



**WE ARE** ASTREA

**TEACHER OF PE  
(MATERNITY COVER)**

**ST IVO ACADEMY**  
PART OF ASTREA ACADEMY TRUST

**APPLICANT BRIEF**





## OPEN LETTER FROM PRINCIPAL, SAM GRIFFIN, ST IVO ACADEMY

Dear Colleague,

Thank you for your interest in St Ivo Academy and the post of Teacher of PE (Maternity Cover). This is an opportunity to join a vibrant, successful and supportive department and would be suitable for an NQT or an experienced colleague.

We offer a range of qualification courses at Key Stage 4 and post-16. This includes GCSE PE (with OCR), in Sixth Form we have a high uptake on to Level 3 Cambridge Technical Diploma in Sport, which is offered as a double option. We also teach A Level PE (with AQA), and the Level 2 Cambridge Technical Diploma in Sport as part of the 'bridging year' offer.

The PE department consists of 11 teachers who encourage all students to foster a love of sport regardless of ability. We were awarded the 2018 "Secondary School of the Year" award from Living Sport. A wide variety of activities are on offer, including hockey, netball, badminton, basketball, football, rugby, swimming, tennis, health related exercise, orienteering, cricket and athletics. We are fortunate to be very well resourced with access to facilities including a sports hall consisting of 6 badminton courts, gym, hall, 25m indoors swimming pool, 6 netball/tennis courts and football/rugby pitches.

In terms of extra-curricular activities, our fixtures are very popular and well attended. There are weekly district fixtures across the sports and year groups. We also enter teams for numerous competitions at county, regional and national level. As a department, and academy, we have enjoyed national success in recent years in both football and cricket. Many of our staff also compete or coach outside of school, forging great community links.

St Ivo is a large 11-18 comprehensive academy in the town of St Ives, Cambridgeshire. We have around 1750 students with around 300 in our Sixth Form. The school is over 60 years old and is proud of its place within the local community. We are a truly comprehensive and inclusive academy. This is reflected in our approach to all areas of our work. From supporting students preparing for Oxbridge through to working with the most vulnerable St Ivo embraces everyone.

The rapport between staff and students has been central to our success over the years. St Ivo is a happy place to work and to teach. Students here are keen to learn and are well behaved. We are an active and dynamic community who see learning in all aspects of our work: lessons, tutor work, clubs, extra-curricular activities and trips. To get a picture of what we get up to visit our Facebook or Twitter feeds.

Academy performance is well above national average. In 2019 65% of our students gained grade 4+ in both GCSE English and Maths. In the Sixth Form, 46% of A Level grades were A\*B. Our 2016 Ofsted report rated the academy as Good in all areas. It praised the quality of teaching, assessment and leadership. There was a strong message that this is an academy well positioned for further improvements and a clear move towards Outstanding. As such, this is an exciting time to be joining a rapidly improving, successful academy.

I hope that you will want to find out more about St Ivo Academy and that you will want to apply for the post. Please email Louise McAuliffe, HR Officer, [HR@astreastivo.org](mailto:HR@astreastivo.org) if you wish to discuss the role further or would like to arrange a visit to our school.



I look forward to receiving your application.

Yours sincerely

**Sam Griffin**

**PRINCIPAL AT ST IVO ACADEMY**



# JOB DESCRIPTION

<b>POSITION</b>	Teacher of PE
<b>SALARY</b>	MPS / UPS
<b>CONTRACT TYPE</b>	Temporary – Maternity Cover
<b>WORKING PATTERN</b>	Monday to Friday,
<b>HOURS PER WEEK</b>	Full-time, 32.5 hours per week
<b>REPORTING TO</b>	Head of PE

## Purpose of this role:

To be an effective professional who demonstrates thorough curriculum knowledge, can teach and assess effectively, take responsibility for professional development and has students who achieve well.

## Core Requirements of the Post:

In fulfilling the requirements of the post, the teacher will demonstrate essential professional characteristics, and in particular will:

- Inspire trust and confidence in students and colleagues.
- Build team commitment with colleagues and in the classroom engage and motivate students.
- Demonstrate analytical thinking to improve the quality of students' learning.
- Contribute to the academy improvement /development planning and promote the learning priorities of the academy SIP.
- Contribute to the development and / or implementation of academy policies.
- Promote the wider aspirations and values of the academy.

## Key responsibilities

### Planning, Teaching and Class Management:

Teach allocated students by planning their teaching to achieve progression of learning through:

- Understanding and applying effective classroom management.
- Understanding and applying a range of teaching strategies.
- Positively targeting and supporting individual learning needs.
- Maintaining high levels of behaviour and discipline.
- Effectively using homework and other extra-curricular learning opportunities.
- Demonstrating appropriate consistent progress:
  - for the majority of students
  - across all teaching areas
  - across all spectrums of background, ability and behaviour that compares favourably with students in similar settings
- Effectively managing other adults in the classroom.



### **Monitoring, Assessment, Recording, Reporting:**

- Use performance data to evaluate students' progress and set appropriate targets for improvement.
- Use assessment to inform planning and teaching.
- Report on progress to all stakeholders.

### **Pastoral Duties:**

- Be a form tutor to an assigned group of students.
- Promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.
- Liaise with the pastoral team to ensure the implementation of the academy's pastoral system.
- Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of academy life.
- Contribute to the preparation of Action Plans and progress files and other reports.
- Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved.
- Communicate, as appropriate, with parents of students and persons or bodies outside the academy concerned with the welfare of individual students, after consultation with appropriate staff.
- Contribute to PSHE and citizenship and enterprise education according to academy policy.

### **Other Professional Requirements:**

- Have a working knowledge of teachers' professional duties and legal liabilities.
- Operate at all times within the stated policies and practices of the academy.
- Maintain an up to date knowledge of good practice in teaching techniques. Know subject(s) or specialism(s) to enable effective teaching.
- Take account of wider curriculum developments.
- Incorporate national strategies in all teaching.
- Communicate learning objectives.
- Contribute positively and effectively to the 'Every Child Matters' agenda
- Undertake professional development to enhance teaching and students' learning, and
  - apply outcomes and identify impact
  - share outcomes with colleagues
- Take responsibility for professional learning.

**The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.**

*St Ivo Academy fully recognises the responsibility it has under section 175 (Section 157 for Independent Schools and Academies) of the Education Act 2002 to have arrangements in place to safeguard and promote the welfare of children.*

*Through their day-to-day contact with students and direct work with families, staff at the school have a crucial role to play in noticing indicators of possible abuse or neglect and referring them to Social Care via the Cambridgeshire Direct Contact Centre (Designated Person for Child Protection to refer).*

*This academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*



# PERSON SPECIFICATION

## RELEVANT EXPERIENCE

- Proven experience of teaching PE at KS3, KS4 with excellent classroom management skills
- Proven experience of teaching PE at KS5 (desirable)
- Effective classroom teacher

## EDUCATION AND TRAINING

- Qualified teacher status
- Degree or equivalent
- Evidence of recent and relevant professional development (desirable)

## KNOWLEDGE

- Detailed understanding of planning the KS3 PE curriculum (desirable)
- Detailed understanding of planning the KS4 and KS5 PE curriculum to meet exam board Requirements (desirable)

## SKILLS AND ABILITY

- Ability to communicate effectively at all levels
- Effective interpersonal skills
- Efficient organizer
- Ability to use initiative and prioritise work
- Ability to work to deadlines
- Confident user of ICT
- Experience of monitoring progress of students in PE and intervening where necessary (desirable)

## ADDITIONAL

- Ability to work as part of a team
- Ability to quickly gain the respect of all students and staff and foster appropriate relationships
- Flexible approach to work
- Committed to academy ethos and direction
- Understanding of Safeguarding Procedures
- High standard of punctuality
- Appointment to the post is subject to satisfactory enhanced DBS check

## This is not exhaustive.

*Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks. For further details on the recruitment process, please review our Recruitment Pack. This can be found attached to each vacancy or requested by emailing [recruitment@astreaacademytrust.org](mailto:recruitment@astreaacademytrust.org)*