

Recruitment pack for applicants
Head of Department for PE, Health and
Vocational Studies
(maternity cover / leadership secondment)



The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Any employment offer is therefore subject to the results of an Enhanced Disclosure from the Disclosure and Barring Service (DBS).

The school will undertake stringent and rigorous checks of identity and qualifications to ensure that we maintain the very highest standards of child protection for our students.

Contents

Section 1: Post advertisement	3
Section 2: Letter from the Headteacher – Andy Kelly.....	5
Section 3: About Parkside Community School.....	6
Section 4: Job Description.....	9
Section 5: Person Specification.....	13
Section 6: Further school information.....	14

May we take this opportunity to thank you in anticipation of your application.

If, however, you have not heard from us by the proposed date for the interview you should assume that on this occasion your application has not been successful. In that event we wish you every success in any future applications you make.



Section 1: Post advertisement

Post: Head of Department for PE, Health and Vocational Studies
(maternity cover / leadership secondment)

Location: Parkside Community School

Salary: MPS/UPS plus TLR 2B

Job type: Full-time, maternity cover

Reporting to: Deputy Headteacher

Start date: 1 January 2027

Closing date: 9am 5 October 2026

Interview date: 7 October 2026

This maternity cover opportunity is open to current PE leaders or ambitious PE teachers seeking leadership experience, either through a fixed-term appointment or a secondment from their current school.

We are seeking to appoint a dynamic and passionate female PE teacher to join our team and lead our PE, Health and Vocational Studies department at Parkside Community School. They will be a highly effective PE teacher and leader, who is able to support, motivate and encourage students to achieve their best. We encourage applications from current or aspiring leaders who have the skills and vision to drive excellence across PE and vocational subjects within the department.

This role's requirements are outlined below:

- An effective leader of the PE curriculum area
- A strong line manager for a suite of vocational subjects within the department
- A committed and detail-focused Lead Internal Verifier (Lead IV) to support the delivery and quality assurance of vocational qualifications at Key Stage 4
- A dedicated extracurricular lead for whole school activities

Due to the nature of the role, which involves delivering PE lessons to female students and supervising changing facilities, this post is open to female applicants only, in accordance with Schedule 9, Part 1 of the Equality Act 2010.

The position is a great match for someone who believes that schools have the power to transform lives and must:

- be truly inclusive and focus on the wellbeing and progress of every child to unlock potential
- remove all barriers to social mobility so no doors are closed
- enable students to make the most of their talents, and live life in all its fullness
- enable young people to be aspirational and give them the tools to surpass their personal and academic targets

What we offer:

- a small and friendly school
- fantastic students
- an ambitious and supportive staff body
- huge support and progression opportunities
- excellent support from the Embark Federation central team
- excellent ongoing CPD and career development within our school, and across
- the Embark family of schools
- an impressive range of Embark employee benefits

<https://www.youtube.com/watch?v=9yUk8ZISAR0>

Interested in applying?

We actively welcome visits and would be delighted to show you around our very special school. In order to arrange this or to have an informal discussion please contact Leanne Asher, Deputy Headteacher for Quality of Education (lasher@parkside.derbyshire.sch.uk)

To apply for this exciting role please complete an application via MyNewTerm. Details can be found on our vacancy page. <https://parkside.derbyshire.sch.uk/index.php/key-information/our-school/vacancies>

The closing date for all applications is 9am on 5 October 2026
Interviews will be conducted on 7 October 2026



Section 2: Letter from the Headteacher

Dear Potential Applicant

As Headteacher of Parkside Community School I would like to extend a warm welcome and thank you for your interest in the post.

This is a fantastic time to join Parkside Community School. As an 11-16 secondary within the Embark Federation, we are part of a forward-thinking Trust whose core vision is to create 'stand out' schools in the heart of their communities. Our trust has four core beliefs; Family, Integrity, Teamwork and Success. These sit alongside the school's values of Resilience, Respect, Responsibility and Community and are integral to everything we do. In 2025, the Fairer Schools Index ranked us as the 5th best school in the East Midlands, and 80th out of over 3000 schools across the UK. Our successful June 2026 Ofsted inspection captured what makes Parkside such a special place: fantastic students who work hard and respect one another, alongside a talented, committed staff team who are proud of the school, share its vision and feel valued and well supported. It has been a privilege to lead our school since November 2023; I discovered very quickly that Parkside is truly a special place.

At Parkside Community School we believe education is transformational. That is why what we do is so important and why we are always seeking to improve our practice. The successful applicant will work alongside myself and an ambitious staff team that is driven to serve our community.

Our collective mission and everyday focus can be seen below:

- We are here to serve our children and their families – this is our community
- We are unwavering in our pursuit of every child achieving their full potential;
- this is our common purpose as this is their one chance at their education
- We embrace the opportunities and challenges of educating young people and celebrate success
- We are relentless in our drive to ensure that no child's educational success is limited by their socio-economic background; we are all here to break this link

Our young people matter to us and everything we do is aimed to enable students to be safe, happy and achieve the very best outcomes in their subjects. Education is only transformational if every student has a consistent diet of great lessons every single day. This is achieved at Parkside through a collective effort coupled with a commitment to professional development for all of our great staff.

We are seeking to appoint a dedicated and enthusiastic individual who is passionate about education as a means of helping students become the best version of themselves. We believe that all our students can achieve excellence, no matter what their background, and that they all deserve the very best teachers to help them secure a first-class educational offer.

If the opportunity to join a small, friendly school, with supportive governance, and brilliant students appeals to you, then get in touch. I'd love to discuss this opportunity with you.

Yours faithfully

Mr Andy Kelly
Headteacher

Section 3: About Parkside Community School

About us

Parkside Community School is a small sized 11-16 secondary located in Chesterfield. In April 2023 it joined Embark Federation.

Parkside is a truly special school and has a fantastic student body. It benefits from a talented and committed, long serving staff and governance with minimal turnover. All at Parkside are passionate about positively serving to change life chances for our children; this is our common purpose.

Exceptional teaching and learning is our priority. Our highly qualified and motivated staff work hard to ensure our students achieve at the highest level, whatever their starting point. The intent of the Parkside Curriculum is to be leading edge, facilitating the best academic and personal development outcomes for our students. Our pastoral teams are driven to provide all necessary support to ensure our students can learn, participate, and feel they belong to the Parkside family.

In June 2026 Ofsted celebrated Parkside as a caring and positive school with fantastic students who work hard and respect one another, alongside a talented, committed and well-supported staff team.

Our Mission - Our everyday focus



We are here to serve our children and their families - this is our community.

We are unwavering in our pursuit of every child achieving their full potential; this is our common purpose as this is their one chance at their education.

We embrace the opportunities and challenges of educating young people and celebrate success.

We are relentless in our drive to ensure that no child's educational success is limited by their socio-economic background; we are all here to break this link.

The Vision - Where we are going

Parkside is a safe, successful and happy school where going the extra mile is the norm. Through strong and positive relationships, Parkside:

- Is at the heart of our community; we are proud to serve our young people and their families
- Delivers excellence in learning and supports all our young people to make exceptional progress academically regardless of the challenges they may face
- Provides unrivalled levels of care to develop our young people's social, emotional and physical wellbeing
- Offers unique opportunities to develop individual character and increase cultural capital so our young people are able to make a positive contribution to society
- Harnesses the potential of all our young people and staff so they can collaborate, compete and thrive locally, nationally and globally
- Is relentless in its desire to improve further, only the best is good enough for our young people, their families and our staff

Our Ethos – The spirit and culture of our school

- Our school ethos centres around students and their families caring about the choices **that will shape their futures**
- Our ethos is at the very centre of our school culture



Our School Values – Who we are

Our values underpin everything we do and every decision we make. They are 'the Parkside Way'.

PARKSIDE VALUES

WHO WE ARE



RESILIENCE

The ability to recover quickly from difficult conditions and succeed.



RESPECT

Showing consideration and positive regard for others.



RESPONSIBILITY

The act of being accountable for actions and being in charge of learning.



COMMUNITY

Working together for great educational experiences.

Section 4: Job Description

Head of Department for PE, Health and Vocational Studies

Parkside Community School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Salary: MPS/UPS plus TLR 2B.

Contract type: Full-time, maternity cover / leadership secondment.

Reporting to: Deputy Headteacher.

Main purpose

The Head of PE, Health and Vocational Studies will:

- lead, manage and develop PE and vocational subject teaching staff within the department to
- be excellent teachers ensure the provision of an ambitious, sequential curriculum that supports all pupils in all subjects
- ensure the implementation of all subject curriculums is supported by evidence-based research
- prepare pupils for academic success and inspire a love of learning that goes beyond examinations
- maximise standards of pupil achievement within PE and vocational subjects by monitoring and
- supporting pupil progress through the use of assessment information and swift intervention
- maintain an up-to-date knowledge of developments within PE and vocational subjects
- undertake the role of Lead Internal Verifier (Lead IV) for the school to support the delivery and
- quality assurance of vocational qualifications at Key Stage 4
- lead the organisation and delivery of all extracurricular activities across the school

The Head of PE, Health and Vocational Studies will have an appropriate programme of teaching and other duties in accordance with the duties of an MPS/UPR teacher (ref: Job Description – Teacher), complying with the teachers' standards and modelling best practice for others.

Duties and responsibilities

Curriculum intent, implementation and impact

The Head of PE, Health and Vocational Studies will:

- develop and implement a curriculum that:
 - is ambitious and designed to give all learners, particularly the most vulnerable (disadvantaged and
 - SEND), the knowledge they need to achieve and succeed
 - is part of the wider school curriculum, delivering the school's vision, developing values and key
 - competencies alongside subject-specific knowledge and skills
 - is coherently planned and sequenced towards cumulatively sufficient knowledge and skills for success
 - clearly defines and articulates the knowledge and skills that pupils from different starting points are expected to secure by the end of each year, or at each reporting points
- ensure that teachers are clear about the teaching objectives in lessons, understand the sequence of teaching and learning in the subject, and communicate such information to pupils
- facilitate the development of PE and vocational subject teachers' effectiveness through

targeted CPD and other developmental activities

- work with colleagues to establish effective relationships with pupils and parents/carers as partners in learning, ensuring that all understand what pupils will learn, what progress pupils are making in their learning, and how parents/carers can support their children's learning and progress
- develop effective links with the local community, including business and industry, in order to extend the curriculum, enhance teaching and to develop pupils' wider understanding, interest in the subjects and love of learning
- ensure that the implementation of the planned curriculum ensures that pupils develop detailed knowledge and skills that enable them to achieve well, reflected in internal and external summative assessment
- establish and implement clear policies and practices for assessing, recording and reporting on pupil learning and achievement. This information must be used to inform next steps in teaching
- and learning and enable parents/carers to understand and support their child's learning and progress
- target and monitor individual pupil progress and use information proactively to identify and drive individual and group improvement to maximise achievement
- undertake analytical action plans and propose development actions based on data to the Deputy Headteacher
- systematically evaluate the impact of teaching on learning (through departmental and whole school quality assurance processes) and ensure that this evaluation feeds into subsequent actions that facilitate continuous improvement
- analyse internal and external performance data and evaluate the impact of PE and vocational subject teaching staff within this

Leading and managing the department

The Head of PE, Health and Vocational Studies will:

- establish clear expectations and constructive working relationships among staff involved with the subjects in the department, including through team working and mutual support; devolving responsibilities and delegating tasks, as appropriate
- sustain own motivation and that of other staff involved in the subjects within the department
- ensure that teachers in the department use the school's rewards and sanctions effectively
- provide support to members of the department in any matters involving classroom discipline
- appraise PE and vocational subject staff within the department required by the school policy, and use the process to develop the personal and professional effectiveness of the appraisee(s)
- audit training needs of subject staff
- lead professional development of subject staff through example and support. This must include the delivery of high-quality professional development opportunities such as coaching, drawing on other sources of expertise as necessary, etc.
- ensure that trainee and Early Career Teachers are appropriately trained, monitored, supported and assessed as per the Early Career Framework
- work with the SENCO and any other staff with special educational needs expertise, to make sure that Educational Health Care plans are used to set subject-specific targets and match work well to pupils' needs
- ensure that the Headteacher, Deputy Headteacher and Governors are well informed about subject policies, plans and priorities, the success in meeting objectives and targets, and subject-related professional development plans
- ensure efficient and effective use of high-quality resources are developed, maintained and available for staff
- establish staff and resource needs for the subjects in the department and advise the Deputy Headteacher of likely priorities for expenditure. This must include allocating available subject resources with maximum efficiency to meet the objectives of the school and subject plans to achieve an excellent quality of education and value for money

- advise the Deputy Headteacher on the deployment of staff involved in the subjects within the department to ensure the best use of subject, technical and other expertise
- ensure effective and efficient management and organisation of learning resources, including ICT
- maintain existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the school
- use space and technology to create an effective and stimulating environment for the teaching and learning of the subjects in the department
- ensure that there is a safe working and learning environment in which risks are properly assessed
- maintain a comprehensive, up to date departmental contribution to the school's website and the school's social media platforms

Lead Internal Verifier:

- maintain the integrity, consistency, and high standards of assessment across vocational subjects
- work closely with vocational subject teachers to enhance pupil progress, ensuring that assessments are fair, consistent, and aligned with awarding body expectations
- raise pupil attainment in vocational subjects by supporting high-quality teaching, assessment, and feedback
- oversee internal verification processes across vocational courses to maintain accuracy and consistency in assessment decisions
- support and train assessors to ensure assessment decisions are accurate and consistent
- monitor student performance data and work with teaching staff to identify and swiftly address underachievement
- lead standardisation meetings and coach teachers across relevant teams to ensure best practice in vocational education
- develop and maintain sampling plans and verification records in line with awarding body requirements
- act as the key contact for external quality assurance visits from awarding bodies (e.g., Pearson, OCR, NCFE)
- ensure assignment briefs and assessment materials meet curriculum, assessment and awarding body standards
- provide guidance to teachers on vocational quality assurance policies and procedures

Extracurricular Lead for Whole School Activities:

- Lead the design and implementation of a whole school extracurricular strategy that reflects the school's ethos and priorities
- Coordinate and oversee a diverse programme of clubs, trips, events, and enrichment opportunities for all year groups
- Promote high levels of student engagement and participation across a wide range of activities (e.g., sports, arts, academic enrichment, leadership)
- Work collaboratively with all staff, and external partners to ensure a broad, balanced, and high-quality extracurricular offer
- Monitor and evaluate participation and impact, reporting regularly to the Senior Leadership Team
- Support staff in delivering extracurricular activities by providing guidance, training, and recognition where appropriate
- Organise celebration events, showcases, and communications that highlight student involvement and success
- Ensure the programme is inclusive and accessible to all students, including those with SEND or from disadvantaged backgrounds

Additional Duties

- The Head of PE, Health and Vocational Studies will be required to safeguard and promote the welfare of children and young people and take responsibility for implementation of and compliance with school policies and procedures
- The Head of PE, Health and Vocational Studies will be required to lead and attend school events and functions, in line with the school's directed time policy

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Head of PE, Health and Vocational Studies will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher

Notes:

This job description may be amended at any time in consultation with the postholder.

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation and the school's articles of government.

Employees must work in accordance with Parkside Community School policies and procedures regarding safeguarding and confidentiality. Employment is subject to satisfactory medical and police clearance together with an enhanced DBS.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed once a year and may be subject to modification at any time after consultation with the post holder.

Section 5: Person Specification

CRITERIA	QUALITIES
Qualifications and training	• Qualified teacher status • Qualified to at least Degree level in an appropriate discipline related to relevant subject • Recent professional development relevant to the post
Experience	• Experience of teaching PE at Key Stages 3 and 4 that has enabled pupils to make good or better progress • Involvement in department self-evaluation and development planning • Line management experience • Experience of working effectively and collaboratively with other teachers • within a subject area to improve learning outcomes • Experience of contributing to staff development • Experience of curriculum development
Skills and knowledge	• Ability to create an ambitious, high-quality curriculum for all pupils • Understanding of high-quality teaching, the ability to model this for others and support others to improve • Detailed knowledge of the curriculum and exam specifications alongside experience of having constructed, implemented and evaluated the impact of effective lessons and sequences of lessons across a planned scheme of learning • Awareness of local and national organisations that can contribute to the implementation of the subject • Effective communication and interpersonal skills • Ability to build effective working relationships with staff and other pupils
Personal qualities	• Integrity • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Able to act decisively on own initiative and work positively and constructively as part of a team • Ability to work under pressure and prioritise effectively • Commitment to safeguarding and equality • A love of PE!

The collage features nine photographs showcasing various activities and achievements at Parkside Community School. The top row includes a man and a woman with a 'CARING CHOICES FOR OUR FUTURE' sign, a student holding a phone, a group of students with a 'RESPONSIBILITY' banner, and a close-up of a dark jacket with three 'PARKSIDE' badges. The middle row shows a student holding a certificate, a student performing a yoga pose, and a colorful lorikeet. The bottom row features a student performing a handstand and a group of students with a 'CARING CHOICES FOR OUR FUTURE' sign and a framed picture.