



# **SECOND IN CHARGE OF THE PE DEPARTMENT**

Samuel Whitbread Academy  
Application Pack

# CONTENTS

- 1 Introduction
- 2 BEST Vision, Values and Beliefs
- 3 The PE Department
- 4 Job Description
- 5 Person Specification
- 6 How to Apply
- 7 Useful links



Welcome to BEST and thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our Academy, please contact:

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Shefford Road  
Clifton  
Shefford  
SG17 5QS

## BEST VISION, VALUES & BELIEFS



### **BEST Vision Statement**

#### **To grow the BEST in everyone**

We believe in the importance of high expectations, hard work and the development of a community of schools where each of us strive to 'be the best that we can be'.

### **BEST Values**

We will:

#### **Always put Children first**

Our reference point question is 'how will this improve outcomes for children and enable them to go on and succeed in life?'

#### **Collaborate to support and compete to challenge**

Our schools work together to add value and compete to continually improve

#### **Provide community based provision**

Our schools form a coherent learning community at the heart of the Bedfordshire community

### **BEST Beliefs**

We will:

#### **Deliver BEST outcomes**

Outcomes will be in the top 20% nationally

#### **Provide BEST opportunities**

An extensive range of opportunities beyond the classroom will be provided to develop the whole person

#### **Nurture talent**

Our responsibility is to invest in our people and bring out the BEST in everyone

#### **Operate a high autonomy, high accountability culture**

Professionals will lead our system and take responsibility to continually raise standards

#### **Lead through service**

Leaders and followers will work together with mutual respect and shared responsibility

## THE PE DEPARTMENT AT SAMUEL WHITBREAD ACADEMY

Samuel Whitbread Academy is a large, rural upper school with approximately 1,700 students including a Sixth Form approaching 450 students. The school is situated on the outskirts of the village of Shefford, in Bedfordshire, and has all the variety and energy of a fully comprehensive secondary school. In October 2017 the Academy was inspected and judged as Good, with Outstanding features by Ofsted. We are committed to continuing our journey to reach Outstanding and are constantly striving to develop our practice and raise outcomes.

All Teachers within the PE Department have responsibility for examination groups and are also timetabled to lead Core Games. CPD is at the forefront of the PE Department's ethos. We strive to maintain the highest of standards for students at Samuel Whitbread Academy, to ensure they receive the best learning experience whilst in our care. Staff within the PE Department are incredibly dedicated, always going above and beyond expectations as they push academic and extra-curricular achievements for students in all year groups.

The PE Department at Samuel Whitbread Academy is striving to be ranked in the top 5% of PE departments in the UK based on our excellent exam results. We are a large department of 16 with a range of sporting experiences, different teaching styles and specialisms that challenges students to achieve the highest possible outcomes. We have three sports academies: Football, Netball and Rugby and the Directors of these sports are some of the best in education.

With regards to extra-curricular activities we consistently win district and county titles in numerous sports and have enjoyed national success at Football, Rugby, Athletics, Netball and Badminton. We are building a reputation for sport across the UK and are now recognised by many schools and competitors as a force to be reckoned with in any sporting event. We hope to build on success and continue to produce professional sports men and women that, through our excellent teaching, fulfil their potential.

The PE Department has an excellent range of practical teaching facilities including a new sports hall, gymnasium, an activities hall, eight tennis courts and extensive fields which surround the Academy site. We are also very fortunate to have two PE computer suites fully equipped for theory lessons.

We have extensive equipment due to generous backing from the Principal and constant fundraising by the Department. This allows us to have specific and innovative equipment which can be used in a range of activities. This year we have invested heavily in trampolines, table tennis and gymnastic kits, as well as elite sports equipment.

The PE Department at Samuel Whitbread Academy is greatly valued by the Academy's Senior Leadership Team, which has allowed us to grow and, challenged us to be the best both academically and in extra-curricular activities. We are an exceptional department that persistently wants to improve on its already outstanding features. We constantly challenge each other to become better Teachers and regular sharing of good practice has resulted in outstanding teaching seen across the department.

If you have a passion for sport and improving student progress and outcomes, Samuel Whitbread Academy will be able to satisfy your aspiration, support you to improve your pedagogy and, encourage you to take risks.

## JOB DESCRIPTION

### Second in Charge of the PE Department

<b>JOB TITLE:</b>	Second in Charge of the PE Department
<b>BASED AT:</b>	Samuel Whitbread Academy
<b>SALARY/GRADE RANGE:</b>	MPS/UPS plus TLR 2B (£4,805.00 per annum)
<b>RESPONSIBLE TO:</b>	Head of PE and Head of Sixth Form
<b>RESPONSIBLE FOR:</b>	All Post 16 PE Qualifications (A Level PE and BTEC), Core Games
<b>LIAISING WITH:</b>	Head of PE, Sixth Form Leadership Team, Academy Senior Team, Teaching/Support Staff, LEA representatives, external agencies and parents.

#### ABOUT BEST:

Bedfordshire Schools Trust (BEST) comprises ten flourishing academies and five nurseries delivering first choice education, from Early Years to Advanced Level study. Our vision is 'to grow the BEST in everyone.' We believe in the importance of high expectations, hard work and the development of a community of schools where each of us strive to 'be the best that we can be.' Our schools work together to add value and compete to continually improve.

#### PURPOSE OF ROLE:

- To promote excellence within PE in order to encourage and support students in making progress that is in line with, or above expectations.
- To promote and support teaching and learning within PE that aspires to the highest of standards through quality leadership and support.
- To aid the promotion of PE across the trust and offer appropriate guidance and advice on careers, higher and further education.

#### DUTIES AND RESPONSIBILITIES:

##### Across the BEST Academies:

- To participate in the BEST Management, Evaluation and Review programme.
- To lead meetings as scheduled within the calendar and provide feedback to BEST Senior Leadership Group.
- To implement BEST policies and procedures where appropriate.
- To take part in the review of mechanisms within the aims and objectives of BEST.
- To establish a strong and supportive ethos across BEST.
- To ensure that Health and Safety policies and practices, including Risk Assessments, are in line with national requirements and are updated where necessary, therefore to liaise with the BEST Health and Safety representatives.
- To work with and inform Local Governing Bodies and BEST trustees.

**Staffing:**

- To deputise for the Head of Department in their absence
- To promote teamwork and to motivate staff to ensure effective working relationships.
- To work within the allocated CPD funds and Professional Review processes to ensure that staff development needs are identified and that appropriate specialist programmes are designed to meet such needs.
- To organise and participate in regular observations of all teachers using the Academy and/or BEST documentation.
- To undertake Performance Professional Reviews and to act as an appraiser in the Professional Review process with designated staff.
- To participate in the interview process for posts when required.
- To ensure new staff, and staff new to post, are inducted in line with BEST and in-house procedures, providing feedback on progress as appropriate.
- To participate in BEST's ITT and ECT programmes as appropriate.
- To strive to ensure consistency across the department.

**Teaching:**

- To undertake an appropriate programme of teaching in accordance with the duties of a middle leader.
- To undertake marking and feedback in-line with department policy.
- To maintain the highest standard of expectations in lessons

**Specific Duties:**

- To be responsible to the Head of PE for student progress and achievement in KS5 & Core games.
- To facilitate the writing, evaluating, monitoring and reviewing of schemes of learning that enhance the teaching of and support student progress in all post 16 PE qualifications.
- To lead development of pedagogy through monitoring, evaluating and supporting learning in lessons. Exemplify good practice in their own classrooms and be open to others observing this.
- To play an active role in supporting the Head of PE to develop effective PR across the department and help facilitate appropriate CPD within the PE.
- To work with the Head of PE, teaching staff, SLT and other agencies in order to take appropriate action in the case of inadequate teaching.
- To maintain an up-to-date database on student progress and monitor identified sub-groups in subject area and across the subject and department.
- To have an overview of the attendance, progress and assessment data for all target groups (EAL, FSM, SEN, Gender, EM, CLA and High Attainers) at KS5 whilst liaising with the SENCO, Head of Department and other relevant staff as appropriate so appropriate interventions and challenges can be made for these students.
- To liaise with the Exams Department and Head of PE to ensure students are correctly entered for appropriate exams and co-ordinate coursework planning, delivery and assessment across the subject area.
- To ensure PE cover work is set to an acceptable standard and work with learning supervisors and support staff in the delivery of this work.
- To keep abreast of new developments in the curriculum and attend regular standardisation meetings and feedback developments to department.
- To work with Middle School Liaison Coordinator and other subject leaders to ensure smooth transition and student progress across the trust.

- To Along with the Head of PE assist with the behaviour of students within the department or Sixth Form and support teachers in the management of student behaviour. This will also involve administering department detentions where appropriate.
- To advise Head of PE in consultation with technicians, on the purchase of equipment and consumables. Liaise with the Senior Technician to ensure of practical work requiring preparation in advance.
- To encourage and help organise, along with Head of PE, opportunities for curriculum enrichment e.g. University Trips, Independent Learning skills trips, etc.
- To liaise with all stakeholders internal and external to the organisation as required, promoting the best interests of BEST at all times.
- To contribute and discuss solutions or interventions during KS5 Progress meetings with Head of Sixth Form.
- To analyse closely with the Head of PE during key examination and assessment periods areas of strengths and areas for improvement.
- To work closely with the Sixth Form team during calendared events (i.e. Induction Days and Open Evenings).
- To plan and lead the Core Games curriculum. Analysing needs of all students and appropriate sport selection, especially for GCSE PE students.
- To review Core Games with Teachers and the PE student council to constantly improve our provision.

**Note:**

- Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from the BEST Principals to undertake work of a similar level that is not specified in this job description.



## PERSON SPECIFICATION

### Second in Charge of the PE Department

Attributes	Essential	Desirable
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• QTS</li> <li>• PGCE/Bachelors</li> <li>• Evidence of Continual Professional Development</li> <li>• CPD linked to netball, gymnastics, trampolining</li> </ul>	<ul style="list-style-type: none"> <li>• A Level in PE</li> <li>• PE based degree</li> <li>• Master's Degree</li> <li>• Minibus license</li> <li>• Netball coaching qualification</li> </ul>
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Teaching experience (minimum of 3 years)</li> <li>• Evidence of netball specialist coaching</li> <li>• Successful extra-curricular leadership</li> <li>• Knowledge of post 16 Physical Education qualifications available at both A Level and BTEC</li> <li>• Understanding of the importance of using data in support of student progress and staff development</li> <li>• Understanding UMS points and the UCAS system.</li> <li>• Experience of OCR A-Level</li> <li>• A-Level teaching of Anatomy and Physiology</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership experience</li> <li>• Mentoring experience</li> <li>• Experience in monitoring teaching standards and providing support in the promotion of excellence</li> <li>• Experience of Level 3 BTEC Sport and Exercise Science</li> </ul>
<b>Relevant Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• An enthusiasm and commitment towards teaching, in particular the teaching of PE within the curriculum along with an ability to embrace change and keep up with current developments.</li> <li>• An ability to work within staff teams to secure understanding of progress data as well as performance data, Academy procedures and interventions to facilitate improvement.</li> </ul>	<ul style="list-style-type: none"> <li>• Whole school responsibility or experience</li> <li>• Success in winning extra - curricular competitions in traditional girls' sports</li> <li>• Initiate/develop new courses</li> <li>• Experience of having led a team in any other context</li> <li>• Experience of having tackled under- performance.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to improving standards of teaching and learning</li> <li>• Awareness of current pedagogy and educational research</li> <li>• Enthusiasm and drive to achieve excellence in all aspects of their work</li> <li>• Determined to tackle under-performance</li> <li>• Presence/leadership qualities and an ability to lead by example</li> <li>• Organised and self-motivated</li> <li>• Reliable and trustworthy</li> <li>• An ability to work effectively and to be innovative in problem solving</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to be involved in extracurricular projects across the Academy</li> <li>• Whole school responsibility or experience</li> <li>• Success with teams in extra-curricular</li> <li>• Evidence of additional CPD/extra-curricular qualifications or training outside of school.</li> </ul>

<b>Physical</b>	<ul style="list-style-type: none"> <li>• Ability to perform all the physical duties and responsibilities of the post.</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Willingness to be flexible</li> <li>• Willingness to undertake further training</li> <li>• A commitment to equality principles and practices</li> <li>• Willingness to undertake risk assessment training</li> <li>• Willingness to take part in residential trips and visits</li> <li>• Knowledge of relevant safeguarding / child protection legislation and best practice</li> <li>• Value and respect the views and needs of children and young people</li> <li>• Appropriate DBS clearance (before the post is taken up)</li> <li>• Experience of working in a large and dynamic PE Department</li> </ul>	

We are committed to the safeguarding and promotion of children's welfare and offers of employment are subject to DBS clearance.

## HOW TO APPLY

We use an application form, rather than asking for CVs for most vacancies. The application form ensures that all applicants present their information in the same standardised format and tell us only what we need to know.

Applications may be made online via the mynewterm website <https://www.mynewterm.com/> If you would prefer a Word Application Form, one may be obtained by directly emailing Samuel Whitbread Academy via the contact details on page three of this application pack.

All applications must be received by the closing date of:

**Closing date: Sunday 6<sup>th</sup> February 2022**

**Interview date: w/c Monday 7<sup>th</sup> February 2022**

Please remember to include contact details for three referees and complete the equal opportunities monitoring form.

We are committed to the safeguarding and promotion of children's welfare and all offers of employment are subject to DBS clearance and satisfactory references.

We look forward to receiving your application.

HR Team  
Bedfordshire Schools Trust  
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# USEFUL LINKS



[www.bestacademies.org.uk](http://www.bestacademies.org.uk)



[www.camptonacademy.org.uk](http://www.camptonacademy.org.uk)



[www.etonbury.org.uk](http://www.etonbury.org.uk)



[www.gothicmede.org.uk](http://www.gothicmede.org.uk)



[www.gravenhurstlower.org.uk](http://www.gravenhurstlower.org.uk)



[www.langfordvillageacademy.org.uk](http://www.langfordvillageacademy.org.uk)



[www.lawnsideacademy.org.uk](http://www.lawnsideacademy.org.uk)



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