

Richard Hale School



400 YEARS OF EXCELLENCE

Application Pack

Teacher of Physical Education

Full-time

MPS/UPS

September 2024



Richard Hale School

Teacher of PE

Full-time

Start date: 1st September 2024

Thank you for your interest in the post of Teacher of Physical Education. The Application Pack consists of the following documents and an application form can be found on our website <https://www.richardhale.herts.sch.uk/vacancies/> under Teachers Application Form.

- Copy of the advertisement
- Information about the school
- Information on the department
- Job Description

Please note:

- **Closing date**
Closing date is **9am on Tuesday 21st May, 2024**. Please note we reserve the right to close this vacancy early should sufficient applications be received so early application is essential.
- **Electronic version of the application form**
The application form can be found on our website <https://www.richardhale.herts.sch.uk/vacancies/> under Teachers Application Form and guidance notes are provided to assist you.
- **References**
Please ensure that you provide **email addresses** for all your referees as we will request references by email. A **mobile number** for them would also be useful. Referees are likely to be contacted after shortlisting, but before the interview stage.
- **If you have any queries regarding this post**
For general enquiries about the recruitment process, please contact Mrs Sue Homan, HR Manager, on 01992 583441 (sho@richardhale.co.uk). If you have any specific Departmental questions, please contact Kevin Patterson, Assistant Headteacher (pt@richardhale.co.uk).
- **How to apply and where to send your completed form**
Please complete the application form and return it to the school as soon as possible, together with a letter of application, on no more than two sides of A4, which outlines the skills and abilities you could bring to the post. Please forward these by email to Mrs Homan at sho@richardhale.co.uk. Please accept our apologies as we may not be able to notify all candidates of the outcome of their application.
- **Criminal Declaration Form**
All applicants invited to interview will be required to complete a Criminal Declaration Form prior to interview. This is available on the website under the vacancies tab.

We look forward to reading your application and thank you for your interest in our school.



Richard Hale School

Teacher of Physical Education Full Time (MPS/UPS) Required for September 2024

We are looking to appoint a well-qualified and enthusiastic teacher to join a supportive, and very successful Physical Education Department, within this high performing school. The appointed candidate will have the opportunity to teach across KS3 and KS4 in PE. We have large numbers of students who partake in extra curricular sport and a commitment to extra-curricular is essential in this appointment.

The post will involve teaching a small number of lessons of another subject(s) each week, which will be open for discussion with any candidates who are short-listed for the position.

The post is suitable for newly qualified or experienced teachers. We have a good induction programme for all new staff.

The school is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced DBS check (Disclosure & Barring Service).

The Application Form and further information can be downloaded from the School's website or you may contact Mrs Homan by email, sho@richardhale.co.uk. The application form, together with a letter of application of no more than two sides of A4, outlining the skills and abilities you could bring to the post, should be emailed to Mrs Homan. Closing date is 9am on Tuesday 21st May, 2024.

Please note we reserve the right to close this vacancy early should sufficient applications be received so early application is essential.



Richard Hale School

Information about the school

Richard Hale School, called after its original wealthy benefactor, has stood on its present site since 1930. It was founded as Hertford Grammar School in 1617 on a site behind All Saints' Church nearer the town centre and changed its name in 1974 when it became a comprehensive school. A door from the original school can be seen in the main foyer when you enter the school giving that sense of history that we are very proud of.



Richard Hale is an 11 - 18 year old boys' comprehensive school with a six-form entry in Year 7. The school has 1200 students with 180 in each year group and over 300 in the sixth form which is mixed. We are heavily oversubscribed with 500 applications for 180 places.

Year 7 students are drawn from approximately 50 primary schools with admissions based on the post coding of traditional parishes. The intake comes from a large area of East Hertfordshire, particularly Hertford, Ware and the surrounding villages. The Sixth Form has continued to grow since becoming co-educational in 2005. It is now one of the largest in the area, attracting boys and girls from further afield than the immediate locality.

The school's buildings have been improved extensively over the years. Facilities include a Sixth Form Centre with tutorial rooms and a large study room. We have improved the facilities on site with a refurbished Engineering block. During 2017 a 3G all-weather football pitch was added to provide improved sport facilities for the students and in September 2022, we opened our brand-new Sports Hall, which includes a fully equipped gym. We play Rugby games at Hertford Rugby Club; this provides a real experience for the students playing in front of a good crowd and under floodlight during the winter evenings. We run a complete set of Saturday morning fixtures in rugby, football, and cricket over the year.



Underpinning all the work done within the school is a steadfast commitment to develop our students into thoughtful, respectful, and focused individuals who are able to make a positive contribution to the community and wider world.



We are a Good School as Ofsted confirmed in our Ofsted Inspection from 2019. The feedback and report reflect the many strengths of the school. The report is available on the website, but the following quotes really show what the school is like, “Pupils are proud to tell their friends that they attend the school. Parents typically say, ‘My son loves coming to school. We are proud that our son is a Richard Hale pupil,” and “Staff and pupils explained to inspectors that they feel like they are part of a large, supportive family.”

The school curriculum and extra-curricular activities

Our curriculum is traditional in principle, but also provides innovation where possible. Some key characteristics:

- We teach KS4 over three years so we can develop skills and enrich the students’ learning experience alongside the increased content the new qualifications require.
- Approximately 70% of students take a modern foreign language and individual sciences at GCSE, placing the school in the top 20 percentile for these subjects.
- Our Design and Technology provision includes Engineering, which is very popular at KS4.
- We have a garage on site allowing the students to experience motor engineering, this is alongside the other D&T disciplines.
- We offer a broad and balanced curriculum which provides a range of opportunities for our students catering for all interests and aspirations.
- Students in the Sixth Form have access to two learning pathways, academic or vocational. The Advanced Level offer is extensive with 21 subjects taught on site. BTEC Business, Science and Sport provide students with a more focused vocational curriculum.



At KS5 we teach a linear syllabus with students sitting examinations at the end of the two-year course. Our destination data is strong with all our students achieving offers for university, many of these from the Russell Group, or successful entry into apprenticeships or employment.

Student achievement is high with 86% achieving 9 to 4 in English and maths in 2023 and 65% achieving 9 to 5 in these subjects. The progress of students is an area which has been a focus over the last few years, and we were delighted to achieve a progress score of 0.39 in 2023 and was 0.4 in 2022. The school's performance indicators are all significantly above the national average in every measure, but particularly for boys.

Our aim is to create a learning environment in which all students can develop their learning, intellectual and personal abilities, both inside and outside the classroom. To this end we provide an extensive extra-curricular programme, with the school excelling in sport, music, drama, science and engineering competitions. Our Duke of Edinburgh's Award programme is strong with large numbers of students taking bronze or gold awards. The school's ethos is one of encouraging the participation of students in the wider school community through a diverse range of opportunities at all levels.



Much of the school activity is centred on the House system. Each pupil is allocated to one of the six houses (Cowper, Croft, Hale, Kinman, Page, Wallace) and throughout their school lives enjoy and compete in many activities, mainly organised by themselves and supported by the Heads of House. These range from sport, music and drama competitions to chess and other types of activity.

Further information on the school and its history and achievements can be found on our website at www.richardhale.herts.sch.uk



Richard Hale School

Information about the department

Staffing

Tim Saunders	Head of Department
Harry Hicks	Teacher of PE/Head of House
Brett McNamee	Teacher of PE/2 nd in Department/Head of House
Matthew McKay	Teacher of PE/Sports Leader Coordinator
Kevin Patterson	Teacher of PE/Assistant Head
Alex Smith	Teacher of PE/Head of House/Sports Leader Coordinator
Darren Williams	Teacher of PE/Head of Year
Connor Sullivan	PE Apprentice
Ben Jones	Teacher of PE/Head of House

The department consists of eight full time Physical Education specialists, and one full time PE apprentice. All staff have pastoral or middle management responsibilities. There is a history of promotion from the department to posts of responsibility.

The department largely runs the extensive sporting extra-curricular programme that is put on offer to pupils from years 7-13

Curriculum

National curriculum requirements form the basis of the curriculum in years 7 – 11. GCSE Physical Education follows the OCR Syllabus, and we currently have two groups in years 9 and 10 and 3 groups in Year 11 (Key Stage 4 curriculum starts in Year 9). It proves to be a very popular subject. OCR A level linear Physical Education in Key Stage 5 is very popular with 20 students in years 12/13. The Department also runs the B-Tec Sport National Diploma in years 12 and 13 as well as level 2 and 3 leadership courses in years 12 and 13.

Lesson Allocation (per fortnight)

Years 7 and 8	two periods of PE, two periods of games
Year 9, 10 and 11	two periods of PE, two periods of games
Years 12 and 13	two periods of games options (compulsory)

A period lasts one hour.

Extra Curricular

The school has an excellent, and enviable, reputation for both variety and achievement in extra-curricular sport, particularly team games. Saturday and after school fixtures form an integral part, with football fixtures arranged throughout the winter and spring terms to allow for entry into cup competitions. Basketball and cross country are other popular extra curricular sport in the first two terms in which we have great success. The rugby, football and cricket fixture lists are traditional, still maintaining many of the links with schools we have played for very many years. In summer, tennis and cricket fixtures are arranged and we enter teams at all age groups into the district and county cup competitions. We enter the County Athletic League where our standard of participation has been consistently high. The school has numerous County and National representatives in all sports. The school is dominant in all sports within all District competitions.

Achievement in sport is recognized in achievement assemblies where certificates are awarded for both excellence and representing the school. School junior and senior colours ties are also awarded at this event. There are several prizes for individuals for sporting achievements at the Speech Day ceremony.

The House System

The school has six Houses, offering the opportunity for a wide range of competition. Whilst sport takes up a large part of the House competition programme, there are a range of other opportunities in a range of subjects like Drama and Music.

PE and games space

There is one indoor gym with changing facilities for 100 boys. On the school site are two Junior rugby pitches and a floodlit 3G surface which houses a full size pitch, four 5-a-side pitches and two 9-a-side pitches. There is changing for 50 boys in the new pavilion next to the outside pitches. There is a new sports hall which was completed in September 2022 which comprises of a full-size Basketball court, fitness suite and changing rooms. The school fields also have throwing and jumping areas as well as a set of cricket nets. There are five hard tennis courts which are fenced off and the school has close links with Hertford Rugby and Cricket Club to enable us to utilize the facilities available for the students.



Richard Hale School

Job Description: Main Payscale Teacher

Job Purpose

- To fulfil the professional standards for a teacher
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate
- To monitor and support the overall progress and development of students as a teacher and as a form tutor including the personal development dimension
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential
- To contribute to raising standards of student progress and attainment
- To actively promote the school's ethos of participation in extra-curricular activities

Principal Responsibilities

To meet all requirements as appropriate of the Teachers' Standards

Teaching & Learning

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students
- To ensure that ICT, literacy, numeracy are reflected in the teaching and learning experience of students
- To undertake a designated programme of teaching
- To ensure a high quality learning experience for students which meets internal and external quality standards
- To prepare and update subject materials
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus
- To maintain discipline in accordance with the school's procedures, and to encourage good punctuality, behaviour, standards of work and independent study
- To undertake assessment of students, underpinned by the principles and practice of AfL and as requested by external examination bodies, and school procedures
- To mark, grade and give written/verbal and diagnostic feedback as required

Planning & Quality Assurance

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the department
- To assist the Head of Department to identify resource needs and to contribute to the efficient and effective use of physical resources
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students
- To contribute to the department's development plan and its implementation
- To plan and prepare courses and lessons

- To contribute to educational enrichment activities
- To help implement school quality procedures and to adhere to those
- To contribute to the process of monitoring and evaluation of the subject area in line with school procedures
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school

Curriculum Provision and Development

- To assist the Head of Department to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives
- To assist in the process of curriculum development and change to ensure continued relevance to the needs of students, exam boards and the school's objectives

Staff Development

- To take part in the school's CPD programme
- To continue personal development including subject knowledge and teaching methods
- To engage actively in the performance management review process
- To ensure the effective and efficient deployment of classroom support
- To work as a member of a designated team and to contribute positively to effective working relations within the school

Communications

- To communicate effectively with the parents of students as appropriate
- To communicate and co-operate with bodies outside the school where appropriate
- To follow agreed policies for communications in the school
- To take part in open evenings and parent consultation evenings
- To contribute to the development of effective subject links with external agencies

Care Guidance and Support

- To be a form tutor to an assigned group of students and to contribute to the pastoral programme
- To promote the general progress and well-being of individual students and of the tutor group
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
- To evaluate and monitor the progress of students and keep up-to-date student records
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved
- To communicate with the parents of students and with bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff
- To apply the classroom behaviour code so that effective learning can take place

General Duties

- To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example
- To promote actively the school's policies and to comply with the school's Health and Safety policy and undertake risk assessments as appropriate
- To carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions document currently in operation
- To comply with any reasonable request from the Headteacher or their manager to undertake work of a similar level that is not specified in this job description

NB. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Responsible to: Head of Department (as teacher) / Head of Year (as form tutor)

Working Time: 195 days / 1265 hours per year

This job description is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed annually and can be added to at the discretion of the Headteacher.

An enhanced DBS check will be required for this post.

The job description is current at the date shown, but, in consultation with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.



Richard Hale School

Person Specification: Main Payscale Teacher

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ➤ QTS status ➤ Honours degree in related subject ➤ PGCE or equivalent 	<ul style="list-style-type: none"> ➤ Evidence of professional development and continuous learning relevant to the role
Work Related experience and associated skills	<ul style="list-style-type: none"> ➤ Knowledge and understanding of subject at KS3, GCSE and Advanced Level ➤ An outstanding classroom practitioner with evidence of setting appropriate expectations to advance learning and engage and motivate students ➤ Maintain an excellent standard of discipline in the classroom through well focused teaching, positive relationships and good classroom management ➤ Use an appropriate range of teaching and learning strategies for whole classes, individuals and groups which stimulate, challenge, engage and motivate students ➤ Ability to set clear and appropriate targets, feedback to students and make use of assessment information to promote each student's attainment and progress, and to plan future lessons ➤ Reflect on own practice ➤ Application of a range of AFL techniques 	<ul style="list-style-type: none"> ➤ Experience of Advanced Level teaching ➤ Use research evidence to inform and improve teaching
Specialist knowledge and understanding	<ul style="list-style-type: none"> ➤ Secure knowledge and understanding of the knowledge, concepts and skills in teaching the subject 	<ul style="list-style-type: none"> ➤ Able to make good use of ICT as a learning resource ➤ Knowledge of how to give positive and targeted support to students with special educational needs
Personal skills and attributes	<ul style="list-style-type: none"> ➤ Determination to encourage the highest quality of learning experience for all students ➤ Establish good and productive working relationships, and works well in a team ➤ Ability to communicate effectively to staff, students, parents, orally and in writing ➤ Excellent time management ➤ Ability to empathise with young people and yet be firm, fair and consistent when dealing with them ➤ Sense of humour and perspective ➤ Excellent attendance and punctuality 	<ul style="list-style-type: none"> ➤ Willingness to offer and participate in extra-curricular activities

Evidence assessed from: Application form (F), Interview (I), References (R)