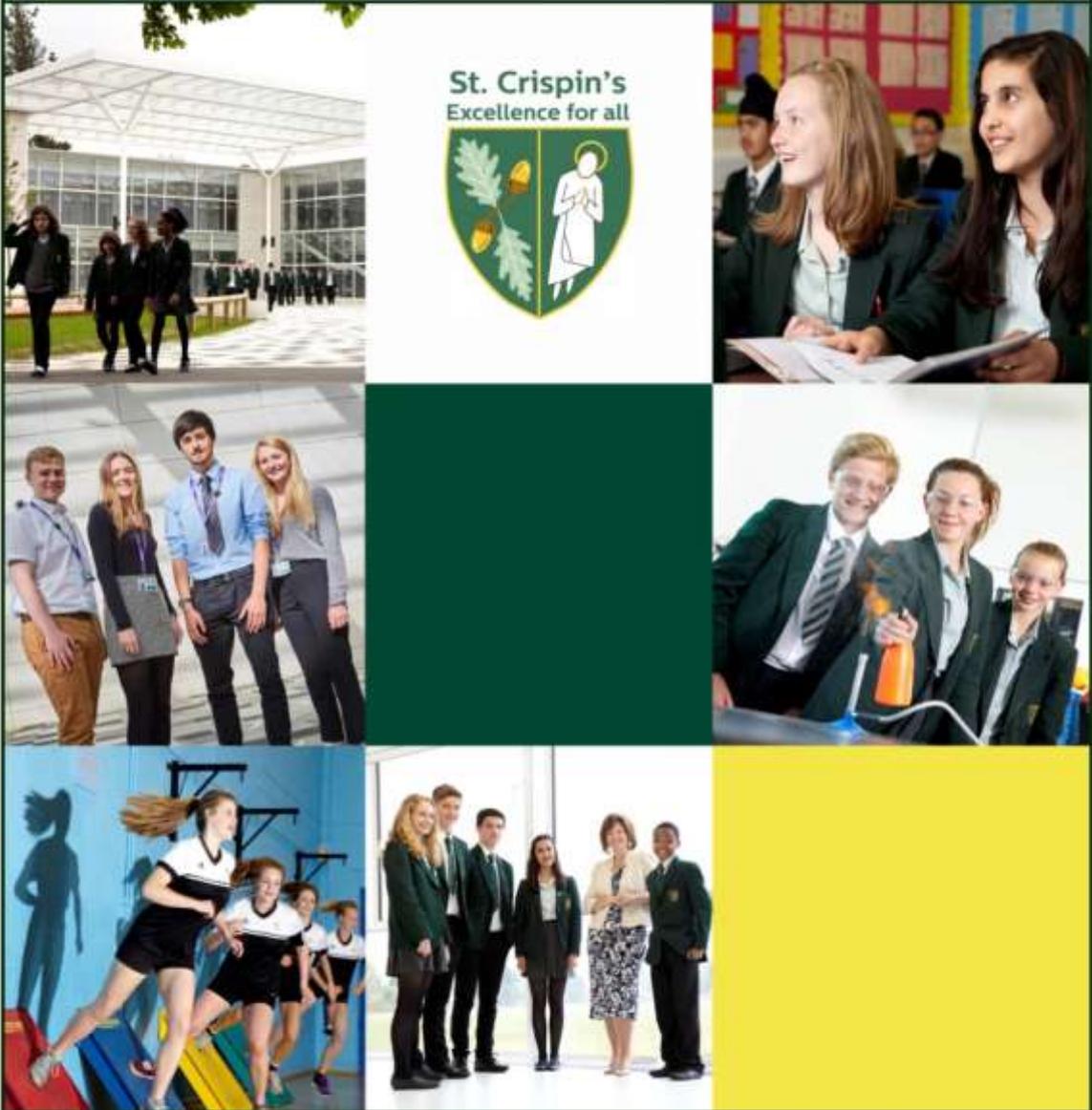


# Recruitment Pack



## Teacher of P.E.



St. Crispin's School is part of The Circle Trust, company number 11031096, registered at St. Crispin's School Wokingham, Berkshire, RG40 155 Tel: 0118 978 1144





## Teacher of P.E.

### St Crispin's School

Headteacher:

Ginny Rhodes

NOR 1225, 11-18

Mixed Comprehensive, London Road, Wokingham, Berkshire RG40 1SS

Tel: 0118 978 1144

[www.crispins.co.uk](http://www.crispins.co.uk)

### Teacher of P.E.

**Full-time from January 2021**

**Main payscale**

As a dedicated, ambitious teacher, you want to enjoy coming to work. At St. Crispin's you will be supported, valued and part of a happy, friendly team. We are a high-attaining school with outstanding leadership and student behaviour that is described as exemplary (OFSTED.)

We are seeking a passionate, dynamic P.E teacher to join our successful department. If you are an effective practitioner with the ability to inspire and motivate students, we would like to hear from you.

Our ethos of "Excellence for All" encapsulates our commitment to do the very best for both students and staff. If you are looking for a vibrant learning environment with many opportunities to maximise your potential, be motivated and inspired, we would love to hear from you.

Visits to the school and informal conversations with Heads of Department are highly recommended!

**To apply:** Via **TES QUICK APPLY BUTTON** or St Crispin's application form - [www.crispins.co.uk/vacancies](http://www.crispins.co.uk/vacancies).

**Closing date:** 9am Monday 19<sup>th</sup> October – Please email your completed application form to Mel Knight, PA to Headteacher, at [knightm@crispins.co.uk](mailto:knightm@crispins.co.uk)

**For more information:** Mel Knight on 0118 978 1144 or email: [knightm@crispins.co.uk](mailto:knightm@crispins.co.uk)

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are subject to enhanced DBS clearance and satisfactory employment references.





## Job Description

<b>Salary</b>	St Crispin's main point scale (please refer to Pay Policy for detailed scale; this policy can be accessed via the school website).
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### Aim and main purpose of the job:

#### Knowledge

- Demonstrate subject competence and to keep up-to-date his/her knowledge of the Curriculum for 11-16 year olds in relation to their subject; and where relevant to the post, other examination courses at KS4 and Post 16.
- To attend continuous professional development activities when required to update his/her knowledge of the National Curriculum, syllabus changes and national initiatives which impinge directly on teaching, pastoral or other responsibilities.
- To keep informed about the key priorities identified in the School Improvement Plan, associated department development plans and his/her responsibilities agreed upon within it.

#### Planning, Teaching and Classroom Management

- To teach across a range of abilities and ages commensurate with his/her experience and skills and as agreed in consultation with the Headteacher and Head of Department.
- To plan lessons in accordance with the agreed departmental scheme of work and in line with the departmental teaching and learning policy.
- To plan lessons carefully with specific learning objectives and with special regard to prior attainment data, gender and race, fluency in English, DSEN (including IEPs).
- Use a variety of teaching approaches that identify, build upon and develop pupil learning styles, and the ability to learn independently.
- To set clear targets for pupil improvement and monitor progress towards these.
- To work effectively with Learning Support Assistants to plan lessons and individual support for pupils with specific learning difficulties.
- To set appropriate homework in line with school and departmental policies.
- Establish and maintain good standards of pupil behaviour in the classroom by implementing consistently and fairly the School Behaviour Policy.



### **Monitoring, Assessment, Recording and Reporting**

- To assess how well learning objectives have been achieved and use this assessment to improve aspects of teaching.
- To develop the expertise to be able to recognise the level at which a pupil is achieving, and make accurate and valid assessments using school and departmental policies and procedures.
- To mark work on a regular basis in line with school and departmental policies and guidelines.
- To make careful records of attendance and pupil progress following carefully the departmental guidelines; mark books and pupil work should be available for scrutiny as required from time to time.
- To liaise effectively with pupils' parents/carers through informative oral and written reports on pupils' progress and achievements according to the school's assessment and reporting schedule.
- To discuss with parents/carers appropriate next steps in learning for their child, and encourage them to support their child's learning.

### **Other Professional Responsibilities**

- To undertake the role of form tutor, if required to do so, and follow the guidance given by the Head of Year in relation to carrying out this role.
- To undertake supervisory duties before school, at break or after school as required.
- To attend department, year and other school meetings as required.
- To contribute to the work of the department.
- To support colleagues in maintaining the school's behaviour policy.
- To maintain appropriate standards of professional appearance and conduct.
- To raise issues of concern with his/her line manager or with the appropriate member of SLT.
- To maintain the Professional Standards for teachers.
- To follow the school performance management system.
- The post holder is responsible for ensuring that the school safeguarding/child protection policy is adhered to and concerns are raised in accordance with this policy.
- To carry out tasks as reasonably required by the Headteacher.

### **Details of Line Management**

Teachers are line managed by Heads of Department (and Heads of Year in respect to their work as a tutor.)

### **Notes:**

Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job, which are commensurate with the salary and job title.





## P.E. Department Information

### Introduction and welcome by Head of Department

Thank you for your interest in joining our department. Physical Education at St. Crispin's School is thriving and a very popular subject amongst students. The department consists of 8 PE Specialists (5 male & 3 female) so we are able to deliver a comprehensive curriculum and after school programme. Our mission statement is 'to provide every student with the knowledge and opportunities to develop a healthy, active lifestyle whilst striving to reach their full potential through High Quality PE and Sport.'

### Curriculum overview

All students in Key Stage 3 have 2 hours of PE per week. At KS3 we take a multi ability approach towards assessment that enables all students to access the curriculum and achieve in the subject. Our curriculum enables students to develop their own personal performance portfolio's, tracking and assessing their progress through a wide and but balanced curriculum. At Key Stage 4, all students have 3 hours of Wellbeing lessons a week. These are themed lessons addressing areas such as Leadership, Excellence in Performance and strength & conditioning. The subject is very popular at examination level, with students having the option of taking either GCSE PE (AQA) or a Level 2 BTEC in Sport (Edexcel). At KS5, we run both AS & A2 Level's in PE (AQA) and a Level 3 BTEC in Sport (Edexcel).

### Exam performance

Results in GCSE PE are excellent and always above the National Average. Pass rates on the Level 2 BTEC in Sport course also exceed 90%. At KS5 we have a 100% A\*-E pass rate at A Level and a 90% Distinction pass rate at BTEC Level 3.

### Resources and rooming

The PE Department is well equipped and has access to excellent sports facilities including a sports hall, gymnasium, floodlit MUGA (4 netball & tennis courts), astro pitch (7 a-side), fitness gym and extensive playing fields. This provides all students with access to a wide range of activities of both a traditional and non-traditional nature. We also have 2 PE classrooms equipped with laptops.

### Extracurricular Physical Education

We have an extensive and inclusive extra-curricular programme, which contains clubs of both a competitive and recreational nature. Attendance at competitive clubs leads to school representation in sports such as rugby, football (boys & girls), cricket (boys & girls), basketball, athletics, netball and hockey. We play a large amount of competitive fixtures against local schools from Year 7-13, with a number of our students going on to gain representative honours at county level and above.

Ian Nelson – Head of P.E. October 2020





## About Us

St. Crispin's is a mixed comprehensive secondary school. We offer students of all abilities and interests the opportunity to be the best they can be. Ofsted describe us as a good school with outstanding leadership and exemplary student behaviour.

We believe in promoting excellence, while providing an atmosphere in which our students can learn, enjoy, grow and show support to others. We have a strong focus on the basics: excellent learning and teaching, a safe disciplined environment and an ethos, which promotes the highest aspirations. Good qualifications are the key to a young person's future success and for this reason, they are our main priority. Nevertheless, developing young people to become well rounded, articulate, confident and happy is of equal importance. We have a team of committed staff that provides support, challenge and expertise, enabling every student to achieve.

On 1st February 2018, St. Crispin's converted to an academy and became part of [www.thecircletrust.co.uk](http://www.thecircletrust.co.uk). Our trust was created to serve the local area and be geographically committed to surrounding counties. It was borne out of a desire that all children and young people have an excellent well-rounded education and flourish in first-rate schools where the best teaching, the best facilities and the most up-to-date resources are made available to them.

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## Policy Statement

St Crispin's School is an Academy school within The Circle Trust. As part of your application to join us, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their "personal data". This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold an individual's personal data for a period of time after the recruitment process, even if you are unsuccessful. Anything that we do with an individual's personal data is known as "processing".

This document sets out what personal data we will gather and hold about individuals who apply for a position with us, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

### What information do we process during your application process?

We may collect, hold, share and otherwise use the following information about you during your application process.

*Up to and including shortlisting stage:*

- your name and contact details (i.e. address, home and mobile phone numbers, email address);
- details of your qualifications, training, experience, duties, employment history (including job titles, salary, relevant dates and working hours), details of driving licence (if relevant for role), membership of professional bodies and interests;
- your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
- information regarding your criminal record;
- details of your referees;
- whether you are related to any member of our workforce; and
- details of any support or assistance you may need to assist you at the interview because of a disability.

*Following shortlisting stage, and prior to making a final decision*

- information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers;\*
- confirmation of your academic and professional qualifications (including seeing a copy of certificates);\*
- information via the DBS process, regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), whether you are barred from working in regulated activity;\*
- your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;\*
- medical check to indicate fitness to work;\*

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- a copy of your driving licence (or other appropriate documentation as listed on the Home Office list);\*
- if you are a teacher, we will check the National College of Teaching and Leadership (“NCTL”) Teachers Services about your teacher status, whether you are subject to a prohibition from teaching order and any other relevant checks (for example Section 128 direction for management posts and EEA teacher sanctions);\* and
- equal opportunities’ monitoring data.

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked (\*) above to us to enable us to verify your right to work and suitability for the position. Without providing us with this information, or if the information is not satisfactory, then we will not be able to proceed with any offer of employment.

If you are employed by us, the information we collect may be included on our Single Central Record. In this scenario, a further privacy notice in relation to data we collect, process, hold and share about you during your time with us, will be issued to you.

### **Where do we get information from about during your application process?**

Depending on the position that you have applied for, we may collect this information from you, your referees (details of whom you will have provided), your education provider, any relevant professional body, the Disclosure and Barring Service (DBS), NCTL and the Home Office, during the recruitment process.

### **Why do we use this information?**

We will process your personal data during your application process for the purpose of complying with legal obligations, carrying out tasks, which are in the public interest, and taking steps with a view to entering into an employment contract with you. This includes:

- to assess your suitability for the role you are applying for;
- to take steps to enter into a contract with you;
- to check that you are eligible to work in the United Kingdom or that you are not prohibited from teaching; and
- so that we are able to monitor applications for posts in the Academy to ensure that we are fulfilling our obligations under the public sector equality duty under the Equality Act 2010.

### **How long will we hold information in relation to your application?**

We will hold information relating to your application only for as long as necessary. If you are successful then how long we need to hold on to any information will depend on type of information. For further detail please see our Retention and Destruction Policy.

If you are unsuccessful we will hold your personal data only for six months, after which time it is securely deleted.

### **Who will we share information with about your application?**

We will not share information gathered during your application process with third parties, other than professional advisors such as legal as HR advisors.



## **Rights in relation to your personal data**

All individuals have the right to request access to personal data that we hold about them. To make a request for access to their personal data, individuals should contact Kelly Barnby, St Crispin's School, London Road, Wokingham. RG40 1SS [barnbyk@crispins.co.uk](mailto:barnbyk@crispins.co.uk)

Please also refer to our Data Protection Policy for further details on making requests for access to personal data.

Individuals also have the right, in certain circumstances, to:

- Object to the processing of their personal data
- Have inaccurate or incomplete personal data about them rectified
- Restrict processing of their personal data
- Object to the making of decisions about them taken by automated means
- Have your data transferred to another organisation
- Claim compensation for damage caused by a breach of their data protection rights

If an individual wants to exercise any of these rights then they should contact Debra Briault. St Crispin's School, London Road, Wokingham. RG40 1SS [barnbyk@crispins.co.uk](mailto:barnbyk@crispins.co.uk).

The law does not oblige the school to comply with all requests. If the school does not intend to comply with the request then the individual will be notified of the reasons why in writing.

## **Concerns**

If an individual has any concerns about how we are using their personal data then we ask that they contact our Data Protection Officer in the first instance. However, an individual can contact the Information Commissioner's Office should they consider this to be necessary, at <https://ico.org.uk/concerns/>.

## **Contact**

If you would like to discuss anything in this privacy notice, please contact The Circle Trust Data Protection Officer. Mr A Hinchliff, c/o St Crispin's School, London Road, Wokingham, Berkshire. RG40 1SF [andy@thecircletrust.co.uk](mailto:andy@thecircletrust.co.uk)

