

Briefing Pack for Applicants PE Teacher - September 2019

Stocksbridge High School



The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The school will undertake stringent and rigorous checks of identity and qualifications to ensure that we maintain the very highest standards of child protection for our pupils.

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May we take this opportunity to thank you in anticipation of your application. If, however, you have not heard from us by the proposed date for the interview you should assume that on this occasion your application has not been successful. In that event we wish you every success in any future applications you make.

Section 1: Post Advertisement

Post: PE Teacher

Salary: MPS/UPS

Contract: Permanent, Full Time

Start date: 1 January 2020 or as soon as possible

Ref: SHS001

Minerva Learning Trust is a recently formed and expanding Sheffield based multi-academy Trust with a vision of providing outstanding education for all the pupils within our academies. The Trust is passionate that all pupils should see their time at school as happy and fulfilling, with their potential developed to the utmost.

Stocksbridge High School joined the Trust in December 2017 and is developing this partnership and making rapid improvements for our pupils and community. We are seeking to appoint a highly motivated and capable PE Teacher to:

- Teach PE across the full age range of pupils up to and including GCSE and BTEC qualifications
- Effectively plan, deliver and evaluate the learning of students
- Accurately assess the academic and practical progress of students
- Provide inclusive learning opportunities that enable all students to progress
- Collaborate with colleagues across the school and wider Trust in the development of schemes of learning, resources and teaching approaches

The successful candidate will have an inclusive approach to education and be dedicated to ensuring that all students are able to progress well. We want our teachers to inspire young people in all aspects of learning and so would look for a candidate that is able to generate engagement, enthusiasm and resilience in students. We would be particularly interested in applications from people dedicated to continually improving and sharing their professional practice and experience.

Candidates are encouraged to visit the school or have an informal discussion about the role with the Senior Leadership Team. Arrangements for this can be made by contacting Hannah Taylor, Headteacher's PA, via e-mail htaylor@stocksbridgehigh.sheffield.sch.uk or telephone 0114 2883410.

Closing Date is Friday 20 September 2019 at 12 noon. Shortlisting will take place shortly after and interviews will take place on week commencing 23 September 2019

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. The successful candidate will be required to complete a Disclosure and Barring Service (DBS) check.

Further information is available by contacting Hannah Taylor via email: htaylor@stocksbridgehigh.sheffield.sch.uk

The application form and information pack is available on the school website: www.stocksbridgehigh.co.uk

Section 2. Letter from Anne Quaile, Chief Executive

Dear Candidate

Thank you for your interest in this role within the Minerva Learning Trust.

The Trust was established in October 2014 and is currently supporting the education of around 5000 pupils across our four schools; Handsworth Grange Community Sports College, Stocksbridge High School, High Storrs School and Ecclesfield School.

We resolutely believe that we are stronger together and that each school within our Trust has individual strengths to be shared and celebrated. Our aim is for all schools within the Trust to become 'outstanding'.

Our vision is to provide outstanding education for pupils who are from a wide variety of backgrounds across the city of Sheffield. Inclusion is very important to us. We do not allow disadvantage to be a barrier to learning and we support all of our pupils to be the very best. Our pupils show a high level of care for each other and respect each other's diversity.

The Trust recognises and values the contribution made by our employees in delivering this vision. Through collaboration, our employees have opportunities to share practice, develop their skills and provide a high standard of teaching and learning to our pupils.

If you believe you have the passion, skills and ambition to support our aims and deliver the very best for our pupils then we look forward to receiving your application.

A handwritten signature in black ink, appearing to read 'Anne Quaile'.

Anne Quaile
Chief Executive – Minerva Learning Trust

Section 3. Letter from Andy Ireland, Headteacher

Dear Candidate

I am delighted that you are considering making an application for this position at Stocksbridge High School. We are an ambitious and inclusive 11 to 16 comprehensive school firmly rooted in our local community. You will find us to be an open, friendly and welcoming with great pupils and a dedicated staff.

Every one of the young people we serve is entitled to thrive at school so that they may leave skilled, qualified and confident to make a success of their next steps in life. This is achieved through high quality leadership, teaching and support from our staff so that all pupils learn and progress well. Working at Stocksbridge High School means that you will always hold young people in high regard and have nothing but the highest of expectations for their learning, conduct and aspiration.

Opportunities for professional development and for sharing practice within the school and across the trust enable staff to continually develop their skills and experience. This ambition is evidenced in our recent improvements in achievement and increasing roll; we are now oversubscribed in Y7.

We are here to make a difference to the young people and families of Stocksbridge and we aim to be recognised as outstanding in this endeavour. It is an exciting time to join our school and if you share that ambition and determination I look forward to receiving your application

A handwritten signature in black ink, appearing to read 'Andy Ireland', with a stylized flourish at the end.

Andy Ireland
Headteacher

Section 4. Minerva Learning Trust

Our Schools:

- Ecclesfield School
- Handsworth Grange Community Sports College
- High Storrs School
- Stocksbridge High School

Our mission is simple, to provide an outstanding education for pupils, staff and stakeholders. The education environment is one which is purposeful and allows for high quality teaching and learning to take place. We will unlock the individual potential that exists within every pupil and will aim to give them a strong learning experience that is supported by pastoral systems which bring together the full educational experience into one which will nurture them through a pathway to the world of work and adulthood.

Each of our schools holds strengths that serves the needs of the pupils and the school community. As a group, we learn from each other, sharing outstanding practice and creating innovative approaches to the teaching and learning. This, together with application of the same within our overarching business operations will see the development of robust, operationally effective organisation.

Professional development is at the heart of growing strong, sustainable teams. Individuals should be empowered to deliver and in doing so they are encouraged to engage with owning their professional contribution to school life. This will be delivered through the development of an extensive CPD portfolio offer for the MAT.

Minerva Learning Trust will:

- Have a significant impact on the young people of Sheffield by providing high quality education provision
- Be a strong employer that can recruit, retain, develop and engage the right people to deliver our vision
- Ensure outstanding leadership and management across all schools and empower leaders to drive school improvement
- Ensure quality teaching which focuses on a commitment to the learner
- Provide a broad and balanced curriculum which secures the skills necessary to support pupils in life after school
- Ensure the needs of disadvantaged learners are embedded in all the work we do
- Enrich the learning experience by providing wider opportunities for pupils outside the classroom.

Further information about the Trust can be found on our website www.minervalearningtrust.co.uk



Minerva Learning Trust Job Description



Minerva Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

POST TITLE	Teacher: Physical Education (PE)
GRADE/SALARY	NQT/MPS/UPS
RESPONSIBLE TO	Subject Leader of PE
RESPONSIBLE FOR	N/A
PURPOSE OF THE JOB	To carry out the professional duties of a teacher in accordance with the School Teachers' Pay and Conditions Document and Teacher Standards.
RELEVANT QUALIFICATIONS	Relevant degree and QTS

SPECIFIC DUTIES AND RESPONSIBILITIES

The post-holder, must at all times, carry out his/her duties and responsibilities within the spirit of Minerva Learning Trust and School policies and within the legislative framework applicable to academies.

MAIN DUTIES

Key Responsibility Areas

- To implement and deliver an appropriately broad, balanced relevant and differentiated curriculum for pupils and to support a designated curriculum area as appropriate
- To monitor and support the overall progress and development of pupils
- To collaborate with professionals to develop the curriculum, schemes of work, marking and assessment, and teaching strategies within the Department and wider school/Trust community
- To facilitate and encourage a learning experience which provides pupils with opportunities for personal and academic growth, raises aspirations and allows them to achieve their full potential
- To act as a form tutor and support delivery of pastoral systems to promote the well-being and safety of pupils

- To contribute to and adhere to the monitoring and evaluation of teaching and learning and pupil performance and use data to drive improvement and target interventions.

Teaching and Learning

- To plan and teach well-structured lessons to pupils of all abilities across Key Stage 3 and 4.
- To ensure all lessons have clear aims and objectives and delivered within the appropriate scheme of work and school curriculum.
- To establish a purposeful learning environment where diversity is valued and pupils' feel safe, secure and confident.
- To ensure lessons take account of pupil ability and needs to provide differentiated and personalised learning.
- To assess, record and report on the attendance, progress, development and attainment of pupils and maintain such records as required.
- To prepare and update resources for lessons as required.
- To use a variety of delivery methods which will stimulate learning appropriate to pupil needs and the demands of the syllabus.
- To set high expectations for pupils' behaviour and maintain discipline in accordance with the school's procedures and encourage good practice with regard to punctuality, behaviour, standards of work and home work.
- To undertake assessment of pupils as required by external examination bodies, school or department procedures and to mark, grade and provide appropriate feedback as required.
- To promote independent learning that enables pupils to think for themselves and play an active role in managing their own learning.
- To work collaboratively with other professionals and manage the work of support staff to enhance pupils' learning.

Pastoral

- To be a Form Tutor to an assigned group of pupils.
- To promote the general progress and wellbeing of individual pupils and the Form Tutor Group as a whole.
- To liaise with professionals to ensure the school pastoral system is implemented.
- To register pupils, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To communicate, as appropriate, with the parents/carers of pupils and internal/external professionals involved with the welfare of individual pupils.
- To contribute to the evaluation and progress of pupils and the preparation of progress files, reports and other documentation as required.
- Pupil, parental and community engagement
- Make explicit to pupils, parents, teachers and the wider community the school's high expectations that all pupils can succeed.
- Take opportunities to create and maintain an effective partnership with parents and the wider community, including business and industry, to support and improve pupils' achievement and personal development.
- Developing and supporting partnerships with parents e.g. ensuring appropriate and early contact and liaison, facilitating parental support and involvement, reinforcing school expectations, homework policy and examination requirements.
- Actively participate in the planning and delivery of transition arrangements with primary partners and post-16 providers.

Whole school

- To act as a role model of good practice for other teachers within the Department and across the school e.g. professional conduct, in teaching and learning, in management of pupil behaviour and relationships with colleagues both in and outside of school.
- To lead or contribute towards additional tasks or strategies related to school improvement plans as appropriate and agreed.
- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, Review days and Liaison events with partner schools.
- To take part in the school's professional learning programme by participating in arrangements for further training and professional development.
- To continue personal professional development in the relevant areas including subject knowledge and teaching methods.
- To actively participate in the performance management review process.

Other Specific Duties

- To actively promote school and Trust policies.
- To engage in personal professional development as agreed and engage actively in the performance review process.
- To undertake any other reasonable duties in-line with the nature of the post not mentioned in the above.
- 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 are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

General

- To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- 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 Headteacher and Local Governing Body.
- This job description will be kept under review and may be amended via consultation with the individual, Headteacher and Local Governing Body as required. Trade Union representatives will be welcome in any such discussions.

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Section 6: Person Specification



Minerva Learning Trust Person Specification



Role: Teacher: Physical Education (PE)

Minimum Essential Requirements	Method of Assessment
SKILLS/EXPERIENCE	
<ul style="list-style-type: none"> • Ability to teach Physical Education in Key Stage 3 and 4 • Experience of using student performance data to inform classroom teaching • Ability to inspire confidence in and establish excellent relationships with pupils, colleagues and parents • Excellent communication, planning and organisational skills • Good ICT skills and experience of using these to deliver teaching and learning • Commitment to safeguarding and promoting the safety and welfare of young people 	<ul style="list-style-type: none"> • Application Form, Interview and Assessment • Application Form, References, Interview and Assessment • Application Form, Interview, Assessment • Application Form, Interview, References • Application Form, Interview, Assessment, References • Application Form, Interview, Assessment, References
QUALIFICATIONS/KNOWLEDGE	
<ul style="list-style-type: none"> • Good relevant degree and QTS • Evidence of commitment to CPD to support areas of the job role • Recent and relevant professional development/understanding of curriculum area 	<ul style="list-style-type: none"> • Application Form • Application Form • Application Form/Interview
WORK RELATED CIRCUMSTANCES	
<ul style="list-style-type: none"> • Ability to manage working hours flexibly to meet the demands of the role • Willingness to undertake further development • Willingness and ability to travel to other work locations within the Trust and other venues 	<ul style="list-style-type: none"> • Application Form and Interview • Application Form and Interview • Application Form and Interview
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Section 7: The Appointment Process

These notes are intended to guide you when making an application for a post at Stocksbridge High School.

1. The Application Form
Complete the application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten, but if you do write it by hand, do make sure that it is legible and that you use black ink. Indicate clearly on the front page the post you are applying for. You are requested to submit a concise application.
2. Education and Training
State your qualifications and any training you have undertaken relevant to the post.
3. Present Appointment
Make it clear what your present post is, which establishment you work in, and who your employer is.
4. Previous Appointment
When completing this section, it is important that you offer a continuous record, or an explanation of any gaps, e.g. for child raising, voluntary work, to allow full account to be taken of your experience.
5. Referees
Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific over addresses including e-mail contacts and telephone numbers.
6. The Supporting Statement/Letter of Application
The supporting statement or letter is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post. You should take particular care to demonstrate how you meet the person specification included as part of these details. **Please limit your supporting statements to two sides of A4 in size 11 font.**
7. Arrangements for Interview
Shortlisted applicants will be contacted as soon as possible after the closing date of **Friday 20 September at 12 noon**. Referees are contacted prior to the interview stage for teaching and some support staff posts.
8. The Interview
Interviews will be held soon after the closing date. Candidates will be invited to spend a day visiting the school during which time they will have the opportunity to meet staff and pupils and see the school at work.
9. Feedback
Feedback is offered to those candidates who are not recommended for appointment. It is hoped that this information will help you with future applications.
10. Selection for Appointment
Selection is made conditional upon the successful candidate meeting the Authority's requirements for health, physical capacity and conduct.
11. Arrangements for Applications
Send fully completed applications to Miss H Taylor by email: htaylor@stocksbridgehigh.sheffield.sch.uk or via post: Stocksbridge High School Shay House Lane, Stocksbridge, Sheffield S36 1FD