



DOWNLANDS SCHOOL - LEARNING IS AT THE HEART OF EVERYTHING WE DO
“This is an outstanding school” – Ofsted January 2017

ROLE SPECIFICATION – TEACHER OF PHYSICAL EDUCATION

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| Job Title: | Teacher of Physical Education |
| Grade | Main Pay Range/Upper Pay Range |
| Contract | Fixed-term: 2 posts to cover a full time post and part-time post (0.58 FTE) until 23 rd July 2021 |
| Reporting to: | Head of Teaching and Learning |

MAIN PURPOSE OF THE ROLE:

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school’s policies under the direction of the Headteacher.

Accountable for:

- The learning and progress of the pupils in the groups allocated ensuring that pupils make progress that is in line with or exceeds the expectation of three levels of progress across Key Stages 3 and 4.
- Teaching the schemes of work for department ensuring all aspects of the needs of learners are met as appropriate.
- The pastoral care and academic and social progress of the allocated tutor group.

ACCOUNTABILITIES AND TASKS

| Accountability | Task |
|--|---|
| Planning, Teaching and Class Management | Teach allocated pupils by planning their teaching to achieve progression of learning through: <ul style="list-style-type: none"> • Promote and develop a growth mind-set approach to learning in your subject area. • Plan engaging lessons which enthuse students in your subject, using a variety of teaching methods. • Plan lessons which promote the progress of all students through the effective use of assessment criteria. |



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| | <ul style="list-style-type: none"> • Know, monitor and intervene with our key groups of disadvantaged students to enable them to make outstanding progress. • Provide effective homework to further student progress. • Set high expectations and make effective and consistent use of the Downlands’ behavioural policy. • Hold a Growth Mind-set approach to your own practice, by continually seeking to improve your own teaching. • Ensure the effective and efficient deployment of classroom support; |
| <p>Monitoring, Assessment, Recording, Reporting</p> | <ul style="list-style-type: none"> • Monitor pupils' work and use the REAct system to provide quality feedback which enables students to make outstanding progress. • Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving; • Undertake assessment of students as requested by examination bodies, departmental and school procedures; • Prepare and present informative reports to parents in line with school policy ensuring that all deadlines are met. |
| <p>Curriculum Development</p> | <ul style="list-style-type: none"> • Contribute to the whole school’s development plan. • To develop appropriate teaching support materials as required by the department. • Be up to date with changes to the curriculum and assessment criteria. • To attend all directed meetings. |
| <p>Pastoral Duties</p> | <ul style="list-style-type: none"> • Be a form tutor to an assigned group of students; • Promote the general progress and well-being of individual students and of the Tutor Group as a whole; • Liaise with the Achievement Leader (Head of Year) to ensure the implementation of the school’s pastoral system; • Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life; • Alert appropriate staff to problems experienced by students and make |



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| | <p>recommendations as to how these may be resolved;</p> <ul style="list-style-type: none"> • Communicate, as appropriate, with parents of students and persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff; • Attend team meetings as required. |
| <p>Other Professional Requirements</p> | <ul style="list-style-type: none"> • Operate at all times within the stated policies and practices of the school; • Establish effective working relationships and set a good example through their presentation and personal and professional conduct; • Endeavour to give every child the opportunity to reach their potential and meet high expectations; • Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students; • Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school; • Take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and events with partner schools as appropriate • Take responsibility for own professional development and duties in relation to school policies and practices; • Liaise effectively with parents and governors as appropriate • Ensure all work undertaken is covered by Health and Safety rule/s and regulations and that all due care and supervision is exercised, in particular adhering to the COVID 19 risk assessment • Ensure that all accidents are reported to the appropriate member of staff |
| <ul style="list-style-type: none"> ➤ 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. ➤ The job is subject to the current School Teachers’ Pay and Conditions and the policies established by the governors ➤ This job description may be amended at any time following discussion between the Headteacher and member of staff, and may be reviewed annually | |



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PERSON SPECIFICATION - TEACHER OF PHYSICAL EDUCATION

| Qualifications Knowledge and Experience | Skills and Abilities | Personal Qualities |
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| <ul style="list-style-type: none"> • A good degree in relevant subject • Qualified Teacher Status • A record of successful, or ideally outstanding, teaching in another school or successful teaching practices while training • A clear philosophy of how successful learning is promoted and why the subject should be taught • Good subject knowledge that enables students of all abilities to achieve high outcomes • Awareness of the strategies available for improving the learning and achievement of pupils of all abilities • Know the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people | <ul style="list-style-type: none"> • The skills to help students excel in many areas of the PE curriculum including, rugby, cricket, basketball, athletics, football, handball, badminton, fitness, netball, tennis and dance • Good teaching skills that enable learners of all abilities to make at least the progress expected with the ability to motivate students of all levels and make learning enjoyable • The ability to personalise learning so that pupils with special needs, the more able and other identified groups make at least the progress expected • Good classroom and behaviour management skills with high expectations of pupil learning and behaviour • The ability to assess pupil progress and use this assessment to promote further learning • Good communication skills both verbally and in writing • A confident user of IT with the ability to use it to enhance pupil learning in the classroom | <ul style="list-style-type: none"> • A reflective practitioner with a positive attitude towards continuing professional development and their own learning • Enthusiastic and committed to the teaching of PE in a comprehensive school • Dedication and commitment towards the wider life of school; in particular, competitive fixtures and clubs as part of the PE Departments thriving extra-curricular programme • Committed to the role of the form tutor and to the academic and social progress of the pupils in the tutor group • Good personal organization and time management • Good inter personal skills that promote good relationships with pupils, parents and colleagues • Ability to work effectively as part of a team |



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Further Information:

Downlands Community School is a thriving, 11-16, mixed, Local Authority, comprehensive school, set in a beautiful location at the foot of the South Downs and only 6 miles north of Brighton with an enviable reputation for success with pupils of all abilities and from all social backgrounds. The School was inspected by OFSTED in November 2016 and the report, published in January 2017 found that the School was “Outstanding” in all areas. Due to its popularity, the school has expanded to 8 forms of entry. A new teaching block and other improvements have been provided to accommodate this. Full information about the School is available from the Downlands Website - see “Information for Applicants” under “Information – Vacancies” on the website.

The School is committed to Physical Education. The PE curriculum aims to allow pupils of all abilities to enjoy and to succeed in a broad range of sports and physical activities. At Key Stage 4, GCSE Physical Education is a popular option. The Department is made up of a Head of Department and five teachers, three of whom are part time, and one of whom specialises in Dance. They are supported by a PE Assistant. The staff offer a range of activities and sports during lunchtimes and after school. Downlands has a record of success with sports teams in competitions at local, district and County level, and sometimes beyond. Currently, the teachers offer a broad range of activities and sports. We are looking to appoint two teachers who between them can cover one full time and one part-time post that adds up to 1.58.

The Department enjoys the use of good facilities, that include: a large, modern Sports Hall with changing rooms designated for indoor and outdoor physical education ; an artificial pitch, which was renewed in the summer of 2018; a modern, purpose built Dance Studio, a traditional gymnasium and extensive playing fields with views of the South Downs. The facilities are rented out in the evenings by a community company called Freedom Leisure with whom the Department has close links.

The School has a strong programme to provide professional development for teachers of all experiences and aspirations including NQTs. For this reason, the post is suitable for an NQT or for a more experienced teacher.

Downlands is West Sussex School and uses West Sussex pay scales. At the present time, the pay range for a Main Scale Teacher is point 1 (£25,714) to point 6 (£36,961). Teachers will be placed on this range according to the number of years of successful teaching experience they bring. The pay range for teachers on the Upper Pay Range is point 1 (£38,690) to point 3 (£41,604). Teachers will be placed on this range according to their current point on the range unless evidence can be produced of successful appraisal and recommendation from the current Headteacher that progression is warranted.



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Applications

Applications should be made on a West Sussex Application form for teaching posts which can be downloaded from the School website.

Applications should be addressed to Mr M Wignall – Headteacher and emailed to the HR Officer: mhill@downlands.org

Applicants who are short listed for interview should be aware that references will be taken up before the interview.

Please note that, because of the nature of this job, if you are successful in your application, you will be subject to a criminal record check from the Disclosure and Barring Service. This will be done by means of applying for an “Enhanced Disclosure”. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.

The job will be offered subject to satisfactory references, criminal record and health checks.

A copy of the staff dress code can be found on the school website

The start dates are 22nd February 2021 for one post and 19th April 2021 for the other.

The **closing date** for applications is **midday on Thursday 21st January** though we reserve the right to bring this date forward if there are sufficient applications. Interview date tbc. Applicants that have not been invited to interview by Monday 25th January should assume that they have not been successful on this occasion.

All communication will be by email or telephone.

All questions about the post and the application, selection and appointment process should be directed to our HR Officer, Mark Hill.
email: mhill@downlands.org or telephone 01273 845 892 Ext 269 or direct line 01273 84 77 34

Thank you for your interest in the post.