

BISHOP RAMSEY SCHOOL



HEAD OF PE

CANDIDATE INFORMATION • MAY 2024

Part of the Veritas
Educational Trust

VERITAS
— EDUCATIONAL TRUST —

INTRODUCTION FROM OUR EXECUTIVE HEADTEACHER

Dear Colleague,

I am delighted that you are interested in a position with us at Bishop Ramsey School which is part of the Veritas Educational Trust (VET).

This is a really exciting time to be considering joining Bishop Ramsey which is an extremely successful and consistently oversubscribed Church of England school. Our staff team is supportive and considerate and our caring ethos makes Bishop Ramsey a rewarding place to work.

We are committed to ensuring high standards and high aspirations, of active participation and of creating emotionally rich learning environments. This is an important part of the character of our school. We value our close local partnerships and genuinely collegial way of working.

We recognise that an excellent working environment requires excellent support and we are committed to providing exceptional training as well as support for staff wellbeing. I also appreciate that members of staff have families, personal commitments and lives beyond school and we go above and beyond what is expected in many schools to ensure that staff can fulfil these responsibilities also. Recognising and supporting our staff to get a good balance is very important to me.

As a Church of England school we have a caring Christian ethos and we value inclusion and diversity highly and actively celebrate our differences as a staff body and as role models for our students. We recognise that it is not necessary to be a practising Christian in order to support our Christian ethos and therefore we welcome applications from candidates from any background.

I do hope that the information enclosed here inspires you to make an application and look forward to welcoming successful applicants to our learning community for interview.

Dr Hilary Macaulay

Executive Head, Bishop Ramsey School
CEO, Veritas Educational Trust



"THIS IS A REALLY EXCITING TIME TO BE CONSIDERING JOINING BISHOP RAMSEY WHICH IS AN EXTREMELY SUCCESSFUL AND CONSISTENTLY OVERSUBSCRIBED CHURCH OF ENGLAND SCHOOL"

OUR VALUES AND AIMS

OUR VALUES

Bishop Ramsey School is a Christian Learning Community. We recognise that every individual is created in the image of God. We seek to nurture each member of our community to develop his or her skills and abilities in a positive and ordered learning environment, so that students mature into responsible and caring adults, and that all members of the school community recognise the value of every individual in God's eyes.

As a Church of England School we wish students to grow in the Christian faith. While being firmly committed to this, we encourage an understanding of and a respect for other faiths.

The principle of Christian stewardship underpins our approach to the use of the school's resources. Our approach to our relationships is based on the Christian view of God's love for each of his human children and of Jesus' command to forgive and love our fellows.

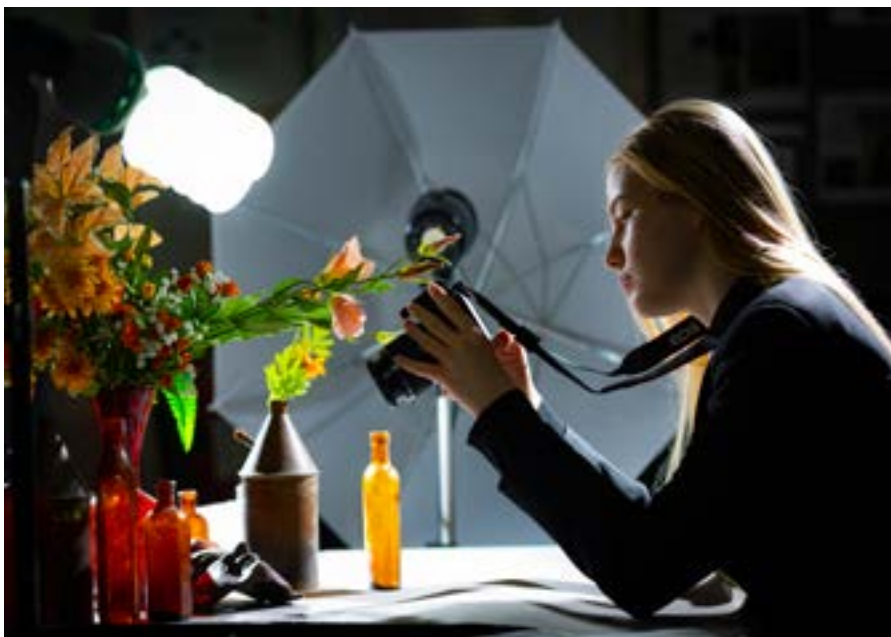
We base our approach to achievement and the provision of opportunities for development on Jesus' statement that he came to offer 'life in all its fullness' (John 10.10).

OUR AIMS

- Every learner is an empowered learner.
- Every lesson is an excellent lesson.
- Every day at school is a rich experience.
- Every relationship is a positive encounter.
- Each school community looks outwards and beyond.

We achieve our aims by:

- **Learning** so that every learner is an empowered learner and every lesson is an excellent lesson.
- **Loving** so that every day at school is a rich experience and every relationship is a positive encounter.
- **Living** so that students learn to look outwards to the world and beyond to God.



HILLINGDON AND THE SURROUNDING AREA



- 1 Pathway in Ruislip Woods
- 2 Manor Farm House in Ruislip, built in the 16th century
- 3 Hillingdon Court Park
- 4 View across Ruislip Lido
- 5 Windsor Street in Uxbridge town centre



The name 'Hillingdon' appears in the *Domesday Book (1086)* and Veritas Educational Trust has its offices at Ruislip in the northern part of the London Borough of Hillingdon.

Hillingdon is a large borough and borders the London Boroughs of Harrow, Ealing and Hounslow to the east and the counties of Buckinghamshire and Berkshire to the west and Hertfordshire to the north.

With excellent transport routes, including being the home of Heathrow airport, and with easy access to the A40, M4 and less than half an hour by train or tube into the centre of London, the borough benefits from many first-class schools, a wide variety of restaurants and different types of housing.

With a wealth of green spaces and parks, Hillingdon enjoys the advantages of being a London borough but has the feel of a suburban oasis.

A short drive or train ride across the northwest boundary into Buckinghamshire leads to the uncrowded, beautiful rolling green English countryside of the Chiltern Hills, most of which is designated an Area of Outstanding Natural Beauty (AONB), and a little further north west is Oxfordshire.

Many of our staff live in the surrounding Home Counties and choose to travel the relatively short distance into London to work.

THE EXPRESSIVE ARTS FACULTY

The Expressive Arts Faculty is multi-disciplinary comprising of 6 creative subjects - Art, Drama/ Performing Arts, Film Studies, Music, Photography and Physical Education.

Art

Art is taught to all students in Key Stage 3 and becomes an option choice for GCSE as Art and Design for those students in Year 10 who wish to pursue the subject further.

A-Level Art and Design is also offered in the Sixth Form.

Drama

All students study Drama at Key Stage 3 and it is a popular subject at Key Stage 4 where students can follow the Edexcel Drama course or a Level 2 Technical Award in Performing Arts (which is equivalent to one GCSE). The GCSE comprises the study of a complete performance text as well as live theatre evaluation, devised performance and performance from a script. 40% of the course is written and 60% non-exam assessed (NEA). The Performing Arts course enables students to develop both technical and performance skills in the performing arts and is designed for students who have a passion for performance in any art form, including dance, acting, musical theatre, Music Technology or for students who have an interest in theatre tech: lighting, set design or costume to name a few.

At A-level students follow the Edexcel course in Drama and Theatre which comprises 40% written examination and 60% NEA. It is a popular course and, as with all of the courses in the Drama Department, lots of theatre trips are organised to enhance the delivery of the curriculum, and student experience.

Film Studies

In the Sixth Form students can take an A-level course in Film Studies where they study varieties of film and filmmaking, global filmmaking

perspectives and film production. 70% of the course is assessed by written examination.

Music

Music is taught to all students in Key Stage 3. The topics studied develop students' performance, listening and compositional skills through different instruments and students have access to notational and sequencing software. Students may choose Music as an option at GCSE where we follow the Eduqas syllabus (WJEC). As part of this course, students compose two original pieces of music: one free composition and one according to the GCSE brief, using music software Sibelius.

Both compositions are worth 30%. Students play a solo piece on their instrument/voice and perform in a duet or ensemble on their instrument/voice. Both performances are worth 30%. Students also sit the listening and appraising exam at the end of the course.

A-level Music is offered in the Sixth Form, where we follow Eduqas syllabus (WJEC). Students complete a live performance/recital to an examiner which is worth 35% and submit two original compositions which are worth 25%: one free and one according to the Eduqas brief. Students also sit a listening and appraising exam at the end of the two year course based on three different areas of study. The exam is worth 40%. There are a wealth of extra-curricular activities for students to be involved in throughout the year, including but not limited to Choirs, Orchestras, Ensembles, Bands, Peripatetic Music Lessons as well as two formal Music Concerts per year, the Carol Service and a School Production.

Photography

Photography is an option at both GCSE and A-level.

At GCSE students follow the OCR specification which includes learning about techniques in photography, light and undertaking a major project. 60% of the course is assessed by coursework and 40% by a themed written examination.

At A-level students follow the OCR Photography specification. The course consists of 4 units, internally assessed coursework, a themed exam question set by the exam board, a personal investigation including written critical and historical research and finally a second themed exam question set by the board.

Physical Education

Physical Education is taught to all students in Years 7 – 11. Across each year students follow and are assessed on a themed curriculum based on their year focus: Year 7: Confidence and co-operation Year 8: Health Competition and Resilience Year 9: Learning to learn and learning to lead Year 10: Mental Health and managing pressure Year 11: Active lifestyles and career choices. Students will continue with Physical Education up to Year 11.

Physical Education is also an option at GCSE. Students are assessed against the Edexcel specification with 2 practical and 2 theory lessons per week.

At A-Level the course is divided into four components of which three (70%) are assessed through written examination and one (30%) by NEA.

The Faculty

The Expressive Arts Faculty sits at the heart of Bishop Ramsey School. The inclusion of the creative and expressive arts is an essential part of the school's balanced curriculum, through which all students can achieve their full potential. All staff are issued with laptops and all classrooms have audio and whiteboard facilities.

In keeping with our Christian ethos, we believe that all our students should have the opportunity to develop their full creative potential through our Faculty. Art, Drama, Film Studies, Music, and Physical Education all have their own Department offices. The Art Department currently consists of a variety of staff with specialist skills in Fine Art, Ceramics, Photography, and Printmaking. A suite of five rooms has a purpose-built darkroom and kiln area and a special studio space for Sixth Form students. The Drama Department consists of 2 large drama studios that can open into one performance space with a capacity of 180 people. It has excellent facilities including sound and lighting equipment and a sprung floor for dancing. The Music Department has well-equipped dedicated music rooms, with additional practice spaces and a music technology room, including

a large mixing desk and computers. The Physical Education Department has a large sports hall, a small gym space, a multi-use games area, a large dance studio, further hard-standing courts and a large field. The Faculty makes a large contribution to the wider life of the school. We run a vast number of extra-curricular opportunities feeding into larger showcases, including sports events, music concerts, art showcases, supporting drama productions, House events and many more. We place a significant focus on student leadership and have a vast number of opportunities for students to assist in the running and organising of projects within school across all the Departments in the Faculty. The Faculty regularly welcomes trainee teachers and supports their journey into the profession.

We hope this brief synopsis has given you something of the flavour of the Expressive Arts Faculty at Bishop Ramsey. We extend a warm welcome to new members of our diverse, friendly and supportive Faculty.

INFORMATION ABOUT THE POST

HEAD OF PE

Grade MPS/UPS + TLR 2A

Immediate Supervisor Head of Expressive Arts

Line management (directly) Physical Education Department Team

Supervision (indirectly) Supply staff

Contacts (internal) All teaching and relevant support staff

Contacts (external) Parents/Carers, LEA Inspectors, Advisory Teachers, Trustees.

MAIN PURPOSE OF THE POST

- To ensure that the Department is well led and managed and follows the strategic direction and developments published for the Faculty.
- To assist the Head of Faculty to manage the teaching and learning of all the students in the Department by ensuring that the curriculum needs of students in the Department are catered for so that they can make effective progress with their studies and achieve their full potential.
- To work with the Head of Faculty to ensure that PE plays an important role in the life of the school, both in terms of the curriculum and in an extra-curricular setting.
- To assist the Head of Faculty to lead and manage all the staff working within the Department to ensure that the teaching delivered by those in the Department is of the highest possible standard.
- To provide quality assurance by evaluating the teaching and learning of all students across all Key stages, ensuring that teaching and learning are of the highest standard through effective monitoring processes within the Faculty.

KEY TASKS AND RESPONSIBILITIES

1 Accountabilities

- As Head of Teaching and Learning in the PE Department, you are accountable for the standards achieved and the progress made by the students taught by the Department; for the quality of teaching in the Department within your curriculum area and for the extra curricular activities offered to the students within the Department across all Key stages.
- The post holder will be professionally accountable for the work of all staff working within the PE Department, acting as the Professional Review Manager for staff as indicated in the Staffing Structure.

2 Key tasks

- To uphold the ethos, aims and administration of the school.
- To act as a role model for the Department.
- To become involved in and to initiate activities which help the school to improve the teaching and learning of its students.

3 Strategic direction and development

- To develop a well designed and well resourced curriculum consistent with the school's aims and objectives and the requirements of the National Curriculum and Examination Boards.
- To be the lead person in the evaluation and review of the schemes of learning produced for the curriculum area you are accountable for.
- To be the lead person in the Department to advise on the content of courses within your subject.
- To assist in the evaluation and review of programmes of study, Faculty policies and the Faculty Handbook on an annual basis.
- To assist in the production of an annual development plan, where key priority areas for development are clearly identified, especially for the areas of interest outlined in this job description.

- To assist with the review of the development plan throughout the year, in consultation with other members of the Department/Faculty.
- To liaise with other Heads of Faculty/Heads of Department, Directors of Learning and Achievement, Leadership Team and with Trustees, parents, primary schools and the wider community as appropriate.
- To work with other Faculties/Departments to encourage extra-curricular links and take the lead in delivering certain areas.
- To support other members of the Department with strategies to encourage good behaviour in the classroom.
- To identify and support the professional development of colleagues in the Department.
- To act as a mentor, responsible for the support and guidance of ECTs and Trainees working within the Department.
- To lead the administration of the examination courses at GCSE.

4 Management of teaching and learning

- To ensure that all members of the Department are aware of school and Faculty policies and act on them.
- To encourage the use of good practice in the delivery of the curriculum by holding meetings and coaching workshops.
- To encourage the use of good practice by taking part/organising a programme of classroom observations for all members of the Department each year, as per the Faculty Monitoring Programme.
- To make use of the student data and learning styles of each teaching group to support members of staff to develop appropriate teaching and learning strategies.
- To arrange and review setting arrangements in line with school procedures.
- To ensure that cross-curricular themes are taught within each Key Stage as required.
- To design relevant assessments, consistent with the demands of the National Curriculum and Examination Boards.
- To be an example of good classroom practice.
- To advise other teachers on classroom organisation and teaching methods.
- To allow colleagues to observe your lessons to help increase their own teaching skills.
- To disseminate to other teachers materials relating to best practice and educational research.

5 Leading and managing staff

- To be the line manager of named colleagues, as indicated in the school's line management structure.

- To act as a Performance Management Manager in the school's Performance Management Process.
- To ensure that the Department carries out its duties and responsibilities under Health and Safety Regulations.
- To advise on the appointment of staff to the Department.

6 Efficient and Effective Deployment of Staff and Resources

- To maintain an attractive learning environment and displays of students work in a designated area.
- To ensure that the reports written by you are detailed, accurate and are available according to the published timetable.
- To be part of a duty team as per duty roster.
- To ensure that the required materials are ready for each lesson.
- To keep the Head of Department and the Directors of Learning and Achievement informed of all developments within each teaching group and within the Form Group.
- To carry out your duties and responsibilities under Health and Safety Regulations.
- To show a willingness to work as part of a team.

7 Leading and managing students

- To support the induction of students into each year within the context of a caring Christian community.
- To ensure that students in your teaching groups are aware of the standard of their work and what they need to do to progress to the next level or grade.

- To ensure that all students are aware of the standards of behaviour expected from them both inside and outside the classroom.
- To monitor the attendance of individual students by checking subject registers on a weekly basis and provide data as required.
- To promote good behaviour among the students you teach and all those you come into contact with in line with the school's Behaviour Policy.

8 Quality Assurance

- To ensure that relevant and differentiated homework to support the examination courses is given according to the published timetable.
- To ensure that all students in all teaching groups are aware of the standard of their work and what they need to do to progress to the next level or grade.
- To ensure that the marking of students' work is in line with the school's Common Marking Policy and Assessment Policy.
- To assist the Head of Faculty to ensure the monitoring and moderation of the marking of students' work for internal and external purposes is carried out across the Department as per the Faculty Monitoring Programme.
- To ensure that accurate and meaningful records of student's progress are kept across the Department and disseminated to all members of the Department.
- To ensure that Department keeps accurate and meaningful records of assessments carried out during each Key Stage as part of the requirements of the National Curriculum and Examination Boards are kept and that they are in line with the school's Assessment Policy.
- To ensure that the reports written by teachers delivering an Examination Course are detailed, accurate and are available according to the published timetable.
- To observe colleagues at work across the Department to aid their future professional development and to inform judgements made about the teaching and learning received by the students.
- To ensure that the published Department Monitoring Programme is carried out.

9 School responsibilities

- To attend all meetings in line with the school's calendar within your allocation of directed time e.g. faculty meetings, year team meetings, staff meetings, consultation evenings.
- To ensure that the administration of the department, and the school is carried out efficiently, as laid down in the Staff Handbook and Faculty Handbook.
- To act as a Form Tutor and carry out the functions as described in the document 'The Role of the Form Tutor'.
- To be aware of the professional and legal responsibilities required of a teacher at Bishop Ramsey School.
- To be punctual for classes and duties etc.

10 Other tasks

- To undertake such teaching duties as required by the Executive Head in accordance with teacher regulations currently in force.
- To deputise for the Head of Faculty as appropriate.

PERSON SPECIFICATION

E Essential D Desirable A Assessed by application I Assessed by interview process				
Qualifications and requirements	E	D	A	I
Honours Degree or equivalent	●		●	
Qualified Teacher Status	●		●	
Attendance at relevant Staff Development	●			
Experience	E	D	A	I
A proven record of excellent classroom teaching	●			●
Some evidence of interests outside your main teaching area		●	●	●
Experience of teaching across Key Stages 3 and 4	●		●	
Experience of teaching A Level		●	●	●
Experience of school responsibilities, which have provided a thorough preparation for this post		●	●	●
Experience of leading extra-curricular PE activities	●		●	●
Knowledge and skills	E	D	A	I
Knowledge of current educational issues to provide direction and leadership for the Faculty	●			●
To be able to use student data effectively to monitor the progress of individual students and to compare the standards achieved by the Faculty	●		●	●
A knowledge of Information Technology to carry out the key tasks outlined	●			●
Administrative and time management skills to support the work of the staff	●			●
Management skills to create and foster commitment and confidence among staff	●		●	●
The ability to communicate effectively with students and adults	●			●
Personal qualities	E	D	A	I
Commitment to the best interests of students	●			●
Willing and able to take responsibility	●		●	●
Enthusiasm and sense of humour	●			●
The ability to create and foster a team approach to the work of the Department	●			●
The ability to motivate, guide and support colleagues		●		
An ability to co-operate with colleagues	●			●
Reliability and integrity	●			●
A commitment to your own development as a leader and as a teacher	●		●	
Special requirements	E	D	A	I
Sympathy with the aims of a Church school and support for the ethos and mission statement of Bishop Ramsey Church of England School	●		●	●

APPLICATION AND SELECTION PROCESS

OUR CANDIDATE CHARTER

We want every candidate to have an informed, engaging and positive experience, and to support this we've created our Candidate Charter which outlines our commitment to you.

We will:

- provide you with clear, accurate and timely information;
- give you the opportunity to ask questions – and we will ensure you get the answers you need;
- respond to enquiries promptly, and usually within 24 hours during the working week;
- adopt a fair and consistent assessment process;
- make sure you have all the documentation and details you need for an interview, well in advance;
- provide you with real insight about what it's like to be part of our team;
- ensure all offers are fair and equitable; and
- seek feedback on your experience at every opportunity, so we can continue to improve.

In return we ask that you:

- be honest and upfront about your experience, aspirations and motivations;
- provide open and accurate information when submitting an application;
- always give yourself the best opportunity to succeed – research who we are and how we work;
- let us know if situations change in relation to your interest – and help us understand why; and
- prepare yourself for interview and let us know how we can support you.

OUR COMMITMENT TO YOU

- **Transparency** We will treat you with respect, honesty and fairness.
- **Protecting your privacy** We will ensure your information is secure and handled sensitively.
- **Understanding** You will be given everything you need to make informed decisions.
- **Showcasing talent** We will provide a good opportunity for you to share your skills, experience and potential.
- **Feedback** We will provide constructive feedback professionally and promptly.
- **Listening** We welcome feedback and we will act on what you have to share.
- **Inclusivity** Our hiring decisions align with our commitment to create a high-quality, diverse and inclusive workforce.



WE WANT EVERY CANDIDATE TO HAVE AN INFORMED, ENGAGING AND POSITIVE EXPERIENCE – OUR CANDIDATE CHARTER OUTLINES OUR COMMITMENT TO YOU

SAFER RECRUITMENT IN EDUCATION



Veritas Educational Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

The aims of our Safer Recruitment Procedures are to help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them.

WHAT WE WILL PROVIDE

All applicants for all vacant posts will be provided with:

- a job profile outlining the duties of the post, including safeguarding responsibilities;
- a person specification which will include a specific reference to suitability to work with children; and
- a Veritas Educational Trust application form.

All applicants will be required to complete this application form, containing questions about their academic and full employment history and their suitability for the role.

In addition, all applicants will be required to account for any gaps or discrepancies in employment history.

REFERENCES

References will be requested at the selection stage directly from the referee. They will be asked about:

- the referee's relationship with the candidate;
- details of the applicant's current post and salary;
- performance history and conduct;
- any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired;
- details of any substantiated allegations or concerns relating to the safety and welfare of children; and
- whether the referee has any reservations as to the candidate's suitability to work with children.
- If the referee has any reservations, the Trust/school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

INTERVIEWS

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

PRE-EMPLOYMENT CHECKS

An enhanced DBS check is required for all successful applicants. Prohibition and overseas checks will also be completed if necessary.

KEEPING CHILDREN SAFE IN EDUCATION (KCSIE)

KCSIE asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability. If shortlisted, the following information will be asked for: Social media platforms on which you have accounts, account names/handles, websites you are featured in or named on, any other publicly available online information about you of which the school should be made aware of.

VERITAS EDUCATIONAL TRUST IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE

HOW TO APPLY FOR THIS POSITION



INFORMATION FOR APPLICANTS

CLOSING DATE

The closing date for applications is **10.00am Monday 20 May** with interviews taking place during the same or following week.

APPLICATION FORM

An **Application Form** for the post can be downloaded from the **Work with Us** section of our website. It must be completed in full and applicants should directly address the skills and experience outlined in the person specification. An **Equal Opportunities Monitoring Form** must also be completed and this can be found in the same place. Both should be submitted as detailed in the candidate pack.

Once completed, both forms should be emailed to recruitment@bishopramsey.school

EXPENSES

Veritas Educational Trust will reimburse reasonable travel and accommodation costs to candidates attending interviews. You should retain copies of all receipts in relation to expenses incurred.

MORE INFORMATION

For more information about this position, or to have a confidential discussion about the role, please contact Joe Kennedy, Head of HR, on [01895 671082](tel:01895671082) or email jkennedy@bishopramsey.school

We look forward to hearing from you.

BISHOP RAMSEY SCHOOL



Bishop Ramsey School

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Veritas Educational Trust

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