

## PE Coordinator

St Hilda's is a girl's preparatory school in Bushey with a nursery for boys and girls aged 2-4. We are dedicated to providing the most caring, nurturing environment, with inspirational teaching and immensely high levels of individual attention. Teachers at St Hilda's must be enthusiastic professionals, prepared to fully commit to the ethos of the school, as laid out in our mission statement.

We require an inspirational and enthusiastic PE Coordinator from Autumn Term 2020 to teach throughout the school and Bluebird Nursery.

Academic standards are high and our pupils achieve success within many varied extra-curricular activities. The successful candidate will demonstrate a firm commitment to both the extra-curricular and academic life of the school.

## Reporting responsibilities

The PE Coordinator is responsible to the Headmistress and line managed by the Deputy Head.

## PE Coordinator Key Responsibilities

	<b>Leadership</b>
1.	Provide inspiration and strong leadership to the school to ensure that the school continues to deliver the highest standards of learning in Sport.
2.	Ensure the vision for the school is clearly articulated, understood and acted upon effectively.
3.	Lead by example and embody the school's vision and values for the pupils and staff.
4.	Demonstrate a clear and comprehensive understanding of the contribution of Sport to the school's wider development and improvement.

	<b>Learning and Teaching</b>
1.	Continue to raise the quality of learning and teaching in Sport, maximising pupils' achievements within a successful learning culture.
2.	Ensure a consistent and continuous staff focus on pupils' achievement in Sport using data, benchmarks and feedback to monitor progress in every pupil's learning.
3.	Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
4.	Assess, monitor and evaluate the quality of teaching standards in Sport and the delivery of the physical education curriculum across the whole school in order to build on success and identify and act on areas of improvement.
5.	Demonstrate and articulate high expectations in Sport and set challenging targets for the whole school.

<b>Staff Management and Development</b>	
1.	Develop effective relationships and communications with all staff to promote a professional learning community.
2.	Provide opportunities for growth and continuing professional development of the Sports teaching team by creating an inspiring, professional work environment and modelling behaviour consistent with the school's values and aspirations.
3.	Work to create a high quality Sports teaching team and deploy staff effectively in order to improve the quality of education.

<b>Accountability</b>	
1.	Present a coherent and accurate account of the department's performance in a form appropriate to a range of audiences, including parents, Senior Leadership Team and the Governing Body.
2.	Ensure that parents and pupils are well informed about the Physical Education curriculum, its direction, priorities, and pupils' attainment and progress.
3.	Actively maintain a thorough understanding of the statutory framework for the teaching and learning of Sport (e.g. legal requirements of Local Authority / DFE / Ofsted / IAPS as appropriate).

<b>PE Coordinator Specific Responsibilities</b>	
1.	Observe the teaching of Sport throughout the school through lesson observations and learning walks as per St Hilda's monitoring timetable to ensure standards are maintained.
2.	Plan lessons and sequences of lessons to meet pupils' individual learning needs and plan effectively to ensure all pupils have the opportunity to meet their potential.
3.	Check the Physical Education curriculum maps, Physical Education policy, schemes of work and half-termly plans which should be in place by the beginning of each term.
4.	Assist other sports teachers to plan, implement and review an appropriate scheme of work for the pupils to ensure continuity and progress throughout Bluebird Nursery and St Hilda's.
5.	Support the additional teaching of children with SEN or who are more able, reporting on progress to parents, Form Tutors and the Senior Leadership Team.
6.	Know and adhere to the school's Teachers' Standards.
7.	Supply lesson details when necessary for absence.
8.	Ensure the sports equipment and the areas used for sport are properly cared for and are maintained by the Sports Department in good order for lessons and fixtures.
9.	Plan and organise sports fixtures with other schools and report results to parents in the school's newsletter. Refereeing and umpiring at school fixtures.
10.	Write full and detailed reports in accordance with the reporting schedule.
11.	In compliance with the assessment policy, ensure that all assessment is carried out and results recorded; pupil assessment data should be regularly analysed.
12.	Maintain, review, revise and contribute to academic school policies pertaining to the Sports Department, ensuring that all Sports teachers are informed of the requirements and developments in this subject area.
13.	Organise and run annual sports competitions or events as per the school's annual sporting calendar; including: Sports Day, swimming galas, Inter-house cross country, netball and rounders.

14.	Be available for parents meetings as required.
15.	Be responsible for the display of Sports equipment and noticeboards at Open Days or events in shared areas.
16.	Order resources for the Sports Department as and when required, evaluate the effectiveness of previous investment and develop costed plans for rolling future investment.
17.	Participate in 'Appraisd', the School's Appraisal scheme.
18.	Research courses and INSET days relevant to the Physical Education curriculum. Research internal workshop training schedule for teachers and teaching assistants (workshops that either yourself or other members of staff could run). Regularly audit staff's professional development needs within Sport.
19.	Produce and regularly review Guidance notes (best practice guide) for members of staff responsible for teaching Sport.
20.	Coordinate and monitor new initiatives relating to the Sport curriculum, as directed.
21.	Attend Parents' Evenings, School Events, INSET, Open Days and such school functions as required by the Headmistress. Be enthusiastic and informative to parents and visitors, always presenting the department at its best to all stakeholders.
22.	Establish effective working relationships with all staff extending to the Aldenham Foundation.
23.	Be aware of specific health and safety issues relating to Sport; implement relevant routines and precautions. Produce and review risk assessments for all sporting activities. Develop relevant H&S procedures and ensure that all sports teachers follow appropriate practice. Actively monitor school's legal responsibilities for H&S.
24.	Run school sports clubs as assigned by the school.
25.	Contribute to the duty timetable for playtimes, lunch and after school supervision as required.
26.	Monitor and liaise with the sports staff in the school through weekly meetings and e-mail, ensuring that outstanding issues are resolved within a reasonable timeframe.
27.	Identify, support and prepare pupils for sports scholarships to senior schools.
28.	Carry out other key tasks as may reasonably be assigned by the Deputy Head or Headmistress.

This job specification represents duties required at the present time and will be subject to regular review and modification as necessary.

## Person specification

Qualifications	<ul style="list-style-type: none"><li>• Qualified Teacher Status (QTS).</li></ul>
Experience	<ul style="list-style-type: none"><li>• The PE Coordinator will have a good knowledge of the primary level curriculum for PE and of educational practice at primary level. They will also have a range of leadership, management and organisational skills.</li></ul>
Attitudes	<ul style="list-style-type: none"><li>• Excellent organisational skills with the ability to work to targets and deadlines.</li><li>• Excellent communication skills in order to liaise with parents, staff and others.</li><li>• Drive and ambition to further enhance the range and provision for all.</li><li>• Good IT skills.</li><li>• Be committed to achieving the highest possible standards for all children.</li><li>• Encourage differentiation in teaching.</li><li>• Have an interest in teaching methods relevant to children of high ability.</li><li>• Be prepared to support the teaching requirements across the School and Nursery.</li></ul>

Applications will only be accepted from candidates completing the enclosed Application Form in full. CVs will not be accepted in substitution for completed Application Forms but may be included along with the application form. Applications should be addressed to Mrs Debbie Clarke, Human Resources Manager, Aldenham Foundation, Aldenham Road, Elstree, Hertfordshire WD6 3AJ

St Hilda's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to an enhanced Disclosure application to the Disclosure and Baring Service and check against the ISA barred list for Children.