



Saint Joseph's
CATHOLIC SCHOOL

Head of PE

"Excellence for the sake of the Gospel"

HIGH ASPIRATIONS – HIGH EXPECTATIONS – HIGH STANDARDS

CANDIDATE INFORMATION



Welcome from the Headmaster

Dear Candidate,

The Governors and I welcome your interest in the position of Head of PE at St Joseph's Catholic School. The opportunity we are offering is for an experienced aspiring leader to be part of an exciting period in the history of this great school.

St Joseph's is a secondary comprehensive school with approximately 600 pupils on roll. We work as part of the Clifton Diocese and in partnership with other local catholic schools. The warm and welcoming atmosphere is matched by a strong focus on pupil progress and improving our pupil's life chances.

We are on an exciting journey throughout the school, in particular within the PE Department as we look into the future with plans to build a new sports hall. If successful, you would be part of the exciting time and join a passionate team seeking to achieve the very best education for the young people that we serve.

If you believe that this is a challenge that you would like to be a part of, we invite you to visit the school and see for yourself the opportunity we are offering. Please contact Mrs K Snell, our HR Officer on ksn@sjcs.org.uk or 01722 335380 and we would be delighted to book you a visit.

I very much look forward to receiving your application. Should you have any queries, please do not hesitate to contact me.

Mr M Higgins
Headmaster

Key Information

Post:	Head of PE
Salary Range:	MPS/UPS + TLR commensurate on experience
Responsible To:	Mr Ford, Assistant Head
Contract Type:	Permanent, full time

Dates

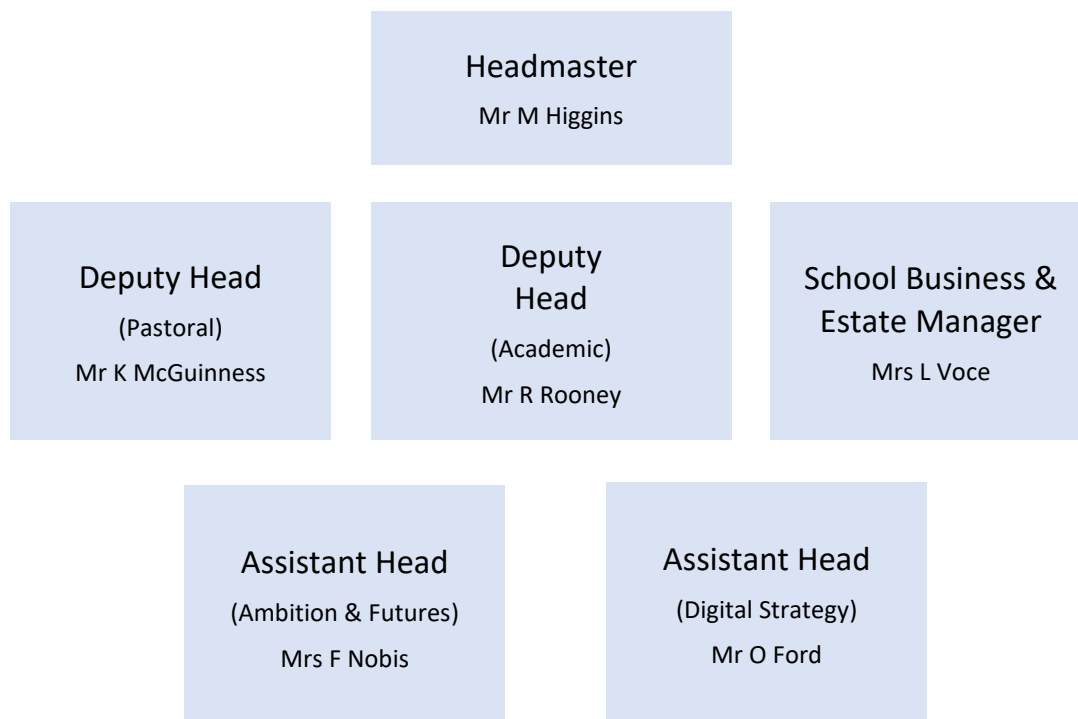
Application Deadline:	Monday 3rd February 2025
Interviews:	Wednesday 12th February 2025
Start Date:	September 2025

“Pupils feel welcome and included at St Joseph’s. Kindness, tolerance and respect permeate all aspects of school life. Pupils know that they are valued as individuals, whatever their faith or background.”

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Senior Leadership Team Structure



Responsibilities & Key Tasks for Head of PE

Purpose of the Role

What follows is designed as a generic job description for all Heads of Departments without specific teaching and learning responsibility points. The conditions of employment of teachers are provided in the 'School Teachers' Pay and Conditions Document', issued annually.

- Responsible for the leading, managing and developing the curriculum area at all Key Stages (3 and 4).
- Determine the vision and strategic development priorities for the PE Department.
- Exercise leadership and management in respect of all members of the team.
- Responsible for monitoring aspects of pupil progress across the team.
- Develop and enhance the teaching practice of others.
- Ensure the provision of an appropriately broad, balanced, relevant and differentiated curricular for pupils in accordance with the aims of the school and the curricular policies determined by the Governing Body and the Headmaster.
- Monitor and support the overall progress and development of pupils in PE.

Duties and Responsibilities

Strategic Leadership

- Lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies.
- Formulate the aims, objectives and the strategic development plan for the department.

Operational Management

- Day-to-day management, control and operation of the PE Department.
- Monitor and follow up on pupil progress.
- Assist in the implementation of school Policies and Procedures.
- Ensure Health and Safety policies and practices are adhered to.

Curriculum Provision

- Ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which compliments the School Development Plan.
- Offer leadership and support for the provision of gifted and talented pupils and disadvantaged pupils.

Curriculum Development

- Support and promote curriculum development within PE.
- Keep up to date with national developments in PE and teaching practice and methodology.
- Actively monitor and respond to curriculum development and initiatives, at national, regional and local levels.
- Maintain accreditation with the relevant examination and validating bodies.
- Develop and be involved fully in the Extra Curricular programme.

Staffing

- Ensure the staff development needs are identified and that appropriate programmes are designed to meet such needs.
- Contribute to Performance Management and act as reviewer for all staff within the PE Department.
- Ensure effective and efficient deployment of classroom support.

Quality Assurance

- Ensure the effective operation of quality control systems.
- Set pupil progress targets and support the work towards their achievement.
- Establish common standards of practice within the team and the development of effective teaching and learning styles.
- Contribute to the school procedures for lesson observation.
- Implement school self-evaluation procedures and ensure adherence to those within PE.
- Actively seek/implement modification and improvement where required within PE.
- Monitor and evaluate the curriculum area in line with agreed school procedures, including evaluation against quality standards and performance criteria.

Management Information

- Ensure the maintenance of accurate and up-to-date curriculum information on the school's management information systems.
- Analyse and evaluate curriculum performance data.
- Production of reports within the quality assurance cycle and examination performance.
- Identification of Key Stage 4 exam entries.

Marketing and Liaison

- Contribute to the school marketing activities e.g. the collection of material for press releases.
- Contribute to the development of effective subject links with partner schools and the community.
- Attend and support where necessary at liaison events in partner schools leading to the effective promotion of subjects at public events.
- Actively promote the development of effective subject links with external agencies to enable a diverse curriculum.

Communications

- Ensure that all members of the curriculum team are familiar with the department aims and objectives.
- Always ensure effective and professional communication with parents and carers.

Management of Resources

- Identify resource needs and contribute to the efficient and effective use of physical resources.
- Co-operate with other curriculum areas to ensure a sharing and effective usage of resources to the benefit of the school and the pupils.

Pastoral System

- Monitor and support the overall progress and development of pupils within PE.
- Monitor pupil attendance together with pupils' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to, and that appropriate action is taken where necessary.
- Assist in the implementation of the Behaviour Management system in PE so that effective learning can take place.

Teaching

- The ability to teach Key Stage 3 core PE, Key Stage 4 core and GCSE PE.
- Undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

Additional Duties

- Play a full part in the life of the school community, to support its distinctive mission and Catholic ethos and to encourage and ensure staff and pupils to follow this example.

Other specific duties

- Continue personal development as agreed.
- Actively engage in the performance review process.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

General

- The postholder will be expected to undertake any appropriate training to assist them in carrying out any of the above duties.
- The postholder will be expected to contribute to the protection of children and young people, as appropriate, in accordance with any agreed policies and / or guidelines, reporting any issues or concerns to their immediate line manager.
- The postholder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of the Health and Safety at Work Act, and all other mandatory regulations are adhered to.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed.

We are committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Whilst every effort has been made to explain the main 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 a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

This job description is current at the date shown but following consultation with you, may be changed by SLT to reflect or anticipate changes in the job commensurate with the grade and job title.





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“The harmonious, inclusive atmosphere is underpinned by warm relationships between pupils and staff. Pupils have trusted adults to whom they can speak if they have any worries.”

“Many parents comment positively on the strong pastoral support that helps their children to flourish.”

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“Before I came to St Joseph’s I was very close to giving up on teaching as I had many knock backs in my first school... but it turns out I just hadn’t found the right school. I will be forever grateful for the support I received on a professional level, but also on a personal level when I needed it most.”

Former Teacher of English

“You really have been a wonderful team to work with. You are all so patient and kind which really makes a difference. You are all part of an amazing team and the pupils at this school are very lucky to have you all.”

Former Teacher of Maths



“Pupils spiritual and moral development are integral to all that the school does. Pupils show tolerance and respect to those from different faiths and cultures. They exemplify the school’s message that they are ‘all God’s children’.”

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Person Specification for Head of PE

Criteria	Essential	Desirable	Identified By
Qualifications			
Qualified Teacher Status	✓		Application Form
A degree or equivalent in a related subject	✓		
Further accreditation in leadership and management		✓	
Professional Development			
Recent relevant in-service training in PE-based subjects	✓		Application Form
Commitment to own professional development	✓		Interview
Further professional training		✓	Application Form
Experience			
Ability to teach and lead the teaching of PE based subjects at Key Stage 3 and 4	✓		Application, Interview
Excellent practitioner – evidence of outstanding lesson observations	✓		
Experience of developing resources to enhance learning and assessment throughout appropriate Key Stages	✓		
Ability to inspire and motivate pupils of all abilities	✓		
Proven success in raising attainment	✓		
Use of ICT in teaching		✓	
Experience of assessment for learning		✓	
Experience of managing an area of responsibility		✓	
Experience of managing change successfully		✓	
Knowledge & Skills			
Good knowledge of national and local initiatives in English	✓		Interview, Selection Process
Use a variety of teaching strategies	✓		
Experience of monitoring and evaluating pupils' progress	✓		
Good communication and interpersonal skills	✓		
Ability to motivate, challenge and inspire your team and staff	✓		
Excellent ICT skills	✓		
Ability to work using own initiative	✓		
Proven ability to set and meet deadlines	✓		
Examination marking experience		✓	
Ability to analyse data		✓	

About St Joseph's Catholic School

"Excellence for the sake of the Gospel"

St Joseph's is a co-educational, 11-16 Catholic voluntary-aided school in the diocese of Clifton and the county of Wiltshire. Our aim is to provide a caring educational environment where each person is valued and is given the dignity due to a child of God.

Our School Ethos

St Joseph's Catholic School is an 11-16 school located in the beautiful city of Salisbury, Wiltshire. It is a vibrant, exciting and caring school where our Catholic ethos is at the heart of everything we do.

Our values and ethos permeate everyday life as a community. Each child and every adult are treated with the utmost dignity and respect. Consequently, pupils leave us as well-rounded individuals and staff turnover is exceptionally low.

Our Catholic school is committed to being a centre of excellence for all faiths and abilities and we are very proud of our successes and our outstanding reputation within the local community.

Overview of the School

Our school encourages and guides each of its pupils to develop their own unique gifts and talents.

By providing a broad range of learning experiences and a supportive and nurturing environment, our pupils enter the world as confident, rounded individuals, with high expectations of themselves and the self-belief, skills and attributes to achieve their true potential.

Everyone in school is here for a purpose, to learn each day, and to widen their knowledge and experience and imaginative understanding.

At both Key Stage 3 and 4, opportunities within the curriculum enable pupils to enjoy, achieve and grow in their learning. Pupils follow a curriculum that is appropriate to their needs, provides challenge and enables them to achieve.

There is a positive atmosphere for learning in lessons at St Joseph's, as teachers and subject leaders are constantly finding innovative and engaging learning experiences for pupils.





Academic Success

St Joseph's has recently re-evaluated the academic focus of the school and is making strides in ensuring that the pupils' academic experience and outcomes are the best that they can be.



Staff Welfare & Career Professional Learning

As a school that values Career Professional Learning for all our staff, we have an extensive range of courses and opportunities on offer which enables our staff to flourish.

We offer a suite of NPQ national qualifications to all those staff who show leadership potential and wish to move into leadership roles in the coming years.

Recently, we have supported many staff to become qualified teachers via SUPA Salisbury and the Assessment Only route.



Safeguarding & Child Protection

The school is committed to ensuring all aspects of safeguarding and child protection are of the highest standards. During the recruitment process, all candidates will be subject to the Safer Recruitment checks including but not limited to; The Disclosure and Barring Service, employment history continuity, full reference checks and social media/online presence.



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Thank you for your interest –
we look forward to hearing
from you soon

St Joseph's Catholic School
Church Road
Laverstock
Salisbury
Wiltshire
www.sjcs.org.uk
01722 335380