



**Civitas Academy**

# PE Teacher Application Pack



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# Letter from Cathie Paine, Chief Executive Officer

Dear Candidate

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven't previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Employees within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

**Cathie Paine**

CEO



# Our Touchstones

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago Touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

**Inspiration** breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don’t make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. [You can learn more about REAch2 at our website: www.reach2.org](http://www.reach2.org)



# The role

## PE Teacher at Civitas Academy

Do you enjoy working with children? Do you have a passion for PE, sports, fitness and well-being? Do you have the skills to support their learning and development? Have you got a 'can-do' approach and outlook? At Civitas Academy, we are looking for a PE Teacher who will take the lead in delivering PE sessions across the academy and supporting staff development, as well as providing enrichment and extra-curricular activities to our children.

We are looking to appoint an inspirational, ambitious and talented PE Teacher to join our dedicated and enthusiastic team. Our PE Teacher has a dual role; firstly, to provide high-quality PE and professional development to our teaching staff, and additionally take a lead on providing enrichment and games during the break and lunchtime to contribute towards the overall sports provision. The role will also involve taking responsibility for the organisation of school games, competitions and sports events locally within the sports partnership. This is a role which requires a great deal of initiative, to use time effectively to maximise opportunities to have an impact on pupils' physical well-being – through lessons, through breaks and lunches, and through clubs and the sports partnership. The appointed candidate will be excited to take the lead in each of these aspects and drive PE & Sports at Civitas .

You will be part of the PE leadership across the school, taking responsibility for the majority of lessons planned and taught, and providing development for teachers in delivering their own lessons. This will be a flexible role which could be working with all children across the academy, from Early Years to Key Stage 2. The role also includes leading provision and enrichment during break and lunchtimes.

### **The successful candidate will have:**

- The motivation and passion to achieve the very best for the children within PE and sports
- A good understanding or awareness of the Early Years Foundation Stage and/or a good understanding of the Key Stage 1 and Key Stage 2 curriculum for PE
- A good understanding of the range of additional needs that pupils can have and how best to support them within PE and sports
- The ability to work independently as well as part of a wider team
- A 'can-do' approach to all aspects of academy life
- A willingness to undertake professional development and grow their skills
- Excellent communication skills and a good sense of humour

**In return we can offer:**

- A firm commitment to you and your professional development
- Friendly, supportive, enthusiastic and hardworking colleagues, staff and Governors
- A growing learning community
- Encouragement to develop new ideas and the opportunity to make a real difference
- Coaching and mentoring from the trust and school leaders
- Fantastic trust wide CPD opportunities
- Vast opportunities for career progression

**If you have a genuine commitment to improving the life chances of children then we would like to hear from YOU!**

**Background Information about the School**

Civitas Academy is a two form entry school for children aged four to eleven, serving the children and families of Reading and the surrounding area. We currently have children in Reception to Year 6. We are part of the REAch2 Reading Cluster which also includes Green Park Village Academy, The Palmer Academy and Ranikhet Academy.

At Civitas we are proud to welcome children, families and colleagues of many different nationalities into our school on a daily basis. We work hard to support children who have little understanding of English in developing the skills they need to help them learn, even if they start at a very early stage. We are an inclusive school, working with other schools, providers and professionals in helping children with special needs to overcome their barriers to learning and find success. We also offer support to families, and value the partnerships between children, parents, the school and the wider community in improving the lives of the children in our care.

We are a caring employer who invests in the future of our employees, as only through their excellence can we deliver excellence for the children and families whom we serve. To see more information about the school, please visit our website [Civitas Academy](#)

As a member of the REAch2 Trust, a national family of primary academies, Civitas Academy is committed to raising standards and achieving excellent for all pupils whatever their background or circumstance. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike. Civitas Academy is committed to safeguarding and promoting the welfare of children and young people / vulnerable adults and expects all staff and volunteers to share this commitment. This position is subject to an enhanced DBS check and satisfactory written references.

# The application

You are invited to submit an application form to **Sal Ducker, Executive Headteacher** using [recruitment@reach2.org](mailto:recruitment@reach2.org)

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust's online [Equality & Diversity Monitoring Form](#) separately.

In accordance with our Safeguarding Policy the successful candidate will be required to have an enhanced DBS check.

To arrange an informal discussion please contact the school office using 0118 467 6720.

## The application process and timetable

|                              |  |
|------------------------------|--|
| <b>Application deadline:</b> | Monday 13th May 2024 at 12pm (midday)  |
| <b>Interviews:</b>           | Tuesday 21 <sup>st</sup> May 2024 (to be arranged with shortlisted candidates) |
| <b>Contract Details:</b>     | Permanent, full-time   |
| <b>Salary:</b>               | MPS  |
| <b>Start date:</b>           | September 2024   |

Candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

# Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that those who work in an academy are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all our pupils.

We will seek to recruit the best applicant for the job based on the abilities, qualifications, experience as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system six months after the decision has been communicated, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your information will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](#).



# Job Description

**Post:** PE Teacher

**Responsible to:** Headteacher

## Core Purpose

To work under the guidance of the Headteacher and PE Lead and within an agreed timetable, to implement and deliver a series of sessions to cover the national curriculum requirements for PE across the school.

To work with colleagues and children to ensure the PE curriculum inspires all pupils to succeed and excel in sport and other physically demanding activities. Opportunities should be provided for pupils to become physically confident in a way which supports their health and fitness, build character and help to embed values such as fairness and respect

## Responsibilities

- Plan and deliver PE sessions, evaluate and adjust session plans as appropriate.
- Monitor and evaluate pupils' responses to activities through observation and planned recording of achievement against pre-determined session objectives.
- Provide objective and accurate feedback and reports as required, to the class teacher on pupil progress in PE.
- Be responsible for keeping and updating records as agreed with the school, contributing to reviews of systems/records as requested.
- Promote positive values, healthy lifestyle, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour and physical well-being.
- Liaise sensitively and effectively with parents/carers within an agreed framework and participate in feedback sessions/meetings with parents, or as directed.
- Use specialist coaching skills/training/experience to support pupils.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within sessions.
- Support pupils progress in PE whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in sessions.

- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.
- Implement national curriculum requirements for PE and support the development of relevant skills.
- Help pupils to access learning activities through specialist support where appropriate.
- Determine the need for, prepare and maintain general and specialist equipment and resources.
- 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.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to progress and develop.
- Contribute to the overall key functions of the school.
- Establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of pupils in PE.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Support the academy in developing appropriate intra and inter school competitions and challenge all students to engage in appropriate activities.
- To help plan and deliver a varied and interesting programme of physical and sporting activities, including intra and inter school competition, sports leadership training and deployment of healthy lifestyle programmes.
- Maintain records to show rates of participation in events/ competitions and programmes as required as well as implementing other data collection and monitoring programmes as directed by the academy.
- Deliver sports clubs to students within the academy.
- Undertake planned supervision of pupils' out of school hours learning activities.
- Supervise pupils on visits, tournaments, trips and out of school activities as required.
- Supervise pupils at break and lunchtimes and promote games and activities for children to take part in during their break times.
- Provide cover for short term absence of the teacher, either planned, e.g. where a teacher has a medical appointment or is attending a course or PPA or unplanned, e.g. during absence due to ill health.

## General

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection.

- Be aware that all pupils have equal access to opportunities to learn and develop.
- Participate in training and other learning activities as required and to participate in appraisal and professional development.

**These duties may be varied to meet the changing demands of the school at the reasonable direction of the Headteacher. This job description does not form part of the contract of employment. It describes the way the post holder is expected to perform and complete the particular duties as set out above.**

**REAch2 is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An Enhanced DBS with Child Barred List check will be requested.**

# Person Specification

|  | Essential | Desirable | Measured by |
|--|-----------|-----------|-------------|
| Right to work in the UK  | *         |           |             |
| <b>Knowledge/Qualifications and experience</b>   |           |           |             |
| Qualified Teacher status   | *         |           | A           |
| Relevant degree  | *         |           | A           |
| Full working knowledge of national curriculum and other relevant learning programmes/ strategies in relation to PE         |           | *         |             |
| Ability to self-evaluate learning needs and actively seek learning opportunities.  | *         |           |             |
| Ability to coach PE across the ability and age range.  | *         |           |             |
| Confident use of ICT showing an understanding of how to use ICT to support the children's development of a skill/game.     |           | *         |             |
| Successful training record in relevant strategies in particular with regard to physical education                          | *         |           |             |
| Specialist coaching qualification relevant to Primary Phase  |           | *         |             |
| Clear communication/questioning skills – precise approach to written communication   | *         |           | A O I       |
| ICT competent  | *         |           | O           |
| Skills to support inclusion and strategies to engage every child   | *         |           | O           |
| A full Enhanced Disclosure from the Disclosure and Barring Service   | *         |           | A I         |
| <b>Skills , abilities and personal attributes</b>  |           |           |             |
| Evidence of a commitment to safeguarding and promoting the welfare of children and young people                            | *         |           | A R I       |
| Commitment to promote and support the aims of REAch2   | *         |           | R I         |
| Knowledge of strategies to support learning, progress and standards across the curriculum – evidence of impact on progress | *         |           | A R O I     |

|   |   |  |         |
|---|---|--|---------|
| Knowledge of how ICT can be used to support/ enrich learning                                  | * |  | A       |
| Effective classroom management skills – able to provide an effective environment for learning | * |  | O       |
| Clear understanding of the role of assessment in the development of learning                  | * |  | A O I   |
| Successful record of teaching within primary  | * |  | A O I R |
| Awareness of national trends and developments   | * |  | A I     |
| Evidence of commitment to personal and professional development                               | * |  | A I     |
| <b>Personal Qualities</b>   |   |  |         |
| Flexibility of approach   | * |  | R       |
| Excellent organizational skills   | * |  | O R I   |
| Supportive – able to work as part of a team   | * |  | R       |
| Able to respond to and seek advice  | * |  | R       |
| Ability to work under pressure while maintaining a cheerful disposition                       | * |  | A O I   |
| Flexibility of approach   | * |  | R       |
| <b>Interest &amp; Motivation in the job</b>   |   |  |         |
| Enthusiasm for children’s learning  | * |  | O I R A |
| A commitment to the integration of children with SEN in mainstream school environment         | * |  | O I A   |
| A willingness to contribute to all areas of school life                                       | * |  | A R I   |
| <b>*Key: A=Application, R=Reference, O=Observation, I=Interview</b>                           |   |  |         |

All staff are expected to understand and be committed and to contribute to Trust’s commitment to Equal Opportunities for all.