



**CHRIST'S
SCHOOL**

APPOINTMENT OF

Physical Education Technician

Required for September 2025

Closing date: 9am, Tuesday, 22nd April 2025

Interviews: to follow thereafter

Christ's School, Queen's Road, Richmond upon Thames, TW10 6HW

Tel: 020 8940 6982 e-mail: hr@christs.school

www.christs.richmond.sch.uk



CHRIST'S SCHOOL



March 2025

Dear Candidate

Thank you for your interest in the position of Physical Education Technician at Christ's School.

Christ's School is a Church of England comprehensive school for 1000 young people aged between 11 and 18. Our vision is to deliver Excellence as Standard to every member of our Christ's family: excellent leadership; excellent staff; excellent outcomes and excellent partnerships.

Our school is situated on an enviable site adjacent to Richmond Park in Richmond upon Thames in South West London. We have excellent links with our feeder primary schools and the local community. We are proud to be a faith school and welcome students from Christian and other religious backgrounds.

At Christ's School we combine our expectations for students' excellent academic achievement with an emphasis on their personal growth as well-rounded individuals. Our aim is for students to become confident, successful, responsible young people, who love learning, have a desire to lead and serve and are ambitious for their own futures.

Our learning environment is inspirational, supportive and happy, and based on the Christian values of Love, Justice and Peace. We provide outstanding educational opportunities and experiences for each of our students to enable all to explore intellectually, to grow emotionally and spiritually and to achieve their full potential.

Our Behaviour for learning approach focuses on restorative practice and recognises the importance of building positive relationships with individual students. It is based on the work of Paul Dix at Pivotal Education. We are proud to be a Regional Hub School for Pivotal and have achieved their Gold Award in recognition of our work in this area.

Our results continue to go from strength to strength. We were particularly pleased with our 2021 Ofsted inspection. This was a section 8 inspection, and as such, the overall grading cannot change and so we remain a 'Good' school. The inspection recognised the significant progress we have made as a school since our last Ofsted in 2016. The inspectors captured our ethos and unique identity very quickly during their inspection, and the dedication our staff have to ensuring students are valued and celebrated every day, was recognised so strongly. "Pupils say being at Christ's School is like belonging to a large family. They want to achieve their best. Pupils are happy and feel very safe here [and] are proud to be members of this school. The school welcomes and values all pupils. Pupils behave well. They respect each other and show kindness and consideration to all" and "staff are proud to work at the school". Our SIAMS inspection report also found the school to be outstanding at meeting the needs of all learners.

Applications should be sent in the form of a completed online application form including a supporting statement. This should outline how your skills and experience fit the job and person specifications, the impact you have made in your current/most recent role and should be no longer than 3 sides of A4, font size 12.

Please email completed applications to Mrs Julia Ralph - hr@christs.school. We are looking for completed application forms (email only) to be returned by **9am Tuesday, 22nd April 2025. Interviews to follow thereafter.**

Early applications are welcome and we reserve the right to appoint before the closing date if we find a suitable candidate.

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

Christ's School is an Equal Opportunities employer as detailed in our Equal Opportunities Policy.

Shortlisted candidates will be subject to online checks, with any resulting concern/queries to be addressed at interview.

Any appointment made will be subject to checks those details given on the application form are as stated. It will also be subject to receipt of a satisfactory medical disclosure form. Before an appointment can be confirmed a DBS enhanced disclosure will be required.

Please visit our website where you will be able to find out more about our school, ethos, and vision. If you have any queries about the application process or would like to arrange an informal visit, please contact Julia Ralph on 0208 439 9652.

At Christ's we deliver Excellence as Standard. If you believe you can help us realise our vision, we look forward to hearing from you.

Yours sincerely,

**Helen Dixon (Mrs)
Headteacher**

Job description: Physical Education Technician

Job: Physical Education Technician

Salary / Grade: NJC point 7 (range to 10) – starting £22,755.76p.a. (actual)

Hours: 39 weeks (term time only) / 32.5 hours a week

Contract type: Fixed term – 1 year

Accountable to: Head of Physical Education

Work in partnership with: Teachers and students

Mission

At Christ's School we combine our expectations for students' outstanding academic achievement with an emphasis on their personal growth as well-rounded individuals. Our aim is for students to become confident, successful, responsible young people, who love learning, have a desire to lead and to serve, and are ambitious for their own futures.

Our learning environment is inspirational, supportive and happy, and based on the Christian values of Love, Justice and Peace. We provide outstanding educational opportunities and experiences for each of our students, to enable all to explore intellectually, to grow emotionally and spiritually and to achieve their full potential.

Our ambition is that Christ's is a community where students:

- achieve their full academic, sporting, musical and artistic potential.
- have a life-long curiosity and passion for learning.
- are creative thinkers, capable of taking risks in their learning and of studying independently.
- are spiritual individuals, compassionate and sensitive to the needs of others and of self.
- embrace diversity and have a commitment to equality and inclusivity.
- are considerate, polite and always act respectfully towards others.
- develop personal qualities of leadership, courage, integrity, resilience and determination.
- make a positive contribution to their community and to society as a whole.
- are team players, who work collaboratively to achieve shared goals.
- feel comfortable socially and express themselves confidently in a range of situations.

Job purpose

To assist and support the PE Department, providing essential support to teaching colleagues and students within the Department.

Duties and responsibilities:

- Assist and support the PE Department with fixtures, clubs, sports days and other events.
- Undertake a range of administrative tasks in support of the PE Department including, sending emails to parents, other schools and outside agencies, entering data onto school systems, photocopying and filing.
- Assist in lessons (at the discretion of the Head of PE).
- Tracking club attendance and analysing data to discover trends in year groups, gender and number of clubs attended.
- Prepare and set-up PE equipment for lessons in order to be delivered effectively.
- To help in the preparation of organising practical equipment before a PE lesson.
- Manage and coordinate external paid and sign up clubs by liaising with coaches, finance staff, parents and students.
- Deliver school PE clubs either before, during or after school.
- Coach, select, and take a sports team to training and fixtures.
- Book and drive (if qualified) the school minibus for fixtures and book venues for sports lessons.
- Place orders with suppliers for stationery and PE equipment.
- Organise and update the PE calendar and board with new fixtures, meetings and events as well as update the PE display with relevant clubs, flyers for sport and student achievements.
- Maintaining storage of equipment and complete a termly audit.
- Assist and support GCSE and A Level practical lessons.
- Promote the schools sports clubs and fixtures via social media.
- Promote and safeguard the welfare of all students in accordance with DfE guidelines and ensure that all staff are committed to, and comply with the same.
- Ensure that the health and safety of all students and staff is promoted and maintained to a high standard at all times in accordance with the school's relevant policies and procedures.
- Attend training and meetings as necessary to remain fully informed about developments in relation to school procedures and undertake any training required in order to carry out duties within the department.

Special Conditions of Service:

The post holder will be required to work outside of normal school hours on occasion, with due notice.

Further particulars specific to this role:

Christ's School possesses an outstanding PE department. We are ranked, by School Sport Magazine, in the top 200 state and independent schools for sport in the country, currently at number 50. More notably, we have won three consecutive National Premier Basketball titles within the last five years. Our teams regularly compete in local, regional and national competitions across a multitude of sports. We have established one of the largest state school rowing programmes in London and many of our rowing students now compete at a National Level. We now see students making Christ's their first choice specifically for the sports provision, opportunities and the level of competition offered across a multitude of sports.

Our curricular and extra-curricular provision is exceptional. Our commitment to extracurricular sport is at the heart of our success and as a result our participation rates are extremely high. Students not only have the opportunity to participate in traditional sports such as Rugby, Netball and Football but they can also join our expanding programme of specialist activities, such as, Rowing, Judo, Triathlon, Boxing and Dance. All of our extracurricular clubs are linked to community pathway clubs to ensure that students have the best opportunity to extend their learning and make further progress outside of the school environment. These include; TeamKeane Sculling School, Richmond Knights Basketball, Dance Studio London, Netstars Netball, Richmond CC, London Welsh, Harlequins, Mark Klein Triathlon and Kingsmeadow Athletics.

We consistently achieve outstanding results at A Level and GCSE PE. The student uptake in these courses increases year on year.

Our facilities for sport and physical activity are outstanding. We possess a 4 badminton court sports hall, a bespoke Dance studio, MUGA, state of the art Cricket nets and grass football/rugby pitches.

Sport is highly valued by our senior leaders and it is one of the cornerstones of school life. At Christ's we believe Sport is a key component in building self-esteem, confidence, school ethos and academic excellence. The PE department are the architects of building a sporting culture of willingness and enthusiasm, one that binds the school together and reinforces the drive to engage in physical activity, compete in sport and excel academically. We relish in providing a physical activity and sport programme that competes with that of our independent counterparts.

If you are an outstanding practitioner of Physical Education with a firm commitment to extracurricular sport then we would love to hear from you.

This is not a comprehensive list of all tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

Christ's School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants will undergo appropriate child protection screening including checks with past employers through the Disclosure and Barring Service.

Christ's School's Equality Statement

Christ's School is committed to positively tackling discrimination in all its forms and works to ensure that all sections of the community have fair and equal access to and experience within employment. We welcome applicants from all backgrounds and communities, in particular those that are currently underrepresented in our workforce: we are respectful of all individuals' race, age, religion, gender identity, sexual orientation, caring responsibilities, disabilities and cultural background.

Person Specification – Physical Education Technician

The person appointed will be able to engage and challenge students to enable them to achieve their best.

The successful candidate should possess the following:

<u>CRITERIA</u>	Essential / Desirable		Assessed by application / interview process	
	E	D	A	I
<u>QUALIFICATIONS AND REQUIREMENTS</u>				
Recognised sports qualifications	√		√	
Relevant Level 2 qualification or higher	√		√	
In sympathy with the Christian values of the school	√		√	√
Displays a commitment to the protection and safeguarding of children and young people	√		√	
<u>KNOWLEDGE AND UNDERSTANDING</u>				
Knowledge and understanding of various sports	√		√	√
An understanding and commitment to the ethos of the school	√		√	√
<u>SKILLS AND EXPERIENCE</u>				
Courses of further study relevant to the post		√	√	√
Evidence of active involvement in professional development		√		
Excellent organisational skills	√			
Excellent ICT skills	√			
Clear evidence of leadership		√		
<u>PERSONAL ATTRIBUTES</u>				
Excellent punctuality and professional conduct	√		√	√
A sense of humour		√		
Good interpersonal skills	√		√	√
A commitment to a team ethos	√		√	√
Professional integrity and honesty	√		√	√
Ability to meet deadlines	√		√	√
Self-motivated with an ability to use own initiative	√		√	√
Able and willing to scrutinise own practice and to make their practice accessible to others	√		√	√
The capacity to form positive learning-centred relationships with other professionals	√		√	√

Believe they can improve on their previous best	√			√	√
Commitment to safeguarding children and young people	√			√	√
Potential for promotion		√		√	√
Ability to engage, motivate, enthuse and support colleagues		√		√	√