



The Latymer School

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Head of the Physical Education Department



# Welcome

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**Thank you for considering applying for the role of Head of the PE Department at The Latymer School, North London. We are seeking an exceptional candidate, who is eager to play a central role in reinforcing and developing the school's already strong position.**

The Latymer School is a high achieving, selective grammar school with a great tradition of success. We aim to provide a first-class education for all students. In the academic year 2018-19 our GCSE results were outstanding, with 31% of students achieving a level 9, 62% achieving level 8/9, and 85% achieving level 7/8/9. At A Level 25% of grades were A\*, 63% were A\*/ A, and 87% were A\*- B. In the academic year 2019-20 Centre Assessed Grades were used to generate accurate results for our students that did justice to their academic abilities. As in previous years, the majority went on to attend the country's top universities, and a large number were successful in their applications to Oxford or Cambridge.

As a school, we are clearly committed to developing pupils' intellectual abilities and celebrating academic achievement. However, the school prides itself on much more than its exam results. As our mission statement asserts, we aim to provide 'a first class liberal education', develop 'lively enquiring minds', and encourage students to 'achieve their full potential and show consideration for others'. Staff at Latymer foster an academic environment that takes students well beyond the classroom curriculum. We provide a plethora of exciting and worthwhile extra-curricular activities in areas as diverse as music, drama, sport, and chess.

Although we expect applicants to demonstrate excellent subject knowledge, prospective applicants should not be daunted by the prospect of teaching high ability groups. If you would like to find out more about the School we will be happy to arrange a visit prior to applying.

We look forward to welcoming you to our community and receiving your application for the post.

**Maureen Cobbett, Headteacher.**











# The Curriculum

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**We are a selective grammar school for boys and girls aged 11 to 18. We aim to provide a broad and stimulating education and maintain the highest of standards within the formal curriculum. While an outstanding education is often regarded as a building block towards adulthood and future employment, we also believe that students should enjoy learning, and value the relationships they build throughout their years at Latymer.**

Latymer is proud of its outstanding musical tradition, which still inspires a wide range of music making, mainly as an extra-curricular activity, today. Drama, sport and outdoor pursuits are also very strong. Our field centre in North Wales (Ysgol Latymer at Cwm Penmachno), owned by the Foundation, is used as a base for outdoor pursuits and field courses in Year 7 and we take Year 9 to Conwy in North Wales and all

staff have the chance to accompany groups.

Our aim is to enable each pupil to develop his or her talents and interests to the full, while experiencing a broad and balanced curriculum throughout Years 7-11. Courses offered challenge pupils to develop insight and independence of thought through an active and problem-solving approach, which relates learning to the real world and values both sound learning and intellectual rigour. At GCSE students take 10 examination subjects.

In the Sixth Form pupils currently take 4 AS-levels in Year 12. Some pupils will continue with 4 subjects to A-level, but most will carry on with 3. The majority of Sixth Formers progress to study degree courses at universities, or other forms of Higher Education in Music, Drama, Art and other areas. We have a tradition of students attending the top UK universities, including Oxford and Cambridge.

# Pastoral Care

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Every teacher takes responsibility for a form group, and stays with their form throughout their time at the School. Form tutors build close relationships with the students in their form group, but they will also be supported by Heads and Assistant Heads of Learning. We pride ourselves on the quality of care we give to our students, and recognise that being part of an academic grammar school community can often be challenging. In light of this, we ensure that we support those children who find the academic standard demanding, as well as extremely gifted children.

# Library and Learning Resources Centre

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The School Library is a vital resource for teaching throughout the School. Some 17,000 volumes (which are constantly reviewed, 'weeded', and replenished) are housed in the handsome setting of the Ashworth & War Memorial Libraries. There is also a wide selection of periodicals. We are proud of the number of students from all year groups who use the library before and after school, during the day, and at break and lunchtimes.

Computer facilities include three computer rooms for general use, and another in the Technology area. All staff are provided with a laptop and the school has a wireless network throughout. All classrooms are equipped with interactive whiteboards.





# The House System

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The House system is embedded in the traditions of the school and is one of its strengths. It provides the structure for much of the extra-curricular activity in the school. House loyalty is fostered by the House identity of the 6 Forms in each year (Ashworth, Dolbe, Keats, Lamb, Latymer, Wyatt). Staff are allocated to Houses and are Form Tutors to pupils in their own House. Much of the House activity is run by Senior Pupils, elected by their House, under the supervision of Senior House Staff. Tutors, and Year Heads, progress with their form from Year 7 to Year 11. Sixth Formers are in smaller pastoral groups with experienced tutors.

# Ysgol Latymer Outdoor Pursuits Centre

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In 1966 The Foundation purchased a former primary school in the village of Cwm Penmachno, within the Snowdonia National Park. Since that time, the building has been developed into a comfortable and well equipped centre accommodating one standard form group (32) and accompanying staff. Each year every Year 7 pupil has the opportunity to spend a week in Wales, taking part in a variety of outdoor activities. Our Year 9 pupils undertake a similar experience in Conwy, Anglesey. These include hill walking, orienteering, mountain cycling, climbing, abseiling, horse riding, canoeing, kayaking, rafting and swimming. In addition, older students visit the centre for Outdoor Pursuits related to Duke of Edinburgh Award and GCSE PE. Both staff and pupils alike cite visits to the centre amongst their most enjoyable and memorable experiences of Latymer School life.







# Leadership and Governance





# The Governing Body

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Latymer's Governing Body is ultimately responsible for the performance of the School, setting its overall strategic direction and ensuring that the highest standards of education, safeguarding and financial probity are maintained. Our experienced and talented Governors bring to bear their considerable professional experience in business, finance, the law, information technology, and a range of other professions, to provide constructive support and challenge to the Headteacher and the Senior Leadership Team.

**Further information about the Governing Body can be found on the school website.**



# The Senior Leadership Team

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**Pete Hampson, BA Spanish, French and Portuguese (Sheffield), Deputy Head (Teaching and Learning).** Having studied languages, Pete worked in various industries, and countries, before deciding to do a PGCE in 1997. Pete now oversees the Quality Assurance of the delivery of teaching across the school, as well as supporting beginner teachers in their placements and first years of teaching.



**Maureen Cobbett, BA French and German (Liverpool), NPQH, Headteacher.**

Maureen began her career as a languages teacher in a challenging state comprehensive school in Yorkshire. Having worked in a number of secondary schools in Northern England, she began her role as Head Teacher at The Latymer School in 2015.



**Chris Wakefield, BSc Economics (Loughborough), Deputy Head (Sixth Form).** Chris has taught at The Latymer School since 1997. He has always been involved with sixth form pastoral care and progression, and in 2007 he became Deputy Headteacher with specific sixth form responsibility.



**Neil Grassick, BA Geography (Liverpool), NPQH, Deputy Head (Curriculum).** Neil has taught in 5 very contrasting schools over nearly 30 years. He has been at The Latymer School since 2015 and is responsible for the curriculum and timetable, as well as leading the Heads of Department.



**Simon Pashley BSc Exercise and Sport Science (Exeter), Assistant Headteacher (Care, Guidance and Support).**

Simon took up his first teaching job at The Latymer School in 2001 and has worked at Latymer ever since. Having worked in a number of roles, he is now responsible for pastoral care and safeguarding.



# The Physical Education Team

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**Hayley Potter B.Ed. (Hons) Physical Education (De Montfort). Assistant Head of Physical Education**

Hayley has worked in two schools and started teaching at The Latymer School in 2005.



**Beth Fenner BA Sport Development, MSc Journalism (Leeds Beckett University).**

Beth has begun her teaching career at Latymer this year and is extremely passionate about passing on her love for sport to others. She is a keen Netball player who also enjoys Handball and fitness based activities.



**Greg Heald BSc Exercise and Sports Science (Brighton / Hertfordshire). P.E Teacher.**

Greg completed a GTP in PE at Latymer in 2009 and has taught PE at Oaktree School and Roundwood Park School. Greg is currently the Assistant Head of Year for Year 10 having worked in a number of pastoral roles at Latymer.



**Simon Pashley BSc Exercise and Sport Science (Exeter), Assistant Headteacher (Care, Guidance and Support).**

Simon took up his first teaching job at The Latymer School in 2001 as a PE Teacher and has worked at Latymer ever since. Having worked in a number of roles, he is now responsible for pastoral care and safeguarding as well as still teaching PE.



**Ian Bambury. PE Technician**

Ian is a valued member of the PE and Site Team.





The PE  
Department





# Staffing and Accommodation

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## Currently

### Head of Physical Education (HoD)

Responsible for Boys' PE, KS4 & 5 Curriculum, Boys' Extra-Curricular, Sports Day, Student Teachers & NQTs, PE Technician, liaising with the Site Manager.

### Miss Hayley Potter

### Assistant Head of Physical Education

Responsible for Girls' PE, GCSE PE, KS3 Curriculum, Assessment, Girls' Extra Curricular, NQTs

### Mr Greg Heald

### Physical Education: Assistant Head of Learning

Responsible for Boys' Football, House Sport, Pupil Premium

### Mr Simon Pashley

### Physical Education: Assistant Headteacher, Care, Guidance and Support,

Boys Curriculum groups.

### Miss Beth Fenner

### Physical Education: Assistant Head of Learning

Responsible for Netball, Rewards & Merits, Sports Leaders, Open Evening

### Mr Ian Bambury

**Physical Education Technician.** Responsible for maintaining the PE areas and equipment.

The School has extensive playing fields. In the winter the fields are marked into numerous training grids and there are four football, two rugby, four 5 a-side football pitches and one 9 a-side football pitch.

In the summer the fields are transformed into a 400m grass running track, with jumping and throwing areas; two cricket squares; six rounders pitches and three 5 a-side football pitches. The playground provides five netball courts and eight tennis courts.

Indoors, there is a gymnasium and a four badminton court Sports Hall. In addition, there is a fitness suite, PE specific classroom and changing and office facilities. These facilities provide a wonderful opportunity to offer a wide ranging curricular and extra-curricular programme.





# Teaching

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## Key Stage 3

At Key Stage 3 pupils have three 80 minute physical education lessons over a two week cycle. Pupils are taught in ability sets and most classes are single sex. Boys and girls follow similar units of work in; athletics, badminton, basketball, cricket, dance, football, gymnastics, handball, health-related fitness, hockey, netball, rounders, rugby, tennis, volleyball and House sport.

## Key Stage 4

At Key Stage 4 pupils have one 80 minute physical education lesson over a two week cycle. Pupils are taught in mixed ability groups and classes can be mixed and single sex. In addition to KS3 activities pupils can participate in more diverse activities including aerobics, boxercise, dodgeball, Sports Leaders, trampolining, table tennis and zumba.

The school offers pupils the opportunity to take Physical Education as an examination subject at GCSE. The pupils follow the OCR syllabus and we currently have two classes in Year 10 and two in Year 11. In 2019, 66% of the cohort achieved a grade 7-9.





# Extra-Curricular Sports Teams

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The school has a very well developed House system in which House Sports Competitions take place in lessons and pupils compete in a range of activities.

A highlight of the school calendar is Sports Day which is run in the summer term and involves the whole school. The School also has its own field/activity centre in North Wales where numerous Outdoor Adventurous Activities take place.

## Extra Curricular Provision

- Junior Basketball & Netball
- Boys' Football, Cricket and Tennis
- Boys' and Girls' Junior Badminton
- Fitness Suite
- Girls' Football and Rounders
- Boys' and Girls' Senior Badminton
- Boys' and Girls' Athletics

## School Trips

The department has a long tradition of arranging overseas visits to play sport. Previous international sports tours, having included trips to Barbados, Italy and Holland. Most recently, before Covid19, the department led a trip to Cyprus for boys and girls. The school is also a regular visitor to Conover, when we take around 70 girls to participate in exciting round of netball tournaments. We can often be seen at the Copper Box enjoying England Netball.



# Job Description





**This job description outlines the main responsibilities that are common to all teaching staff. Many have additional duties, such as those of Form Tutor, Year Tutor, or Head of Department. Teachers' duties may be changed from time to time. A subject teacher is responsible to their Head of Department (HoD).**

**Key tasks and duties:**

- Be aware of and play an appropriate part in implementation of all school policies, including the school rules and any regulations relating to safety.
- To contribute to the teaching of the subject.
- To participate with HoD and other colleagues to the development of appropriate specifications, materials and schemes of work.
- To prepare lessons and deliver the curriculum in a manner appropriate to the age and ability of the pupils
- concerned, following the agreed specification or scheme of work.
- To keep up with developments in the subject area.
- To ensure good order

prevails in the classroom so that learning can take place. To contribute to the department's system of assessment of pupils, including where applicable the setting, marking and moderation of coursework tasks, tests and examinations.

- To set and mark homework assignments in accordance with the published homework timetable and any agreed departmental procedure.
- To inform HoD of any difficulties in any teaching group, e.g. pupils for whom the Specification is not sufficiently demanding or too demanding.
- To contribute to the school's and departments extra curricular programme either within the department or



wider school.

- To keep records of books and other resources issued.
- To participate in the school's system of reporting on pupil progress and behaviour at appropriate times.
- To participate in appropriate meetings with colleagues and parents, including house meetings.
- To carry out a share of supervisory duties and cover arrangements in accordance with published rosters.

- To set and keep high standards of punctuality and courtesy and of appropriate dress for self and pupils.
- To attend assemblies and other formal occasions as required.
- To participate in the Performance Management strategy according to agreed procedures.



**Summary: The HoD is the curriculum team manager who shares with the Senior Leadership Team the school's responsibility for delivering to pupils the curriculum within Biology high quality teaching and learning, ensuring that each pupil receives positive encouragement to develop their potential to the full according to the stated aims of the school.**

### **Strategic Direction and Development of the Subject**

To provide leadership and create enthusiasm for teaching among members of the department, to develop team work and balance the strengths of individuals, allocating responsibilities as appropriate. To make arrangements for departmental consultation and communication. To provide the Head and Deputy Head with a copy of the notes of departmental meetings.

To define and develop departmental policy, priorities and schemes of work regularly and to monitor their implementation, setting department targets as necessary, working within the aims of the school and in line with educational developments nationally.

To keep abreast of examination specification changes and to attend appropriate examination board courses and moderation meetings.

To liaise with the Examinations Officer as necessary over external examination entries.

### **Teaching and Learning**

To ensure that the department is up to date with the implementation of school policies including SEN and gifted and talented.

To ensure the development of students' literacy, numeracy and information communication technology skills through the subject where relevant.

To promote a high standard of teaching within the department, monitoring academic standards and ensuring with others that the pupils' learning is effective and continuous, enabling them to achieve the best results of which they are capable. This will include appropriate differentiation of the curriculum to meet the needs of all pupils and monitoring assessment, recording and reporting at all levels.

To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department, liaising with relevant staff to secure appropriate cover.

To promote teaching and learning styles which stimulate pupil interest and involvement in learning. To ensure the learning environment reflects the subject area and high quality Teaching and Learning.

### **Information and Data Management**

To produce an annual examinations analysis and department review. To ensure that the members of the department fulfil the school's requirements for reporting to parents and that the school database is kept up to date. Use data effectively to identify students who are underachieving in the subject and create plans of action with target setting.

### **UCAS**

To take responsibility for leading and guiding students who wish to apply for a degree in the subject. This includes advising students on university choices, guidance on writing personal statements, conducting Medicine mock interviews for Oxbridge applicants and arrange to cover other interviews as required by department members and writing an allocation of 10 school references for applicants in the subject.

To take responsibility for training the department in UCAS guidance covering the areas outlined above.

### **Extra-Curricular Sport and Physical Activities**

To take responsibility for co-ordinating, further developing and contributing towards the extra curricular sport and related activities programme



### **Leading and Managing Staff**

To assist in the recruitment of new staff and to be responsible for the induction of new staff. All new teachers should be appropriately trained, monitored, supported and assessed.

To be responsible for the day to day management of all members of the department. To monitor and assess the work of the subject through the staff development and performance management programme and through nationally recognised guidelines for inspection. To promote and monitor professional development within the department. To offer support and advice to members of the department and encourage their professional development.

To lead and manage non teaching staff in the department. To regularly monitor the work of department members, ensuring that they are following the correct syllabuses and adhering to policies, including marking, and schemes of work and observing their teaching.

To establish common standards of practice and to encourage the sharing of good practice within the department and develop the effectiveness of teaching and learning styles. To regularly canvass the views of students as to strengths and areas for development.

### **Communication and Liaison**

To represent the department at Head of Department meetings, and to contribute to curriculum development and other relevant whole school development (planning and implementation) through these and other means as appropriate. To disseminate relevant information to members of the department.

To encourage appropriate links across the curriculum, between departments, with other schools, and to promote relevant activities outside school. This will include developing aspects of cross-curricular themes such as citizenship and contributing to enrichment as appropriate within the department.

To ensure that transitional links between Key Stages 2 and 3 are seamless and thorough.

### **Resource Management**

To organise and manage the department budget and resources to ensure the efficient and effective use of all resources. To maintain a stimulating environment within the department. To be responsible for department administration.

To organise the staffing of the timetable to ensure there is high quality Teaching and Learning in all Key Stages. To ensure that history is high profile within the school and there is a broad range of extra-curricular activities.

### **Marketing**

To play a part in the marketing of the subject and the school at appropriate occasions including Open Days and Parent Information Evenings.

### **Health and Safety**

To be familiar with the School's Health and Safety policy and implement it as applicable within the department. To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are updated where necessary.





# The Person





**We seek a graduate who is able to demonstrate the following qualities and experience:**

| Criteria                                   | Essential   | Desirable  | Method of Assessment                         |
|--|---|--|--|
| <b>Qualifications</b>                      | <ul style="list-style-type: none"> <li>• DfES recognised Qualified Teacher Status</li> <li>• Honours Degree</li> </ul>  | <ul style="list-style-type: none"> <li>• Evidence of continuing professional development.</li> <li>• Awareness of current syllabus development.</li> </ul> | Application form and references.             |
| <b>Commitment to Safeguarding Children</b> | <ul style="list-style-type: none"> <li>• Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.</li> <li>• Displays commitment to the protection and safeguarding of children and young people</li> <li>• Values and respects the views and needs of children and young people</li> </ul>                                       |  | Application form, references, and interview. |
| <b>Experience</b>                          | <ul style="list-style-type: none"> <li>• Proven record as a teacher whose students reach high standards of learning and achievement.</li> <li>• Able to enthuse, motivate and discipline students.</li> <li>• Experience of teaching across the full age and ability range of an 11-18 school.</li> <li>• Experience in the use of ICT in the classroom with the skill to impart that expertise to others.</li> </ul> | <ul style="list-style-type: none"> <li>• Experience as a Form Tutor.</li> <li>• Experience of a leadership role.</li> </ul>                                | Application form, references, and interview. |



| Criteria                    | Essential  | Desirable   | Method of Assessment                         |
|-----------------------------|--|---|--|
| <b>Special Aptitudes</b>    | <ul style="list-style-type: none"> <li>• Ability to teach to KS3 and GCSE.</li> <li>• Commitment to improving student learning and raising achievement.</li> <li>• Enthusiasm to inspire in students a desire to learn and participate.</li> </ul>   | <ul style="list-style-type: none"> <li>• Interest in innovation in the classroom including interactive whiteboard skills.</li> <li>• Experience and understanding of helping high and low achievers.</li> </ul> | Application form, references, and interview. |
| <b>Interpersonal Skills</b> | <ul style="list-style-type: none"> <li>• Good ICT, oral and written communication skills.</li> <li>• Ability to work effectively as part of a team.</li> <li>• Ability to work on own initiative.</li> <li>• Ability to take responsibility for planning own workload and commitments.</li> <li>• Ability to work under pressure and keep to deadlines.</li> <li>• Ability to be sensitive to the needs of others.</li> <li>• Ability to be supportive.</li> <li>• Professionalism.</li> <li>• Good record of attendance and punctuality.</li> <li>• Willingness to reflect upon his/her experiences in a critical and constructive manner.</li> </ul> |   | Application form, references, and interview. |



# Application and Appointment Process

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## How to apply

To find out more about The Latymer School please do take a look at the website at [www.latymer.co.uk](http://www.latymer.co.uk).

If, after reading the information, you are interested in joining us please complete the Teaching Staff Application Form, which you can find on the website, [www.latymer.co.uk/staff-vacancies](http://www.latymer.co.uk/staff-vacancies).

Applicants are also asked to provide a letter of application outlining:

- Your experience to date
- How this has prepared you for the role
- How would you deliver extra-curricular at the school after Covid19

Completed forms and letters should be returned to:

Ms M Cobbett, Headteacher,  
The Latymer School,  
Haselbury Road,  
London,  
N9 9TN

Or via email to: [recruitment@latymer.co.uk](mailto:recruitment@latymer.co.uk)

**Deadline for Application is: 10am, Tuesday 4th May 2021**

