



BURGESS HILL — GIRLS —

HEAD OF PREP SCHOOL PE Required for January 2021

We are seeking to appoint a highly motivated, enthusiastic and well qualified teacher to teach all aspects of the PE curriculum, across the age ranges EYFS, Pre Prep & Prep. The successful candidate should have a proven playing background and understand the fundamental basics of physical development in young children. You should be able to demonstrate the ability to coach to a high standard in both Hockey, Netball and Athletics. In order to be successful you should have a passion for sport, be able to lead elite groups as well as develop different levels of school sport. You should also be flexible, adaptable, have good organisational skills, be a strong team player and be confident in the use of IT.

This is an exciting opportunity for the successful applicant to work in an inspirational team at a School that prides itself on its sporting activities. We have an extensive extra-curricular programme and there is an expectation that all members of the team will commit to this.

The post would suit an aspirational teacher looking to develop his/her career in a flourishing school.



About the School

Location

The School is situated in a very pleasant thirteen acre site in the conservation area of the town. Burgess Hill is a medium sized town with its own theatre, orchestra, cinema and leisure centre. Burgess Hill

is approximately ten miles from Brighton and Lewes, fifteen miles from Crawley and fifty miles from the centre of London. It is well served with fast roads – the M23 and M25. The school is close to the railway station (three minutes' walk).

Facilities

The School is a blend of Victorian buildings and ultra-modern facilities; including three floodlit Netball Courts, Training astro area with floodlights, Fitness Suite, Gymnasium and Sports field.

Curriculum

The School offers a broad and balanced curriculum throughout the whole school.

Pastoral care

Our pastoral system is designed to encourage and support the development of each individual student from the moment she arrives in school until the time she leaves. We want to provide each student with the skills and confidence which will help her to make the most of her time with us, at university and thereafter. Implicit in the School aims is the expectation that every teacher will accept responsibility for the development in each pupil not only of the highest academic standards, but also of the confidence and self-esteem which comes from being valued as an individual within a community.

Extra-curricular activities

Extra-curricular activities give every student wonderful opportunities to explore her own talents and develop her individual skills to her full potential.

We believe that education is about giving young people the chance to be successful in as wide a range of areas as possible, and to feel a sense of pride in their achievements

THE DEPARTMENT

Physical Education is a thriving subject at Burgess Hill Girls and is extremely well supported by both staff and students. At present the department consists of 3 full time members of staff and 4 part-time members of staff with a number of external coaches.

At present PE is taught as follows with 40 minutes per lesson:

We run lunchtime and afterschool clubs in all major sports and offer an extensive fixture calendar. Year 3 and above train once a week after school for Hockey, Netball and Athletics in their respective terms. We play competitively with many local schools as well as schools that are further afield. Wednesday and Thursday afternoons give the majority of Year 4, 5 & 6 girls the opportunity to play in matches. The Programme also covers Swimming Galas and Cross Country matches after school during the week.

Curriculum PE is taught on site and at the Triangle Leisure Centre. The school has a substantial amount of equipment and resources. Minibus driving will be required.

Other activities after school on offer are Gymnastics, Tennis Coaching, Dance, Water sports and Karate.

THE ROLE

Full Timetable

- Implement and deliver an appropriate broad and balanced curriculum for EYFS, Pre-Prep & Prep
- Liaise with the Director of Sport and Head of Prep, to ensure consistency and continuity in the planning and delivery of the curriculum and schemes of work within it
- Responsible for organising and liaising with the Deputy Head of Prep School regarding the extra-curricular programme, including fixtures and lunchtime / after school clubs.
- Overseeing and monitoring the quality of teaching / coaching in all Physical Education lessons, ensuring a high quality learning experience for students
- Assess, record and report on the attendance, progress, development and attainment of students in lessons
- Have a clear and infectious passion for sport, both 'for all' and to the 'elite' levels
- Reporting to the Director of Sport and Head of Prep regarding the timetable and operation of the PE Department
- Responsible for submitting the Prep School PE budget to Director of Sport
- Collate and write detailed reports in accordance with the reporting schedule
- Attend Prep School Consultation Evenings
- Ordering of new equipment and contributing to budget forecasting
- Coaching and leading teams in Netball, Hockey, Cross Country, Swimming, Athletics, & Cricket
- Attend regular meetings with the Director of Sport and Deputy Head of the Prep School
- To complete appraisal process for staff within Prep School PE Team
- Organise and run annual Sports Competitions, school trips/events as per the school's annual sporting calendar; including: Sports Day, Swimming Gala & Inter house Competitions
- Responsibility for Health and Safety matters with regard to Physical Education
- Demonstrate excellent organisational skills and an ability to work collaboratively with colleagues, pupils and parents

REQUIREMENTS FOR THE POSITION

- We are seeking a well-qualified and inspirational PE teacher who has the ability to teach a range of sports to EYFS, Pre Prep & Prep.
- Be able to demonstrate excellent subject knowledge
- A strong team player and a passion for sport
- Particular expertise in the teaching of Pre Prep & Prep Netball, Hockey and Athletics would be an advantage
- Flexible, adaptable and to demonstrate excellent organisational skills and to work collaboratively with colleagues, pupils and parents
- Use a variety of delivery methods which will stimulate learning appropriate to pupil needs with good use of IT

- Willingness to contribute to the extensive extra-curricular activities of the department and the School is essential.

RECRUITMENT PROCESS

Candidates are required to submit an application form with supporting letter and details of two referees. One reference should be from a current or last employer and should comment on the teaching skills of the candidate. References will be taken up prior to interview.

The closing date for applications is **12.00noon on Monday 8th June 2020.**

Short-listed candidates will be contacted by telephone and interviews will take place during week commencing **15th June 2020.**

Candidates who have not heard from the School should presume that their application will not be taken further.

Candidates will be required to teach 2 short lessons on a topic to be decided, complete a relevant task and attend an interview. They will also meet with key staff and be offered a tour of the School.

All appointments are made in accordance with our equal opportunities policy and applicants should let us know of any special needs they may have.

The School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

