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**LADY ROYD PRIMARY**

BRADFORD GIRLS' GRAMMAR SCHOOL CAMPUS

For girls and boys up to 11 years



# Lady Royd Primary School

## PE and Outdoor Learning Lead

Full time

### RECRUITMENT INFORMATION PACK



Salary: Negotiable dependant on qualifications and experience

£19,340 - £30,172 (Unqualified Teacher)

£30,000 - £41,333 (Qualified Teacher)

From: **September 2024**

Lady Royd Primary School at Bradford Girls' Grammar School

Squire Lane, BD9 6RB



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## 1. About Lady Royd Primary School

Thank you for the interest you have shown in the post of PE and Outdoor Learning Lead at Lady Royd Primary School. This is an excellent opportunity to join our dynamic team.

Lady Royd Primary School is situated on the Bradford Girls' Grammar School site and fulfils the education of pupils from Reception to Year 6, as part of the through school model that Bradford Girls Grammar School currently offers. As of September 2024, Lady Royd will be a stand alone Primary School.

Established in 1875, the school is rich in history and has a strong record of providing an outstanding education. Previously a girls' independent school, Bradford Girls' Grammar School became an Academy Free School in 2013 and now takes both girls and boys into its primary school, Lady Royd Primary. The Senior School has remained a girls' school.

There are many other strengths of the school; teaching quality is good across the two phases leading to outcomes that are above national; we are an inclusive school; and our students have an excellent work ethos. Our school motto: *Aspire, Succeed, Lead*, defines our mission and we expect students to leave as future leaders; confident to take on challenges and to make a difference on a world platform. Our values of Accountability, Self-Confidence, Perseverance, Integrity, Respect and Empathy define how we operate and what we expect from students and ourselves. We are ambitious, have high expectations of ourselves and others and work together supportively, as a cohesive team.

We are aiming to be a beacon of success and every indicator we have suggests that we will achieve this goal. Continuing to recruit high calibre staff is a key priority of our strategy.

The quality of education is the key focus of the organisation and everything that we do is designed to ensure that the classroom experience for the students is excellent. We are privileged to be a through-school, and so a key focus for 2023 is to embed our coherent, meaningful, and enriching 4-16 pathway.

The Senior Leadership Team consists of the following positions:

### Primary Phase

- Headteacher of Primary Phase
- Assistant Headteacher
- Assistant Headteacher
- Early Years Leader
- KS1 Leader
- LKS2 Leader
- UKS2 Leader



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We offer fantastic support and professional development to staff which ensures that they are equipped with all the necessary skills to deliver excellent lessons to the students daily. We are part of Bradford Diocesan Academies Trust (BDAT), which provides extensive CPD and career opportunities for staff, whilst also retaining the values, special character and history of Bradford Girls' Grammar School.

This clearly is an exciting time to join our school as we build on our strong foundations to become a modern forward-thinking centre of excellence. If you would like to join our team, then please complete the application form. Any further details can be obtained from the school directly. We look forward to hearing from you.



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## **2. Bradford Diocesan Academies Trust (BDAT)**

Bradford Diocesan Academies Trust (BDAT) is a Multi-Academy Trust (MAT) supporting 19 schools in Bradford. We are a Trust which prides our self in delivering great education outcomes and life opportunities for all our children. We are an inclusive Trust working with children from a rich range of backgrounds who reflect our communities and the city we serve. We are proud to be all about Bradford and developing the future generation of lifelong learners who will go on to achieve incredible things.

BDAT is a Trust which recognises each of our schools is unique. We actively encourage and celebrate difference as we know each of our schools serves very different communities. However we also know that a key strength of being part of a Trust means together our schools can support each other, learn from each other and share great practice. As importantly we know from working our way through the COVID pandemic, that a problem shared really can be a problem halved, and by working together we can save ourselves time, money and lots of duplication of work.

We are a Trust which is value-led, and we know it is important that we consistently live these values. The Trust's mission is "At BDAT we want every child to have a happy and high-quality education enabling them to grow and flourish during their time at school."

Our core Trust values are inclusion, compassion, aspiration, resilience, excellence (I.C.A.R.E.). We seek to model these values in all we do, including how we recruit and develop our staff, how we teach our students and how we liaise with our families, friends and partners. We are a proudly Christian organisation committed to providing high-quality education for all within our ethos. Whilst robust Christian principles underpin the work of the Trust, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. We describe ourselves as having inclusive values believing these are as appropriate and important to staff and students of all faiths (and to those without faith) as they are to those who practice within the Church of England. It is for this reason we choose to support and sponsor Non-Church of England Academies, as well as those within the faith. Therefore, we welcome applications for this role from employees of all faiths as long as they understand and can promote the values which we share.

BDAT is a large Trust, however we pride ourselves in knowing and understanding our schools. We are all part of the BDAT family, and we all have the same motivation – to see our children succeed. For more information about us follow us on twitter @WeAreBDAT or visit [www.bdat-academies.org](http://www.bdat-academies.org)



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### 3. Information on the Post

We are excited to advertise a completely new post for Lady Royd Primary School. The PE and Outdoor Learning Lead will drive all facets of physical activity and promote the fantastic opportunities for outdoor learning that working on such a vast and diverse site has to offer.

If you have the desire and passion to support our children to Aspire, Succeed and Lead, we would love you to join our team.

In return, we can offer you a creative, exciting and supportive setting within a strong community which is committed to change and the best outcomes for our pupils. We pride ourselves on our busy, active and innovative school, and can offer you an unforgettable experience working with our amazing children and staff team.

Lady Royd Primary School is part of Bradford Diocesan Academies Trust. The successful candidate will be employed by BDAT although their main place of work will be at Lady Royd Primary School.

To find out more about BDAT visit [www.bdat-academies.org](http://www.bdat-academies.org)

BDAT strives to be a diverse and inclusive employer a place where we can ALL be ourselves.

We encourage and welcome applications from everyone.

The school's culture is firmly rooted in values, and these shape the way that we do things on a day to day basis. We recognise our **accountability** to our children and the impact we make on their futures; we are **self-confident** in what we do; and we are prepared to **persevere** in our determination to succeed. We are an organisation that truly cares about what we do and how we do it, and our actions are very much based on **integrity, mutual respect, and empathy.**

If you are interested in joining our team and being part of our exciting future, we look forward to hearing from you.







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#### 4. Application Process

Should you wish to apply for this position, please send the following:

- A completed application form. Applications should be made electronically via MyNewTerm.
- **Closing date for applications: Friday 10<sup>th</sup> May 2024**
- **Shortlisting of applications: Friday 10<sup>TH</sup> May 2024**
- **Interview date: Week commencing 13<sup>th</sup> May 2024**

Appointments made are subject to an enhanced DBS check.

This school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff, visitors, and volunteers to share this commitment.





## 5. Job Description

# PE and Outdoor Learning Lead

## Job Description

### GENERIC INTRODUCTION:

The following information is furnished to assist staff joining the School to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.

Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.

Lady Royd Primary School is a school within BDAT, which is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.

This school is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description and may be asked to work in another school within BDAT.





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### **PRIME OBJECTIVES OF THE POST:**

- Continue to drive our umbrella of Physical Education & Physical Activity provision to support the physical, social and emotional development of all pupils
- The practitioner will lead colleagues and engage pupils in:
  - Plan, prepare and deliver high quality curriculum PE lessons
  - Identify and support pupils through targeted Outdoor Learning/ Forest School provision
  - In partnership with SLT and Teachers construct and effective and successful playtime and lunchtime provision
- Lead and develop whole school 'Physically Active Enrichment'
- Plan and collaborate with BDAT PE leads opportunities for Competitive Sport
- Lead support staff to increase our offer of After School Clubs
- The practitioner will be expected to:
  - Plan, preparing and delivery of PE lessons.
  - Ensure accurate and current records of pupil assessment, progress and attainment are recorded and maintained.
  - Administer first aid at the highest level when appropriate
  - Write and adhere to risk assessments, policies and procedures at the highest level
  - Collaborate with Class Teachers to determine objectives to be used for own effective planning of a sequence of lessons and resources.
  - Evaluate pupil responses to activities through planned observation, systematically recording progress and achievements in lessons/activities, reflecting and adapting as required, with evidence to demonstrate the level of progress and attainment of all pupils in-line with school policy and process.
  - Use appropriate strategies to encourage excellent behaviour across the school such as positive feedback and praise; instil school rules and procedures with clear expectations, raising concerns and determining a positive action plan with the Class Teacher to address any behavioural concerns.
- In liaison with the SLT and Teachers establish constructive relationships and communications with staff, parents, carers and external agencies/professionals, including multi-agency working to support the achievement and progress of pupils; attending meetings and training when required;
- Assist with special activities (e.g. sports days, plays, concerts, open days), accompany children on school visits, and where appropriate be involved in extracurricular activities (e.g. clubs)
- Participate in meetings, employer training and development and in performance management, contributing to the identification of their own and of team development needs
- Work with all staff to promote and develop the sense of community we believe is essential at Lady Royd to deliver high quality outcomes for all our children.



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## **KNOWLEDGE AND SKILLS:**

**(See Personnel Specification)**

## **EFFORT AND DEMANDS:**

- Work within the school policies, under the direction and guidance of senior staff and within an agreed system of supervision, making decisions using initiative where appropriate within established working practices.
- Promote positive values attitudes and good pupil behaviour dealing promptly with conflict and incidents in line with established policy.
- Use good common sense and initiative when dealing with the conduct and behaviour of individuals, groups of pupils and whole classes; the correct use and care of materials by individual and small groups of pupils; the safety, mobility (if required) and hygiene and wellbeing of the pupils.
- Work to a Key Worker system to provide care and Education through the provision of stimulating enjoyable and constructive activities appropriate to the Child's age and abilities to ensure physical social emotional and intellectual development, taking into account diversity (e.g. language, culture, ability, race and religion).
- Establish good relationships and high expectations with both the children and their families, through home visits (when possible) and in a pastoral role for a group; taking account of parental concerns and deals with them sensitively under direction of the teacher where necessary.
- Establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher to support the achievement and progress of pupils.
- Assist and support colleagues wherever required in order to ensure the smooth running of the setting, and contribute to relevant meetings.
- Have excellent numeracy and literacy skills as well as excellent oral communication skills and the ability to communicate effectively at all levels.

## **RESPONSIBILITIES:**

- Supervise and support children at all times including school visits, trips and out of school activities. Ensure the physical needs of children are being met and maintain high standards of cleanliness and hygiene (e.g. Washing, dressing and toileting).
- Support children in their learning both inside the setting and in outdoor play areas; recognising and responding to their individual needs, ensuring all children are engaged in appropriate activities.



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- Determine the need for, prepare and maintain equipment and resources including specialist resources, and help the children in their use (e.g. Outdoor or indoor play equipment; being responsible for the care of all equipment and materials within the setting).
- Be aware of and ensure that as a team member the setting meets required standards as laid down by Ofsted Early Years Directorate.
- Act as a key worker for a group of children for part of each day.
- Deal with any immediate problems or emergencies using the schools policies and procedures, liaising with the teacher where required (e.g. an injured or sick child).
- Supervise whole classes and groups in the absence of teaching staff, maintaining the planned range of activities in the classroom and/or outdoor play areas in accordance with the short term planning.
- Monitor and evaluate the children's responses to learning activities as part of the planning cycle.
- Liaise sensitively and effectively with Parents/Carers as agreed with the teacher within your role/responsibility and participate in feedback sessions or meetings (as directed by the teacher) with parents promoting the policy on parental involvement.
- Prepare accurate feedback and detailed records, recording children's physical, care and educational progress and achievements against pre-determined learning objectives, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating systems as agreed with the teacher, contributing to reviews of systems as requested.
- Perform allocated tasks with limited supervision.
- Take delegated responsibility in the supervision and guidance of students on work placement, trainees and voluntary helpers.

#### **ENVIRONMENTAL DEMANDS/WORKING CONDITIONS:**

- Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions/parents evenings/special events etc. outside of usual hours.
- Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
- The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.
- This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.



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## **Fluency Duty**

- In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.
- For this role the post holder is required to meet the Intermediate Threshold Level
- Intermediate Threshold Level
- The post holder should demonstrate:
- They can express themselves fluently and spontaneously with minimal effort and,
- Only the requirement to explain difficult concepts may hinder a natural smooth flow of language.

## **SPECIAL CONDITIONS OF SERVICE:**

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

## **OTHER CONSIDERATIONS**

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.



## PE and Outdoor Learning Lead Personnel Specification

To ensure high quality teaching, effective use of resources and the highest standards of care, learning and achievement for all pupils.

The postholder will carry out the duties of a class teacher as set out in the current edition of the School Teachers' Pay and Conditions Document issued by the Department for Education.

	ESSENTIAL
EXPERIENCE:	<ul style="list-style-type: none"><li>• Skilled and knowledgeable PE practitioner with the ability to plan and deliver age appropriate and well differentiated lessons</li><li>• Skilled Outdoor Learning Practitioner in a range of age-appropriate outdoor learning activities</li><li>• Enjoy working with children from a range of backgrounds and commitment to supporting their physical, social and emotional development through PE, Outdoor Learning and outdoor play activities</li><li>• Experience of working with hard to reach families</li><li>• Knowledge of Creative Active Schools framework</li><li>• Track record of improving standards in PE and Physical activity.</li><li>• Knowledge of working with wider partners e.g Yorkshire Sport Foundation, Active Bradford</li></ul>
QUALIFICATIONS/ TRAINING: ESSENTIAL	<ul style="list-style-type: none"><li>• Minimum of GCSE English and Mathematics at grade C or above or equivalent).(E)</li><li>• Forest School Level 3 qualification including up to date Outdoor First Aid qualification or willingness to attain the qualifications</li></ul>
QUALIFICATIONS/ TRAINING: DESIRABLE	<ul style="list-style-type: none"><li>• Degree level qualification in Physical Education</li></ul> or <ul style="list-style-type: none"><li>• AfPE Level 4 Supporting Pupils' Wellbeing Through Physical Education</li></ul>



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	<p>or</p> <ul style="list-style-type: none"><li>• AfPE Level 5 Primary PE Specialism</li></ul>
<p>KNOWLEDGE/SKILLS:</p>	<ul style="list-style-type: none"><li>• Knowledge of the national curriculum for PE</li><li>• PE Knowledge on how PE supports the development of the whole child</li><li>• Knowledge of the benefits of physical activity for children</li><li>• Knowledge of the Creating Active Schools framework</li><li>• Knowledge surrounding how fundamental movement contributes to Early Years outcomes</li><li>• Knowledge of current and relevant guidelines and legislation and an understanding of child development. (E)</li><li>• Ability to work creatively to meet the needs of the families, working with parents to effect change. (E)</li><li>• Ability to plan activity programme to stimulate learning and development, based on observation. (E)</li><li>• Ability to communicate effectively with children, parents/carers and other professionals. (E)</li><li>• Commitment to working in an anti-discriminatory way to ensure equality of opportunity. (E)</li><li>• Excellent written and oral communication skills and the ability to communicate effectively at all levels. (E)</li><li>• Be a creative thinker with good organisational skills, have a flexible approach to working and the ability to perform under stress. (E)</li><li>• A sense of humour. (E)</li></ul>

**Statement:**

Bradford Girls' Grammar School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade in line with the school's changing needs.

Dated: September 2023





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## 6. Enhanced Disclosure

Thank you for your interest in this post at Lady Royd Primary School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure.

As this post is exempt from the Rehabilitation of Offenders Act, you must declare any convictions, including pending convictions, cautions, reprimands and warnings which would otherwise be regarded as “spent” under this Act. Further details will be sought prior to appointment.

An Enhanced Disclosure is carried out by the Criminal Records Bureau and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used, stored and disposed of in confidence and in line with the Criminal Records Bureau Code of Practice of Disclosure Information.

Lady Royd Primary School is committed to safeguarding and promoting the welfare of children.

Successful candidates will be required to complete a satisfactory enhanced Disclosure and Barring Service (DBS) clearance.

***We are committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment.***



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## 7. School Location and Travel Information

Lady Royd Primary School

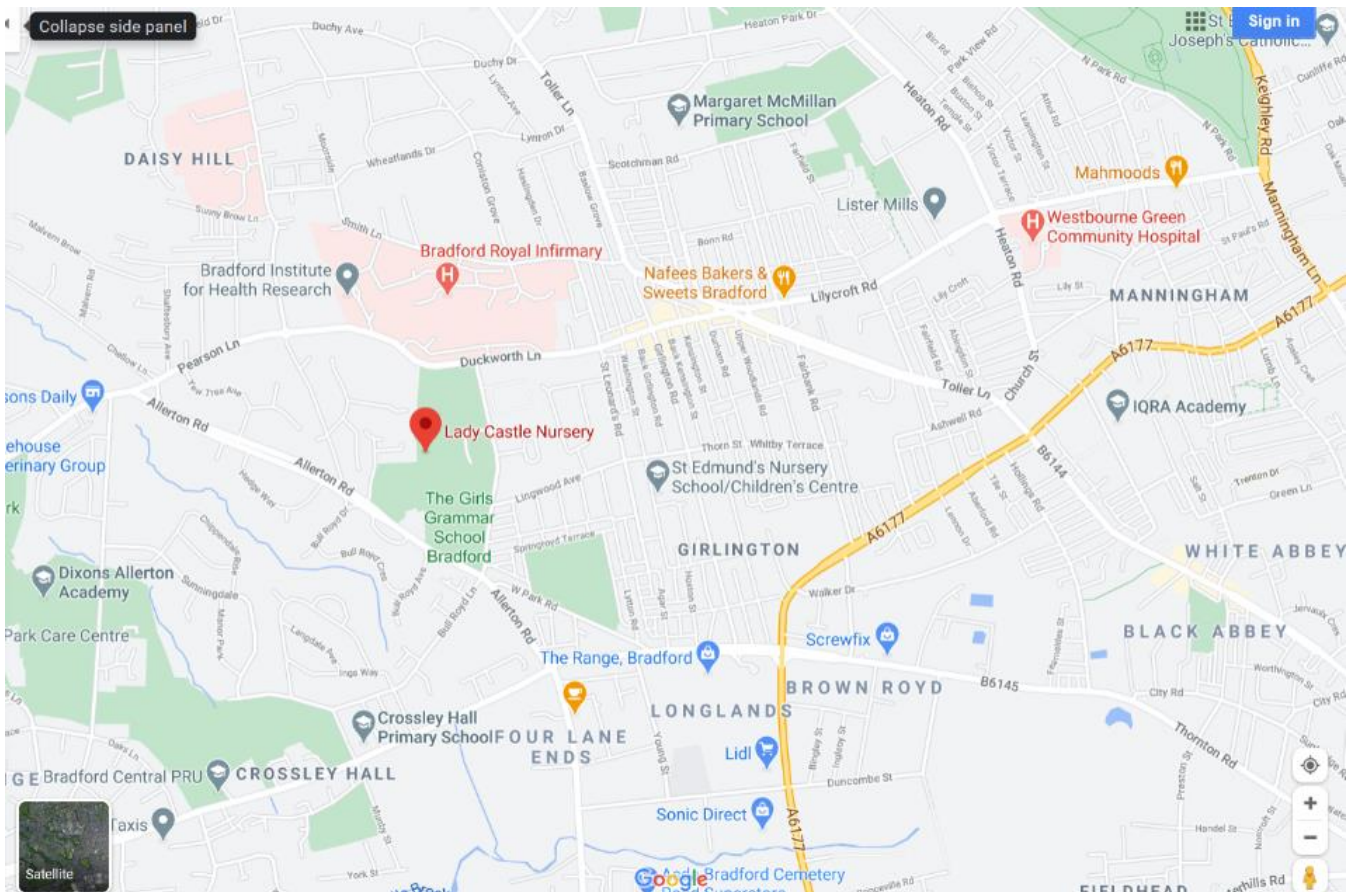
Squire Lane

BRADFORD

BD9 6RB

Tel: 01274 545395

[www.bggs.com](http://www.bggs.com)



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