

Junior School PE Department Information

Life in the Junior School is action packed and the girls' enthusiasm and love for learning and fun is infectious. Our school provides a friendly, safe and nurturing environment for children to learn and grow and our team of dedicated staff go above and beyond to support and encourage our pupils.

Sport is an important part of school life at LEH and all girls are keenly encouraged to take part in a physical activity that they enjoy and in which they are keen to progress. Through our curriculum PE lessons and extra-curricular clubs, we aim to foster an understanding of the benefits of having a healthy and active lifestyle, whilst giving the girls the confidence to try new activities, learn new skills and, most importantly, have fun! We are fortunate to share the wonderful 24-acre site with LEH Senior School and enjoy access to excellent school facilities, including the sports hall, dance studio, sports fields, netball courts, tennis courts and swimming pool.

There is plenty of scope for developing sporting skills in the Junior School, and our core curriculum activities include swimming, netball, rounders, gymnastics, tennis and athletics. Team fixtures, practices and sports clubs take place at lunchtimes, morning (swimming squad), after school and occasionally at weekends. We are very proud of our success in sports at local, regional and national level. Girls regularly compete in Richmond borough events, IAPS tournaments, local school fixtures and inter-house competitions. There are teams for all ability levels in a range of sports, our most competitive being Swimming and Gymnastics.

A committed and enthusiastic Head of Junior School Physical Education is required to lead and inspire our Junior School PE Department from September 2019. The successful applicant will take the lead role in both the day to day running and the development of the Physical Education department in the Junior School. A willingness to participate in extra-curricular activities is essential and we are keen for the successful candidate to develop new sporting activities and challenges for girls in the Junior School. This is an exciting opportunity for an outstanding teaching practitioner who is forward-thinking, experienced and energetic to build on our current success.



LADY ELEANOR HOLLES

JOB DESCRIPTION - HEAD OF JUNIOR SCHOOL PE

Safeguarding

- Adhere to school policy on safeguarding and updating training as required
- Ensure the safeguarding and well-being of children and young people at the school in accordance with school policies

Specific to Head of Junior School PE

- Lead, oversee and encourage participation and engagement with sport for all in the Junior School
- Oversee an extra-curricular programme of fixtures, training sessions and PE clubs to encourage the widest range of participation in sport, to fully utilise the facilities, develop and support pupils
- Oversee trips and activities beyond the curriculum to further enrich the provision of sport throughout the school
- Develop and encourage participation in sports competitions at all levels (within and outside of school)
- Oversee the work of self-employed coaches and umpires who provide sporting services to the school
- Advise and support all members of the department, especially those who are new to the school
- Liaise with Senior School Sports Department to ensure smooth running of both schools' curriculum across shared facilities
- Organise and manage the annual Sports Day and House Sports Events
- Prepare sports updates for the Head of Junior School's Friday Newsletter, assemblies and termly school magazine.
- Support and oversee UII (Y6) PE Prefects in their various leadership roles.

General

- Oversee, monitor and evaluate/update schemes of work; auditing needs and identifying priorities to ensure progression and continuity in the teaching of the subject in the Junior School
- Be open and available for others to observe his/her own lessons and observe other teachers' lessons in your subject (where applicable); set up observations between colleagues where necessary.
- Monitor pupils' work and offer advice and support or extension for children with SEND and children identified as High Performing.
- Be responsible for PE departmental budgeting in consultation with the Head of Junior School.
- Be involved in the selection for appointment and the professional development of members of the PE department
- Contribute to the school policy and development as appropriate
- Report to the Governors on departmental developments, when required
- Attend subject coordinator and curriculum meetings as required
- Maintain subject display boards
- Lead in the assessment and record keeping of your subject and in planning and organisation of visits.
- Set cover tasks for absent PE staff and cover lesson where necessary
- Hold departmental meetings; feedback to the Director of Studies and/or Head of Junior School.
- Keep up to date with developments, resources and special events in one's subject, including attending and recommending relevant courses, and disseminate information to colleagues as appropriate
- Promote interest and raise the profile of the subject in the Junior School through trips, themed days/weeks, visiting speakers, workshops and competitions
- Liaise with other schools and agencies so ensuring up to date knowledge of current developments with regard to good primary practice in the subject
- Set personal targets and take responsibility for own personal professional development through the school's Professional Review system
- Promote equality of opportunity for all pupils and staff

- Maintain high professional standards of attendance, punctuality, appearance and conduct, including adherence to school policies
- Undertake such other duties which may be reasonably required from time to time

Health and Safety

- Ensure LEH Health & Safety policy is implemented in the PE Department in consultation with the Junior School Management team and Estates Manager
- Ensure that risk assessments are carried out and monitored regularly in consultation with the Estates Manager and Junior School Deputy Head
- Ensure coaches, teaching assistants and pupils are aware of safety rules

GENERAL TEACHING JOB DESCRIPTION

- Adhere to school policy on safeguarding and update training as required
- Ensure the safeguarding and wellbeing of children and young people at the school
- Teach curriculum PE across the Junior School as required
- Plan work in accordance with schemes of work at the direction of the Director of Studies or appropriate Subject Coordinator
- Promote high standards of learning and achievement in subjects taught, by using a variety of teaching methods and skills. and using appropriate differentiation
- Set homework and mark written work regularly in line with Junior School policy
- Take account of pupils' prior levels of attainment and use them to inform planning
- Create a positive learning environment and use displays and resources to enhance learning
- Carry out assessment programmes in line with Junior School policy
- Assess, record and report on the development, progress, effort and attainment of pupils, and communicate this information to parents via written reports and Parents' Evenings, and other meetings with parents when required
- Provide guidance and advice to pupils and be responsible for the pastoral welfare of a form group
- Review methods of teaching and programmes of work, and participate in arrangements for further training and professional review and development
- Contribute to Junior School extra-curricular activities, including responsibility for an extra-curricular club
- Contribute to the PSHE programme as required
- Maintain good order and discipline among pupils and safeguard their health and safety

- Provide cover for absent staff and carry out other duties as required
- Set work for classes in the event of absence from school
- Attend assemblies and organise Form Assemblies, as appropriate
- Organise, and accompany the girls on outings, sports fixtures, residential trips etc as appropriate
- Attend Staff, Parent and INSET meetings
- Attend whole school events as required
- Work closely with and direct Teaching Assistants

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification at any time after consultation with the post-holder.

The post-holder may be required to perform any other reasonable tasks, after consultation and at the direction of the Head of Junior School and Head Mistress.

Person Specification

Qualifications, Experience, Knowledge and Skills	Essential	Desirable
Significant teaching/coaching experience in one of the main school sports (swimming, gymnastics, netball)	✓	
Qualified teacher status with significant experience of working in schools (Primary and/or Secondary)	✓	
The ability to inspire others, leading a team of teachers and coaches to a common vision for LEH sports	✓	
Proven experience of positive team leadership and collaborative working	✓	
A proven ability to deal confidently with staff, students, parents and other users	✓	
Excellent organisational and planning skills	✓	
Self-motivated and able to take the initiative	✓	
The ability to multitask, be flexible and prioritise workload	✓	
A strong commitment to accuracy and to maintaining high professional standards	✓	
Ability to utilise appropriate IT to support your work		✓
The ability to work calmly under pressure and respond positively to varying workloads and deadlines	✓	
Excellent written and oral communication skills	✓	
An understanding and commitment to adhering to school policy on safeguarding	✓	