

Job Description

Job Title	Leader of Physical Education at HFCS
Grade	Level 5 Scale Point 14 (Actual £26,397)
Weeks per Year	Term Time only (39 weeks including 5 INSET days) + 3 weeks and 3 days Holiday Camp Leader; 42.6 weeks per year
Hours Per Week	35.58 hours per Week (plus 30 mins daily unpaid lunch break)
Working Hours	8.40am-4.30pm daily with one 8am start Mondays and one 5.15pm finish Wednesdays
Responsible to Line Manager	Senior Leadership Team Sara Benn
Qualifications or Training:	Sports Coach (qualified to a minimum of Level 2 in at least 1 sport) Recent, relevant experience will also be considered Evidence of good English and Maths skills
Purpose of Role	<ul style="list-style-type: none"> • Use expertise and coaching skills to support the learning and development of pupils in PE. • To support the showcasing of the schools PE curriculum as best practice with the aim of securing positive partnerships and sponsorships. • Take the lead role in running afterschool sports clubs inc home and away matches. • To promote and encourage a healthy lifestyle for pupils and staff at Holy Family Catholic School • To ensure expert national curriculum coverage which consists of a vast range of activities in order for children to find their preferred activities, help children to fulfil their potential and achieve lifelong participation in sport.
General Requirements	<ul style="list-style-type: none"> • Contribute to the overall ethos, work and aims of the school. • 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. • Work with and support the role of other professionals
Safeguarding	<ul style="list-style-type: none"> • The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. • All staff are expected to act in a professional manner at all times. • All members of staff have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom she/he has contact. • All staff need to adhere to and ensure compliance with the school's safeguarding and child protection policies / procedures at all times. • If, in the course of carrying out the duties, a member of staff becomes aware of any potential risks to safety or welfare of children/adults s/he must report concerns to the school's Designated Lead for Child Protection.

Support for the School	<ul style="list-style-type: none"> • Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person. • Be aware of and support difference and ensure all pupils have access to opportunities to learn and develop. • Contribute to the overall ethos / work / aims of the school. • Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others. • Engage with Slough Schools Sport Network and attend annual conference – help available coaches/plan which competitions and widening participation events HFCS will take part in • Increase participation in a wider range of sports and local clubs, promote social aspect of clubs, talent ID by strengthening club links and maximising opportunities from community outreach eg. STFC (while ensuring the core curriculum is not frequently interrupted) • Accompany annual Year 6 outdoor adventurous activities residential (one week) • Investigate Evolve, Teamsnap, Pitchero and other apps to increase efficiency of communication re permission and availability for fixtures • Raise profile of PE and build HFCS reputation at Slough competitions • Present qualitative and quantitative data eg. how many children can swim 25 meters at Y3 and Y5?
Direct Support for Learning	<ul style="list-style-type: none"> • Be a role model for pupils, inspiring them to be actively interested in PE. • To contribute to the organisation of special PE events e.g. sports day, sports week • To manage, supervise and engage children in after school provision and co-ordinate clubs (not first or last week of terms) • To ensure equipment is stored in an orderly and accessible way. • Organise and deliver sports coaching as clubs at lunch time, and before/after school • Work with non-specialist teachers to improve their ability to deliver top quality PE • Assist with the organisation of inter school matches and tournaments ensuring appropriate risk assessments are completed • Accompany children to major sports events if tickets are offered to school • To maintain high standards of cleanliness in and around the sports areas, including advising the Operations Manager / Head Teacher of necessary works • To keep an inventory of all equipment and ensure it is maintained to a high standard. This includes making sure all equipment and school clothing are available for match days • To order new / replenish equipment • To take responsibility for building security including opening and locking up (occasionally) • Establish a Young Sport Ambassador/Leader Programme • Engage with Slough Athletics Club and enter children for three indoor athletics competitions that take place autumn term • Undertake any similar duties as required
Indirect Support for Learning	<ul style="list-style-type: none"> • Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate. • Organise and manage appropriate learning environment and resources • Display to celebrate sport, weekly update in newsletter •

Personal Development

- It is expected that you will take an interest in self-development. From time to time you will participate in a review of your work. Where appropriate you will be given suitable training to support your work. This may be done through discussions with staff, through reading and through participation on courses.
- You will be required to participate in all school training days.
- An understanding of, and commitment to, equal opportunities for all, irrespective of race, disability or gender.
- Assist with the supervision of pupils out of lesson times, inc playtimes, before and after school as well as at lunchtimes, by re-assigning contractual hours.
- To attend to the children's basic first aid and care needs as appropriate.
- Be aware of and support difference and ensure all pupils have access to opportunities to learn and develop.
- To attend appropriate staff meetings and participate in training sessions and other learned activities as required.
- To develop your ability to be a maths mentor to disaffected pupils
- To develop your pastoral role through coaching and mentoring targeted individuals for 6 weeks at a time
- Participate in the schools Performance Management Programme.
- The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.
- **Carry out any other related duties, as directed by the Head Teacher, commensurate with the general level of responsibility of the post.**

Personal Specification

Skills

- Understand and respect social, cultural, linguistic, religious and ethnic backgrounds
- Able to build and maintain successful relationships
- Excellent team working skills including collaborative approach to working
- Promote positive values, attitudes and behaviour
- Proactive, innovative, enthusiastic and self-confident
- Understand the roles of parents and carers in pupils' learning and development and demonstrate ability to liaise with parents and carers sensitively and effectively
- Demonstrate a willingness and ability to improve own practices
- Excellent organisation and time management
- Proven ability to think and act clearly and incisively
- Excellent written and verbal communication and interpersonal skills
- Ability to work at consistently high standards
- In depth understanding of school policies and procedures
- Able to use own initiative and seek guidance when required
- Strong commitment to a high level of confidentiality
- Flexible and adaptable
- Able to manage pupil behaviour and deal with disaffected, challenging and/or vulnerable pupils
- Able to develop and use strategies to improve young people's self-esteem and
- Ability to use initiative and solve problems/handle difficult situations as they arise
- Able to monitor, prioritise and review own work

<ul style="list-style-type: none"> • Able to communicate effectively with adults and pupils • Able to motivate pupils to learn • Able to act as a positive role model • Able to defuse situations and act calmly when challenged
Essential Qualifications <ul style="list-style-type: none"> • Possess relevant coaching qualifications for particular sports (Minimum Level 2 with a Sports National Governing Body) • Possess up to date recognised first aid qualification • Achieved a qualification in English and mathematics to at least Level 2 of the National Qualifications Framework
Expertise <ul style="list-style-type: none"> • Training in a range of sports • Specialist skills / training in at least one sport • Experience of working with relevant age groups within a school environment • Proficient ICT and written English • Driving license to be able to drive a minibus
Experience <ul style="list-style-type: none"> • Able to work with pupils within the school behaviour management policy • Demonstrate sufficient understanding of defined specialist area to support pupils' learning • Demonstrate familiarity with the school PE curriculum • Understand a range of strategies to establish a purposeful learning environment • Understand health and safety issues relating to PE, team sports and sports equipment and be able to organise and manage learning activities in a safe environment • Knowledge of teaching resources to meet the diversity of pupils' needs and interests • Understand issues relating to equal opportunities, bullying and harassment and be able to respond effectively to incidents and issues • Awareness of learning in out-of-school contexts and related policies and procedures