



Castle Newnham School

TRADITIONAL VALUES, BRIGHT FUTURES, ONE JOURNEY

HEAD OF PHYSICAL EDUCATION Application Pack



CN CORE School Values

Community Opportunity
Excellence **Respect**



Castle Newnham School

TRADITIONAL VALUES, BRIGHT FUTURES, ONE JOURNEY

Dear Applicant

March 2024

Head of Physical Education (Secondary)

This is an outstanding opportunity to lead a successful and popular department in an over-subscribed 5-16 all through school, committed to offering an outstanding comprehensive education to all pupils. The successful applicant will have responsibility for developing secondary Physical Education and would work alongside primary colleagues to ensure the curriculum aligns with our all-through ethos.

Castle Newnham provides all-through schooling where ambition and care for each of our pupils are at the heart of everything we do. We came together as Castle Newnham in January 2016 to develop all-through schooling in the community from reception up to the end of Year 11. Our aim is to serve the needs of our local community through providing a high standard of education to young people and a coherent and smooth transition throughout each child's 'one journey'. Knowing pupils throughout their time with us and close working with families is a central component of our vision. Our CORE values are **Community, Opportunity, Respect** and **Excellence** and we aim to embed these values through all aspects of school life. Our pupils are hard-working, polite and eager to learn.

Our primary provision was graded Ofsted 'outstanding' in 2013 whilst our secondary provision was graded OFSTED 'good' in all areas in 2018. Our continuing challenge is to ensure that pupils' experience of education remains excellent throughout their education, whatever their starting point and to achieve the best possible end-of-key-stage and examination outcomes. We actively seek colleagues with a positive outlook and enthusiasm for working with children and young people as well as a desire to constantly improve and learn in their area of expertise.

Our school is well thought of in the community and both school sites are set relatively close to the centre of Bedford in a pleasant suburb. The South Site is situated in a listed Victorian building on Goldington Road and it houses Reception to Year 4. The North Site is a short walk away near the University of Bedfordshire on Polhill Avenue, of which we are a lead school in a very well-reputed teacher training partnership. The North site is the home of Years 5 to 11.

This application pack, as well as our [website](#), should give you a flavour of the wide and growing range of opportunities our pupils enjoy and participate in. Our senior leaders, teachers and support staff are a committed and dedicated team and our pupils are a source of great pride in their enthusiasm, courtesy and care for others. They demonstrate our 'traditional values' of hard work, good behaviour and kindness on a daily basis. Our colleagues are proud to work in a school where they feel there is enough challenge and support for them to develop as professionals, but also an acknowledgement of the importance of maintaining a healthy work-life balance. We are passionate about ensuring that our staff team is supportive and understanding as we know how essential healthy, happy teachers are to the excellent outcomes and continued wellbeing of young people. We are fully committed to on-going continuous professional development with excellent in-house CPD.

The Physical Education department at Castle Newnham School is committed to fostering a dynamic and inclusive learning environment that embodies our CORE values. Physical education is viewed as an integral part of Castle Newnham School, with all year groups accessing four hours a fortnight of core PE. Embracing diversity and inclusivity, our mixed-gender and mixed-ability PE groups reflect our passionate belief in equality and teamwork. We currently deliver PE through

pedagogical models, such as cooperative learning. As pupils progress to examination PE, we offer GCSE PE and Sport Studies Cambridge National, both with the OCR examination board, ensuring diverse opportunities for academic and personal growth. We love to celebrate our pupils' achievements through our annual Sports Awards Evening, which we host during the last week of summer term. We also seek multiple opportunities for house competitions, through our seasonal games and sports days, which have supported our success in achieving Platinum in the School Games Mark. Join us in empowering pupils to excel both on and off the field, as we cultivate a culture of resilience, cooperation, and achievement.

Specific information about the post:

Also included within this application pack: -

- Job Advertisement
- Job description and personnel specification

Please email Romana Tomei rtomei@castlenewnham.school for a telephone appointment if you wish to discuss the role in more detail.

I hope this information, alongside that on our [website](#) will encourage you to submit an application for what we believe is a superb opportunity for the right candidate. We accept applications via MyNewTerm only (full details are available on our website in the vacancies section) by the closing date of Thursday 25th April 2024 (mid-day).

Yours sincerely



Mrs Ruth Wilkes
Federation Principal



Castle Newnham School

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HEAD OF PHYSICAL EDUCATION (Secondary) Permanent Full Time to start September 2024 MPS/UPS + TLR2B

We are keen to recruit a Head of Physical Education (Secondary) to a full time, permanent post from September 2024. We are looking for someone who is positive, committed and ambitious who wants to inspire and extend our pupils. You should be able to encourage learning which enables pupils to achieve the highest possible standards in physical education as well as sharing and supporting our corporate responsibility for the well-being, education and discipline of all pupils. You will be leading a team passionate for their subject whose high expectations for our pupils' enjoyment and progress drives their commitment to providing an engaging and inspirational curriculum which is very popular. The team is also dedicated to developing our pupils' interest beyond the classroom with popular and motivational curriculum-enriching opportunities. They deserve teachers who are striving to be outstanding.

Our pupils love their PE and are superbly well taught. You will be the strategic leader of the department. This will involve setting the vision and developing a strategic plan to continuously improve standards and pupil experiences across the department. If you are forward thinking, flexible and committed to raising achievement, we would be delighted to receive your application.

As well as a supportive team and strong professional development, Castle Newnham offers:

- well-behaved, happy, confident and enthusiastic pupils who are keen to learn;
- a school highly valued and supported by parents and the community;
- a nurturing, enthusiastic and committed staff, who can rise to a challenge;
- great opportunities to make your mark and to be part of something exciting and unique

To discuss the role in more detail, please contact Romana Tomei rtomei@castlennwham.school

**Closing Date: Thursday 25th April 2024 (Mid-day)
Interviews: Thursday 2nd May 2024**

**For further details about our school
please go to the school's website www.castlennwham.school**

Castle Newnham Federation is committed to safeguarding and promoting the welfare of children
The position requires an enhanced criminal records bureau (DBS) disclosure
As detailed in the latest Keeping Children Safe in Education guidelines, online searches (social media screening) will be undertaken for all shortlisted applicants



Castle Newnham Federation

Job Description

Post:	Head of PE (Secondary)
Responsible to:	An identified member of SLT as appropriate
Grade:	MPS/UPS + TLR 2b
Key relationships:	Federation Senior Leadership Team; relevant teaching and associate staff; LA representatives; partner professionals; parents; local community; professional associations
Location:	Castle Newnham
Working pattern:	Full-time and as described in the School Teachers' Pay and Conditions Document or part-time by agreement with the Head of School.
Disclosure level:	Enhanced
Job purpose:	To lead and teach in the subject areas within PE; to ensure that the standards of teaching and learning are high by being at the cutting edge of development in the subject, modelling and sharing good practice. To develop PE as a centre for excellence by influencing both curriculum design and extra-curricular programmes. To be accountable for GCSE and other key performance indicators.

Responsibilities:

Leadership and development

- Lead the secondary subject team, playing the key role in its drive to become part of a leading edge, innovative and high performing department;
- Be accountable for standards of teaching and pupil outcomes in PE;
- Secure and sustain high quality teaching, learning and assessment in PE.
- Ensure the school's PE curriculum enables all pupils to achieve to the very best of their ability; planning the practical curriculum courses to make the best use of facilities available within the constraints of the calendar.
- Ensure the schemes of work and resources used for the teaching of PE are high quality, appropriate and accessible and secure good progress for pupils of all abilities and backgrounds.
- Ensure that the highest standards in teaching and learning are continually modelled to all staff to help improve their personal classroom performance;
- Support, train and coach staff in the development of resources and pedagogical approaches in the subject including those who may be non-specialists;
- Support the professional development needs of members of the department and support the development of new and trainee teachers where relevant
- Ensure that opportunities are sought and developed for high-quality and extensive enrichment activity pertaining to the subject, including intra-school House sport and inter-school competitions and full participation in local, regional and national sporting competitions as appropriate;
- Liaise with the primary staff to ensure that the curriculum and schemes of work are developed to take in to account progression through primary, secondary and to GCSE;
- To ensure consistent record keeping and data analysis across the department in order to identify and intervene to address underachievement of individuals or identified groups
- Monitor and evaluate pupil standards according to the school's annual cycle, making use of assessment information and performance data to drive improvement;

- Routinely undertake self-evaluation of the performance of the department and use this to inform improvement planning and guide short and medium-term decisions.
- Advise and support SLT on matters pertaining to standards in the subject area, devising, taking and monitoring appropriate action as required;
- Promote PE and to maintain a high profile for the subject and the department in the college.
- Be an active member of relevant leadership groups, contributing to the development of high-quality and successful provision in PE;
- Contribute fully to the school's options process including the production of high quality information , advice and guidance pertaining to subjects within PE;
- Organise and administer as required any internal assessments, coursework administration and moderation and public examinations in the subject, supported by other staff within PE;
- Work with staff, pupils and parents and use the school's systems to manage pupil behaviour and to reward effort and achievement in the department.
- Liaise with local PE departments of partner schools to quality assure curriculum, assessment and experience.
- Represent the PE Department at meetings inside and outside the school.
- Liaise with key staff such as the SENCO, Exams Officer, the Pastoral Team and SLT to ensure that the needs of students are best met, and the department contributes towards the smooth running of the college.
- Oversee the day-to-day work of the PE Department including ensuring cover work is set if required.
- Line manage members of the department.
- Use department meetings effectively.
- Organise the effective grouping of pupils and allocation of classes to teachers.
- Manage any budgets and resources in the PE department and report on best value for money to the line manager.
- Advise and support SLT on matters pertaining to recruitment and resources in the subject;

Teaching, learning and assessment:

- Set appropriate and demanding expectations for pupils' learning, motivation, and presentation of work based on a sound knowledge of their prior attainment;
- Work collaboratively as part of the subject team to plan consistent and effective sequences of lessons and associated resources;
- Ensure the secondary team are able to deliver 3 hours a week to LKS2/UKS2 pupils;
- Ensure the secondary team are able to deliver UKS2 clubs linked to fixtures;
- Organise the transport & delivery of pupils to Year 6 swimming (if timetabling allows);
- Set and mark work for pupils absent from school for health or disciplinary reasons;
- Set and make clear high expectations for pupils' behaviour by establishing a purposeful working atmosphere in accordance with school strategies;
- Ensure positive relationships with pupils based on warmth and respect;
- Follow the behaviour policy in monitoring, recording and acting to improve any incidents of poor behaviour;
- Deliver teaching which develops the skills and knowledge required in order to succeed in the subject area(s); and model consistently high expectations and standards setting the tone for the department;
- Provide regular guidance to pupils on the work they have done and how to improve it in accordance with school policy on feedback and marking;
- Attend the appropriate parents' evenings to keep parents informed about the progress of their child;
- Be familiar with the code of practice for identification and assessment for Special Educational Needs and Disabilities (SEND) as well as federation practice in this area and contribute to / make use of appropriate documentation;
- Support all pupils to achieve regardless of their SEND or stage of learning PE or home disadvantage;
- Work in collaboration with support staff attached to any teaching group;
- Set clear targets for pupils' learning building on and ensuring mastery of knowledge and skills;
- Use teaching methods which keep pupils engaged, including stimulating pupils' intellectual curiosity, effective questioning and response, with clear presentation and good use of resources;
- Set and monitor pupils' homework providing constructive feedback;

- Secure progress towards challenging pupil targets. Praise effort and improvement and acknowledge achievement using guidance from the federation;
- Recognise that learning takes place outside the federation context and provide opportunities to develop pupils' understanding by relating their understanding to real-life examples.

Care and guidance

- Undertake responsibility for a tutor group or for any other arrangement for the care and guidance of pupils as is required by the federation, including tutor, pupil, interviews and coaching and mentoring;
- Be the first point of contact for parents of this group;
- Monitor the social, personal, academic and vocational progress of individuals in their designated group;
- Be prepared to undertake responsibility as required for the delivery of the Personal Development programmes, notably continuity to the elements of the programme pertaining to physical fitness;
- Promote good attendance and monitor in accordance with the federation's attendance policy;
- Understand the need to liaise with partner professionals responsible for pupils' welfare, care and guidance.

Professional standards

- Support the ethos, vision, principles and values of the federation;
- Treat colleagues, pupils and all members of the community, with respect and consideration;
- Treat all pupils fairly, consistently and without prejudice;
- Set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance;
- Support the aims of the federation through attendance at and participation in events such as open evenings, option evenings and the like (as appropriate to responsibilities);
- Support the ethos of the federation by upholding the behaviour policy, uniform rules, etc.;
- Take responsibility for own professional development and participate in arrangements as adopted by the federation for the assessment of own performance and that of colleagues;
- Reflect on own practice as well as the practices of the federation with the aim of achieving excellence in every area of our work;
- Read and adhere to the various policies of the federation and implement federation improvement plans;
- Participate in the development and management of the federation by attending various team and staff meetings;
- Ensure that all deadlines are met as published in the school calendar;
- Be proactive and take responsibility for matters relating to health and safety;
- Promote lifelong learning and promote enrichment and extension activities within the federation;
- Participate actively in the review and setting of appraisal objectives agreed annually;
- Support and contribute, as required, to the federation's programme for Initial Teacher Training and to the programme of teaching and learning briefings.

Knowledge and understanding

- Demonstrate a clear and well thought-out understanding of current educational issues, theory and practice;
- Have a detailed knowledge of the relevant aspects of the National Curriculum and other statutory requirements;
- Have a secure knowledge and understanding of a specialised subject(s) or phase, including subject knowledge and sound knowledge of GCSE courses and assessment arrangements;
- Understand progression in the specialised subject(s) or phase;
- Cope securely with subject-related questions which pupils or parents raise and know about pupils' common misconceptions and mistakes as related to the specialised subject(s).
- Have sufficient knowledge of the primary curriculum to be able to support colleagues who may be non-specialists with planning and delivery of effective teaching in the subject area(s).

Safeguarding children

Castle Newnham Federation is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

General

The above responsibilities are subject to the general duties and responsibilities contained in the Teachers' Terms and Conditions.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

This job description and person specification may be renegotiated by the Headteacher if changing circumstances arise.

HEAD OF PE
Person specification

Category	Essential	Desirable
1. Qualifications/ Professional Development	<ul style="list-style-type: none"> ▪ Qualified teacher status ▪ Evidence of continuing professional development relating to school leadership and management, and curriculum/teaching and learning ▪ Experience of leading/coordinating professional development opportunities ▪ Experience of working with other schools/organisations/agencies ▪ Ability to identify own learning needs and to support others in identifying their learning needs ▪ Evidence of recent and appropriate training in safeguarding and the 'prevent' strategy 	<ul style="list-style-type: none"> ▪ Evidence of further professional study post-degree
2. Experience	<ul style="list-style-type: none"> ▪ Experience of teaching or training in more than one school ▪ Substantial, successful teaching experience including in the secondary phase ▪ Successful experience in a leading and managing aspects of the subject specialism ▪ Successful experience of leading key areas of school improvement ▪ Effective implementation of policy and practice to keep children safe from harm 	<ul style="list-style-type: none"> ▪ Successful experience in a leadership and management role ▪ Successful experience of leading key areas of school improvement ▪ Experience of teaching in more than one school
3. Strategic Leadership	<ul style="list-style-type: none"> ▪ Ability to provide strong and up-to-date expertise on all matters pertaining to teaching and learning in this subject area ▪ Ability to inspire and motivate staff, pupils, parents to achieve the aims of the federation 	

Category	Essential	Desirable
	<ul style="list-style-type: none"> ▪ Evidence of successful strategies for planning, implementing, monitoring and evaluating improvements to teaching ▪ Ability to analyse assessment information, develop strategic plans, set targets and monitor/evaluate progress towards these 	
<p>4. Teaching and Learning</p>	<ul style="list-style-type: none"> ▪ A deep understanding of the requirements of the curriculum in the subject area(s) ▪ Knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all pupils ▪ Promoting wellbeing of pupils across the curriculum ▪ A secure understanding of assessment strategies and the use of assessment to inform the next stages of learning ▪ Experience of effective monitoring and evaluation of teaching and learning and taking successful action to improve ▪ Understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management 	<ul style="list-style-type: none"> ▪ Demonstrable interest in current research and debate concerning the teaching and learning of this subject ▪ Experience of teaching and/or leading in both the primary and secondary phase
<p>5. Leading and Managing Staff</p>	<ul style="list-style-type: none"> ▪ Experience of leading staff teams ▪ Ability to delegate work and support colleagues in undertaking responsibilities 	<ul style="list-style-type: none"> ▪ Experience of supporting the professional development of colleagues
<p>6. Accountability</p>	<ul style="list-style-type: none"> ▪ Experience of offering challenge and support to improve performance ▪ Ability to communicate effectively, orally and in writing to a range of audiences – e.g. staff, pupils, parents, governors, ▪ Ability to provide clear information and advice to staff, parents and governors 	

Category	Essential	Desirable
7. Skills, Qualities & Abilities	<ul style="list-style-type: none"> ▪ High quality teaching skills ▪ High expectations of pupils' attainment and progress ▪ Strong commitment to school improvement and raising achievement for all ▪ Ability to build and maintain good relationships ▪ Ability to remain positive and enthusiastic when working under pressure ▪ Ability to organise work, prioritise tasks, make decisions and manage time effectively ▪ Empathy with children and families ▪ Excellent communication and interpersonal skills ▪ Stamina and resilience ▪ Effective ICT skills 	