief to tackle any challenges in future life.
- Enjoy their time at school and be recognised as individuals.
- Develop good relationships and lasting friendships celebrating diversity.
- Acquire the skills, commitment and resilience to become successful, independent life-long learners.
- Take responsibility for leading themselves and others.
- Receive recognition and praise for their efforts and achievements in all areas of school life.
- Be active members who contribute to the school and wider community.
- Accept hard work and discipline as requirements for success.

We want staff to:

- Receive innovative, developmental and effective training.
- Be supported, cared for, challenged and valued.
- Feel trusted and empowered to take risks in the classroom.
- Have opportunities to develop and fulfil their potential in leading the school and their own professional development.
- Participate in, contribute to and benefit from partnerships beyond the school.
- Be a cohesive group with time and opportunities to develop partnerships and relationships with others within school.
- Enjoy their work and find it fulfilling.

Values

We are a values driven school and our core values should be at the forefront of all that we do. These values were decided upon through consultation with staff, students, governors the definitions of them were articulated by the students.

Our values are:

Aspiration – wanting to be the best you can be with passion, enthusiasm and commitment

Community – working together and supporting each other to ensure we can all do our best

Integrity – honestly doing the right thing even if no one ever knows.

Respect – accepting and valuing our differences with courtesy and consideration

Responsibility – doing the things you are expected to do and accept the consequences or results of your actions



WATCHETTS DRIVE, CAMBERLEY, SURREY GU15 2PQ ■ TELEPHONE 01276 683539 ■ FAX 01276 709503
WWW.KINGSINTERNATIONAL.CO.UK ■ HEADTEACHER: JO LUHMAN

Dear Applicant,

Head of PE (Female)

On behalf of all our students and staff, I would like to thank you for taking an interest in the post of Head of PE at Kings International College.

Kings International College is a comprehensive 11-16 school. It is a school where knowledgeable and passionate staff believe that with great teaching all young people can aspire to and achieve the highest possible standards. I joined the school as Headteacher in January 2018 and as recognised in our recent section 5 Ofsted inspection I have an ambitious vision for the school.

We are looking to appoint a Head of PE who will support the continued improvement of the department working with a talented and enthusiastic team. The role focuses on providing high quality, strategic leadership and management to instil a love for sport, physical activity and life long learning to our students.

Our knowledgeable PE department is motivated to give the students the best possible experience. Their key aim is to offer students a wide range of sports and activities both within the Curriculum and in our extra-curricular activities. The department offers a wide variety of sports such as netball, football, rugby, badminton, tennis, table tennis, athletics, trampolining, rounders, cricket, dodgeball, kick boxing and gymnastics with the aim to include many more over the next few years such as gaelic football, volleyball, ultimate frisbee, handball and young leaders award in sport to name a few.

The school offers a good selection of extra-curricular activities and boasts PE facilities including an all-weather hockey/football pitch, a sports hall, a gymnasium, grass rugby pitch, an 11 a side football pitch and two 9 a side football pitches.

At Kings we offer students of all abilities and interests an opportunity to be part of a school community that puts student learning at the heart of every decision that we make. Underpinning our success are the excellent relationships between staff, students and parents. These are based on mutual respect and a strong commitment to high expectations and challenge. Our students are happy, feel safe and enjoy coming to school and our staff offer a high level of care, guidance and support which enables them to thrive.

Support for staff is strong. We have a well-established programme for newly appointed staff which enables them to settle into the College routine quickly and effectively. There are a number of regular CPD sessions on offer to all teachers throughout the academic year and we expect all staff to be pro-active in their professional development.

Our pastoral provision is effective, essential to the well-being and progress of our young people and fundamental to high levels of achievement. In addition to the leadership team, a well-trained safeguarding team of 8 individuals supports students' needs.

The College is fully staffed, not least because staff report that they can concentrate on teaching and are supported by widely shared and regularly reinforced expectations. We have a well-established programme for newly appointed staff which enables them to settle into the College quickly and effectively.

The enclosed Job Description summarises the main responsibilities of the post. I hope the information supplied in this pack describes your type of school; if so your application is most welcome. I am proud of our school and I would actively encourage you to visit us to discover for

yourselves the growing sense of excitement about the opportunities we can offer local young people to learn and succeed. If you would like to visit us before applying or before attending an interview, then please email pa@kings-international.co.uk to arrange this.

To apply, please complete the application form – C.V.s are not required. Application forms are available via the website: www.kingsinternational.co.uk. Electronic applications are welcome, please send them to recruitment@kings-international.co.uk.

Thank you for your interest in this post and I look forward to reading your application.

Yours sincerely

Jo Luhman
Headteacher

Head of PE

Kings International College

Job Description

It recognises the requirements of the current School Teachers Pay and Conditions Document, and reflects the policies established by the governors of Kings International College.

The purpose of the post:

- To provide professional leadership, direction and management for the faculty in order to secure high quality teaching, the effective use of resources and improved standards of learning and achievement for all pupils.
- To lead the development of excellent teaching and learning of the subjects within the faculty.
- To support the daily work of the department, including supporting the management of subjects in the curriculum, the implementation of policy decision, and the organisation of appropriate lessons.
- To lead in the promotion of students developing skills for the world of work.

The post holder reports to: The designated member of leadership and headteacher

Key Accountabilities

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document.

Accountability

- Specific responsibility for the delivery of and outcomes in PE
- Secure continuous improvement and development in every area of PE including Teaching and Learning, raising standards and producing the highest levels of student achievement to ensure student targets are met or exceeded
- Manage the departmental budget and resources effectively and efficiently
- Effectively lead, manage and deploy teaching and support staff within PE to ensure the highest student outcomes
- Continuously raise standards of student attainment through a rigorous schedule of assessment, tracking and intervention so that underachievement is identified early and redressed through precise, effective intervention
- Contribute to, and drive forward, the school's vision, values, aims and policies as a Leader and ensure that they are translated into action across the department and the school

Liaison

- Leadership Team and governing body
- Special Educational Needs Team
- Pastoral Leaders
- Students
- Parents
- Other Teaching and Support Staff
- Local Education Authority representatives

Learning and Teaching

- To consistently deliver good/outstanding lessons and support others to do the same.
- To secure and sustain a positive climate of students' learning and behaviour in the department
- Ensure that detailed schemes of work and lesson planning procedures are in place which meet the requirements of the curriculum, provide appropriate challenge and are differentiated to meet the needs of all students, including those of high ability and those with SEN or linguistic needs.
- To provide guidance on the choice of appropriate teaching and learning strategies to meet the needs of all students.

- To evaluate the teaching within the curriculum area, identify effective practice and areas for improvement and take appropriate action to further improve the quality of teaching.
- To work with the department to implement a clear set of principles to ensure there is accurate monitoring and reporting of student progress and highly effective marking and feedback provided to all students
- To prepare students for public examinations and to participate in all necessary routines associated with them, whether authorised by the school or the examination boards.

Leadership

- To create a climate within the department and the wider school which enables staff to develop, challenge and support each other, resulting in improved teaching and learning.
- To participate in an effective evaluation programme which informs departmental and whole school self-evaluation processes and identifies priorities for improvement.
- To lead the professional development of PE staff and liaise with appropriate colleagues to co-ordinate the provision of high quality professional development
- To delegate tasks and devolve responsibilities as appropriate, evaluating practice and developing a shared sense of accountability.
- To conduct appraisals in accordance with the school Teacher Appraisal Policy and use the process to develop their professional effectiveness

Line Management

Shared management/supervisory responsibility for other identified staff in conjunction with the Headteacher/Deputy Headteacher/Assistant Headteacher. Duties will include induction, deployment, training, and mentoring and performance development/management

Other duties and responsibilities

- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- To contribute to the review of School policies as appropriate.
- To provide support for student's emotional and social needs by encouraging and modelling positive behaviour in line with the School's Behaviour policy and demonstrating high expectations of work and behaviour.
- To develop links with Governors, LAs and neighbouring schools.
- To comply with school policies and procedures with regard to Health and Safety, equal opportunities, race equality, conduct and dress.

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

This Job Description is current at the date shown but following consultation with you, may be changed by Leadership to reflect or anticipate changes in the Job which are commensurate with the salary and Job Title.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Head of Department

Kings International College

Person Specification: please address the following in your application.

They will also be explored during the interview process.



1. Skills, Knowledge & Abilities

Essential	Desirable
<ul style="list-style-type: none">• Leadership skills – the potential to lead and manage people to work towards common goals and using appropriate leadership styles in different situations.• Communication skills (both oral and in writing) – the ability to make points clearly and understand the views of others.• Ability to develop new ideas.• Personal impact and presence.• Ability to work as part of team as well as using own initiative.	<ul style="list-style-type: none">• Decision making skills – the ability to investigate, solve problems and make decisions.

2. Professional Knowledge and Understanding, Skills and Attributes

Essential	Desirable
<ul style="list-style-type: none">• Specific evidence of successful classroom teaching.• A commitment and thorough understanding of how their subject specialism should be taught.• An understanding of the National Curriculum – content and assessment.• The ability to achieve challenging professional targets/objectives. The ability to develop and implement policy and practice which reflects the schools' commitment to high achievement.• The potential to build and lead teams efficiently and effectively using skills of motivation, delegation and time management.• The ability to set standards and provide a role model for pupils and other staff in teaching and learning within their subject specialism and across the school.• The ability to analyse, understand and interpret data and information.• The ability to promote the ethos aims and objectives of the school to the wider community.• The ability to prioritise own time, work under	<ul style="list-style-type: none">• An understanding of the characteristics of an effective school.

<p>pressure and to deadlines with a sense of balance and perspective.</p> <ul style="list-style-type: none"> • The use of ICT to enhance and support teaching, learning and management. • Sound ICT skills including the use of spreadsheets to track, monitor, collate and analyse data. 	
---	--

3. Qualifications and Training

Essential	Desirable
<ul style="list-style-type: none"> • Qualified teacher status • Degree or equivalent 	<ul style="list-style-type: none"> • Experience in more than one school • Proven evidence of other further professional development

4. Personal Qualities

Essential	Desirable
<ul style="list-style-type: none"> • A desire to make a difference to the lives of young people • Energy, enthusiasm and creativity • Belief in the importance of high expectations • Able to work as part of a team • Energy, determination and perseverance. • Self-confidence. • Enthusiasm and commitment. • Reliability and integrity 	<p>A clear view and understanding of the impact of 'Every Child Matters' and how they will impact on all aspects of the work of Kings International College</p>

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- motivation to work with children and young people;
- ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- emotional resilience in working with challenging behaviours; and attitudes to use of authority and maintaining discipline.

Note - The duties required of all teachers under Pay and Conditions legislation are a necessary part of this job description. This job description is not necessarily a comprehensive definition of the post. It will be during the first year and will be subject to modification and amendment after consultation with the post holder.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.



How to apply

Your completed **application form** and **Statement of Application** should be submitted electronically to recruitment@kings-international.co.uk by the closing date stated on the advert.

All received applications will be acknowledged electronically. Candidates will not receive any further communication unless they are shortlisted.

In compliance with Safer Recruitment, CVs will not be accepted.

Appointment is subject to pre-employment screening: medical clearance, two satisfactory references, evidence of qualifications and enhanced Disclosure and Barring Service clearance. Shortlisted candidates will be asked to bring relevant documents to the interview.

All applicants should be eligible to work in this country and will be asked to provide evidence of this.

Closing Date for Applications: 6th December 2021 at noon.

Interview Date: TBC

***Variable Deadline:** We reserve the right to interview and appoint before the closing date should a suitable candidate apply.

You should be aware that in addition to assessing your ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children and young people including:

- motivation to work with children and young people;
- ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- emotional resilience in working with challenging behaviours;
- attitudes to the use of authority and maintaining discipline.

Kings International College is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake a disclosure check by the Disclosure and Barring Service at an enhanced level for this post.

Kings International College, Watchetts Drive, Camberley GU15 2PQ

Tel: 01276 683 539

www.kingsinternational.co.uk

