

HANDCROSS PARK



A BRIGHTON COLLEGE SCHOOL

Post: Girls' Games Teacher

Responsible to: Director of Sport

Job purpose:

- To provide first class teaching and learning opportunities for students and staff
- To develop an innovative approach to all teaching that will stimulate all pupils to achieve their full potential
- To be able to coach and officiate one or more of the following sports; netball, hockey and cricket
- To help develop and implement a Games curriculum within the PE and Sport Department and ensure the delivery of high quality provision in all curricular and extra-curricular activities
- To plan, implement and monitor schemes of work, to provide a broad range of opportunities for pupils.
- To celebrate pupils' work through effective news releases and displays
- To help co-ordinate the resources of the PE and Sport Department
- To maintain high levels of communication with parents.

Key Responsibilities:

- To assess the performance of pupils and record their development, progress and attainment, using this to plan for future progress
- To implement school policies and practices
- To provide clear structures for lessons, and for sequences of lessons, in the short, medium and longer term, which maintain pace, motivation and challenge
- To plan teaching to achieve progression in pupils' learning through identifying clear teaching objectives and content, appropriate to the pupils and subject matter
- To plan effectively to ensure that pupils have the opportunity to meet their potential, taking account of the needs from those who are under-achieving to those who are very able, making use of relevant information and specialist help where available
- To assess, record and report on the development, progress and attainment of pupils.
- To set high expectations for pupil behaviour; establishing and maintaining a good standard of discipline through well-focused teaching and positive, productive relationships.
- To contribute to the rich and varied extra-curricular programme

- To establish a safe environment that supports learning and where pupils feel secure and confident
- To critically evaluate own teaching for ongoing effectiveness and improvement; keeping up-to-date with subject development and to take part in relevant CPD for this purpose, disseminating to other staff where appropriate
- To promote and safeguard the welfare of children and young people
- To be responsible for the pastoral care of the pupils in your care
- To share in the corporate responsibility of the pastoral care, well-being and discipline of all pupils at Handcross Park School.
- To be ready and enthusiastically available to parents, displaying approachability and professionalism at all times
- To cover for absent colleagues
- To comply with, and adhere to, agreed whole school policies and the ethos of the school
- To be involved in various school trips
- To carry out other duties that may reasonably be required by the Headmaster.

This Job Description outlines the current duties for this post to indicate the level of commitment and responsibilities expected. It is not a comprehensive or exclusive list and duties may be varied from time-to-time, which does not change the general character of the job or the level of responsibility.

Safeguarding and Child Protection

The successful candidate will be expected to commit to the following:

The post-holder's responsibility for promoting and safe-guarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the school's Safeguarding and Child Protection Policy at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's Designated Safeguarding Lead or to the Headmaster.

The successful candidate will be required to provide an enhanced DBS check. In seeking references on short-listed candidates the school may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

- Promote and safeguard the welfare of children and young people for whom you are responsible, and with whom you come into contact
- Be aware of and comply with the policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of, support and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with pupil needs as appropriate during the school day.

Person Specification:

The successful applicant needs to have the following skills and qualities:

- Relevant games coaching qualifications
- Up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of young people
- A commitment to the ongoing development of Games at Handcross Park
- Enhanced disclosure via the CRB
- Excellent professional practice with understanding of high quality teaching and learning
- A commitment to comprehensive and inclusive education
- Ability to demonstrate an awareness of recent subject developments
- Effective organisation and administration skills
- Knowledge and understanding of assessment
- Experience of monitoring and evaluation procedures relating to the work of pupils
- Experience of implementing differentiated teaching strategies.
- Work collaboratively and supportively with colleagues within school and with colleagues in other organisations
- Respect and value the different experiences, ideas and backgrounds others can bring to work and teams.
- Ability to work effectively both as part of a team and also independently.
- Lively and creative personality
- Commitment to the values of the school
- Commitment to the wider aspects of school life
- Strong interpersonal skills
- Demonstrate understanding of the importance of forming and maintaining appropriate relationships and personal boundaries with children and young people
- Demonstrate emotional resilience in working with challenging behaviours of children and adults
- Empathy for pupils, parents, staff and the community
- A sense of humour and 'can-do' attitude.
- Commitment to on-going personal and professional development
- Effective management of commitments and deadlines
- To have and nurture good and effective relationships with staff, pupils and parents
- A generosity of spirit and a willingness to contribute to the extra-curricular life of the school.

Other Duties and Responsibilities

- To share any specific areas of expertise which would be beneficial towards the running or development of the school
- To be an active member of the staff room
- To participate in the general day-to-day activities of the school as a whole and undertake a share of staff duties. All staff are expected to attend assemblies, whole school staff meetings, parents' evenings, Open Days and INSET days as required by the Headmaster
- To carry out such other duties as are reasonably assigned by the Headmaster.

Applications

A brief letter of application and a completed and signed application form should be addressed to the Headmaster, Richard Brown, as soon as possible.

The Deputy Head Operations, Edward Johnson would be delighted to speak to any candidate who would like to know more about the post. He can be contacted at the School on 01444 400526 or on email – ejohnson@handxpark.com

Details of the post and application forms are available on the school website – www.handcrossparkschool.co.uk or from the Bursar's assistant, Mrs Lynne Adsett-Knutsen - hr@Handxpark.com Tel : 01444 400526.

Other:

- Lunch is provided and Supper if evening duties are required
- Contributory pension scheme.

About the School

Graded as *Outstanding* and *Excellent* in all areas, Handcross Park is a thriving, co-educational day and boarding Prep school located near the A23 in West Sussex. The school is a member of the Brighton College Family of Schools and takes children from the age of two and prepares them for Common Entrance and Scholarships at Year 8 (13 years of age). Our pupils leave after Year 8 and attend Brighton College and other top senior schools in the country.

The School is set in 50 acres of stunning woodland and grounds, and presents a marvellous working environment. It has charitable status, is led by the Headmaster Richard Brown and there is a board of Governors. We follow a Monday to Friday teaching routine.

We are exceptionally well resourced with our own astro pitch, sports hall, indoor swimming pool, Technology department, standalone music department, specialist teaching classrooms, boarding house, stand-alone Pre-Prep and Nursery and extensive grounds with plenty of sporting and outdoor learning opportunities.

The approach to teaching and learning is exciting, progressive, and challenging and is focused upon our Ten Core Themes. Change is eagerly embraced by colleagues and pupils who share a passion for learning and finding new and better ways of doing things, and standards are high. Creativity, thinking skills and instilling a thirst for independent learning are at the heart of our approach.

We pride ourselves at Handcross Park as having an outstanding staff who are enthusiastic, dedicated and loyal. Staff are expected to be supportive of the school and its aims and above all have a positive approach and a sense of humour.