

# Head of PE



**Wonder**  
Learning Partnership  
Educate | Empower | Engage | Enrich

# Job Information

## JOB DESCRIPTION

JOB TITLE:	Head of PE
REPORTS TO:	Headteacher
SALARY:	MPS / UPS TLR2 payment of up to £7,800 p.a.
HOURS:	Full time, permanent

### Responsibilities

- To be responsible and accountable for operational and strategic planning within the department.
- To be accountable for leading, managing and developing the Department
- To be accountable for raising standards of attainment within the Department.
- To be accountable for pupil and student progress and development within the Department.
- To ensure high standards of teaching and learning in the Department
- To be responsible and accountable for curriculum provision and development within the Department.
- To effectively manage and deploy teaching/support staff, financial and physical resources within the Department to support the designated curriculum portfolio and in accordance with school policy.
- To maintain good order and behaviour according to the school's policies in order to facilitate learning and safeguard the health and safety of pupils and students both in school and in any authorised school activity outside school.
- To continue to build on the success of the department
- To implement whole-school, cross-curricular, department policies.
- To ensure that all safeguarding policies and procedures are adhered to.
- To carry out general professional duties and specific responsibilities of a professional teacher including tutoring/mentoring roles.
- To plan, teach and evaluate the effectiveness of lessons, and sequences of lessons, which show good knowledge and understanding of a range of up-to-date teaching, learning and behaviour management strategies, and which are in line with Departmental SOWs.
- To communicate effectively with colleagues, parents and pupils regarding pupil learning and other matters.
- To know the assessment requirements and arrangements for pupils, and use data with a range of approaches to assess, in order to inform teaching and learning.
- To maintain up-to-date knowledge of the subject area and of the Professional Standards and duties of teachers.
- To work as part of Learning Teams, both Departmental and Year Group-based, to enhance curriculum provision, support the aims and ethos of the School as an inclusive learning community and understand how wellbeing impacts on learning.
- To retain up-to-date knowledge and understanding of Safeguarding procedures and practices and to know and understand the roles of other colleagues in these.
- To prepare and deliver lessons to a range of classes of different ages and abilities
- To mark work, give appropriate feedback and maintain records of pupils' progress and development
- To research new topic areas, maintaining up-to-date subject knowledge, and devise and write new curriculum materials
- To select and use a range of different learning resources and equipment, including podcasts and interactive whiteboards
- To prepare pupils for qualifications and external examinations

- To manage pupil behaviour in the classroom and on school premises, and apply appropriate and effective measures in cases of misbehaviour
- To undertake pastoral duties, such as taking on the role of form tutor, and supporting pupils on an individual basis through academic or personal difficulties
- To communicate with parents and carers over pupils' progress and participate in departmental meetings, other staff meetings, parents' evenings and whole school training events
- To liaise with other professionals, such as learning mentors, careers advisers, educational psychologists and education welfare officers
- To supervise and support the work of teaching assistants, trainee teachers and newly qualified teachers (ECTs)
- To participate in and organise extracurricular activities, including visits, visitors and lunchtime and/or after school enrichment sessions.
- To undergo regular observations and participate in regular in-service training (INSET) as part of continuing professional development (CPD).

**The Wonder Learning Partnership operates a safe recruitment process and appointment to the post will be subject to suitable references and an enhanced Disbarring and Barring Service check. The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.**

Signed: \_\_\_\_\_

Post holder Dated: \_\_\_\_\_

Signed: \_\_\_\_\_

Line Manager Dated: \_\_\_\_\_

## PERSON SPECIFICATION

JOB TITLE:	Head of PE
REPORTS TO:	Headteacher
SALARY:	MPS / UPS + TLR2 payment of up to £7,800 p.a.
HOURS:	Full time, permanent

<b>Qualifications and Experience:</b>	<b>Essential</b>	<b>Desirable</b>
1. Relevant Teaching Qualification eg degree/postgraduate programme	√	
2. Sustained and successful experience of teaching in a school	√	
3. Experience of Teaching A Level		√
4. Be an outstanding classroom practitioner	√	
5. Show sustained progress for pupils previously taught		√
6. Management experience (not necessarily within department)		√
	<b>Essential</b>	<b>Desirable</b>
<b>Professional knowledge and understanding, skills and attributes:</b>		
7. Detailed knowledge of all aspects of the current KS3 – 5 PE curriculum	√	
8. Experience of using assessment and performance data		√
9. High level Classroom Management Skills	√	
10. Ability to communicate at all levels	√	
11. Knowledge of Safeguarding	√	
12. Ability to self-evaluate and reflect	√	
13. Ability to judge when to make a decision, when to consult and when to defer to a senior member of staff	√	
14. Ability to promote the ethos aims and objectives of the school to the wider community	√	
15. Ability to prioritise own time and others, work under pressure and to meet workload demands with a sense of balance and perspective	√	

<b>Personal skills/attributes:</b>	<b>Essential</b>	<b>Desirable</b>
16. Be aware of professional boundaries and establish professional relationships with children, suitable to work with children	√	
17. A good knowledge of the subject in which you are going to teach	√	
18. Communication skills (both orally and in writing) – the ability to make points clearly and understand the views of others to a variety of audiences	√	
19. The ability to develop new ideas	√	
20. Personal impact and presence	√	
21. Energy, resourcefulness, determination and perseverance	√	
22. Self confidence	√	
23. Enthusiasm and commitment	√	
24. A caring nature and an understanding of the needs and feelings of children	√	

25. Tact, persuasion and sensitivity	√	
26. Reliability and integrity	√	
27. A commitment to equal opportunities	√	
28. A commitment to safeguarding and promoting the welfare of children and young people	√	

**Note** - This person specification 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.



# How to apply

For more information about Woldgate School and to download a copy of our Teaching staff application form please visit <https://wlp.education/working-at-wonder/jobs/>

Applications should be returned to **Anita Potter** People and Culture Lead via [apotter@woldgate.net](mailto:apotter@woldgate.net)

**CLOSING DATE: 9am Monday 30<sup>th</sup> September 2024**

**The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An enhanced DBS disclosure is required for all posts.**

If you would like to arrange a visit to Woldgate School, please contact Anita Potter [apotter@woldgate.net](mailto:apotter@woldgate.net)

# Child Protection Policy

Woldgate School fully recognises its responsibilities for child protection. Our policy applies to all staff, governors and volunteers working in the school. There are five main elements to our policy:

- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Supporting pupils who have been abused in accordance with his/her agreed child protection plan.
- Establishing a safe environment in which children can learn and develop.

We recognise that because of the day-to-day contact with children, school staff are well placed to observe the outward signs of abuse. The school will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk and are listened to.
- Ensure children know that there are adults in the school whom they can approach if they are worried.
- Include opportunities in the PSHE curriculum for children to develop the skills they need to recognise and stay safe from abuse.

We will follow the procedures set out by the Area Child Protection Committee and take account of guidance issued by the Department for Education and Skills to:

- Ensure we have a designated senior person for child protection who has received appropriate training and support for this role.
- Ensure we have a nominated governor responsible for child protection.
- Ensure every member of staff (including temporary and supply staff and volunteers) and governing body knows the name of the designated senior person responsible for child protection and their role.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person responsible for child protection.
- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus.
- Notify social services if there is an unexplained absence of more than two days of a pupil who is on the child protection register.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.
- Keep written records of concerns about children, even where there is no need to refer the matter immediately.
- Ensure all records are kept securely, separate from the main pupil file, and in locked locations.
- Develop and then follow procedures where an allegation is made against a member of staff or volunteer.
- Ensure safe recruitment practices are always followed.

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. We will endeavour to support the pupil through:

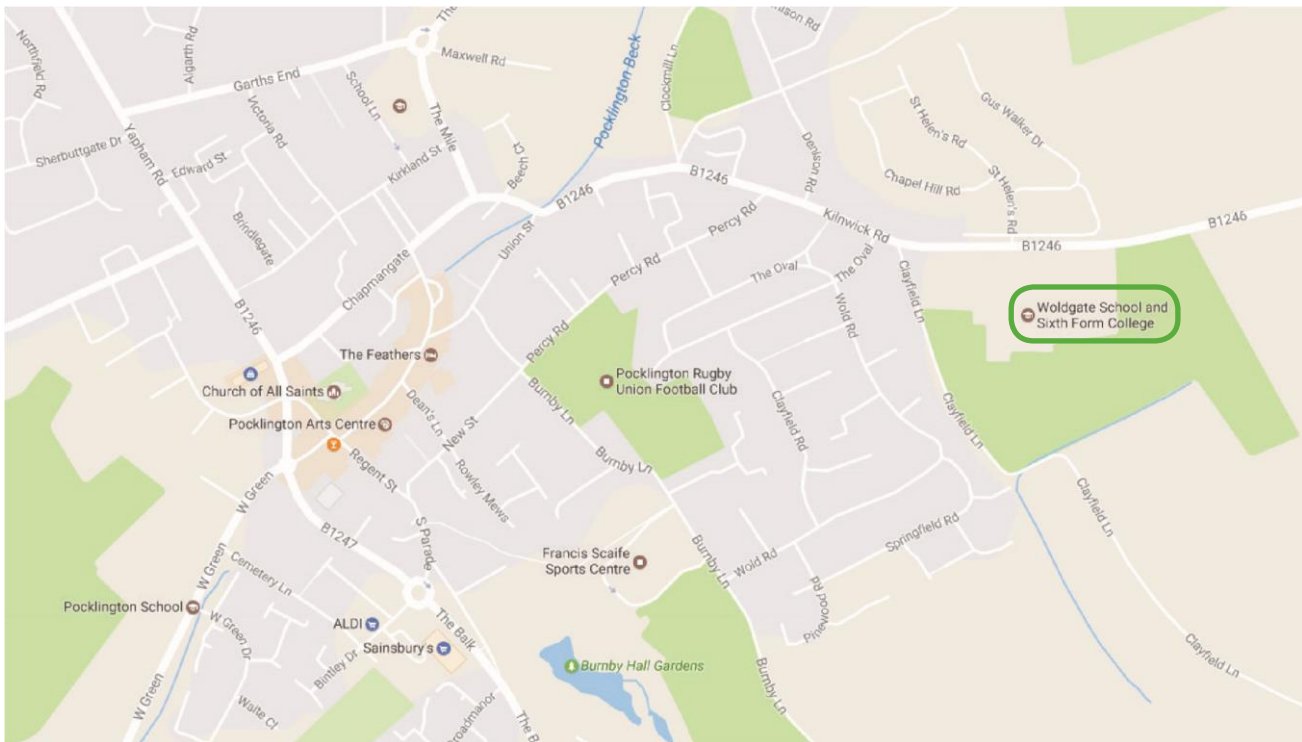
- The content of the curriculum.

- The school ethos, which promotes a positive, supportive and secure environment and gives pupils a sense of being valued.
- The school behaviour policy, which is aimed at supporting vulnerable pupils in the school. The school will ensure that the pupil knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies that support the pupil such as Social Services, Child and Adult Mental Health Service, Education Welfare Service and Educational Psychology Service.
- Ensuring that, when a pupil on the child protection register leaves, their information is transferred to the new school immediately and that the child's social worker is informed.

# How to Find Us

**Woldgate School and Sixth Form College, 92 Kilnwick Road, Pocklington, York.**

**YO42 2LL Tel: 01759 302395**



## **A. From Hull - Take the A1079 including the by-passes of Beverley and Market Weighton**

1. Take the right hand fork from Pocklington at the Yorkway Hotel
2. Take the 3<sup>rd</sup> exit from the roundabout; past the Rugby field on your right
3. Turn right at the B1246 signposted Warter, Driffield, Bridlington
4. Woldgate School is the last building on the right as you leave the town.

## **B. From Humber Bridge - Take the Westward route towards Leeds along the A63**

1. Leave the A63 at the slip road and bridge over signposted for Market Weighton, Bridlington
2. Pass through villages of South Cave and Sancton
3. Turn west at Market Weighton bypass, A1079 towards York
4. Follow instructions A3, A4, A5

## **C. From Leeds - Take A64, York by-pass towards Scarborough**

1. Leave A64 at Grimston Bar roundabout signposted York, Bridlington, Hull
2. Exit from roundabout onto A1079 towards Hull
3. Twelve miles approximately along A1079 after Pocklington Industrial Estate, turn left for Pocklington, just after Bonds International.
4. Pass Pocklington School on left, at roundabout take 3<sup>rd</sup> exit past bus station, fire station
5. Take the first exit from the roundabout



6. Follow instructions A4, A5

**D. From North-East England - Take A19 southwards until Northern by-pass of York**

1. Follow signs for Hull, Bridlington
2. At A64 turn West for Leeds
3. Follow instructions C2, C3, C4, C5, C6

**E. From Scarborough, Bridlington - Follow sign from Driffield**

1. By pass Driffield along North and West side
2. Leave by pass where signposted for M62, Market Weighton
3. At Bainton roundabout take second exit along B1246 towards North Dalton, Warter, Pocklington.
4. Woldgate is the first building on the left as you reach Pocklington.