

William Torbitt Primary School



Primary School PE/Sports and Healthy Lifestyles Instructor required

Salary: LBR 6 (£13.45 - £14.28 per hour, depending on experience)

35 hours per week, term-time only

8.45am – 4.45pm

Fixed term, until July 2019,

(with the possibility of this being extended)

William Torbitt is a large and growing, well-resourced and diverse primary school with an inclusive, hard-working but supportive ethos. The school is set in extensive grounds with a very large playing field, two large halls, a purpose built cookery room, and excellent public transport links. Our pupils are enthusiastic, positive and a real delight to teach, and their parents/carers are very supportive.

We are looking for an ambitious physical activity/sports instructor, who is positive and proactive, as well as having the relevant experience and qualifications to enhance our PE/Sports provision and healthy lifestyle programmes amongst all our pupils and their families. This would be through the planning and leading of a range of lessons and activities that would take place both during the school day, and afterschool.

Experience of successfully coaching/teaching in a range of sports at primary level, as well as working with teachers, families and diverse pupil groups will be advantageous.

Apply by Thursday 12th October 2017 at 5.00pm

Start date: November 2017 or earlier, if possible.

Visits to our school are warmly welcomed. Please contact Pat Arnott (PA to Headteacher) on 020 8599 1209 or email her on Pat.Arnott@redbridge.gov.uk to arrange a convenient time to visit.

Further information about the school is also available on our website:
www.williamtorbitt.org.uk

Apply by application form only. CVs will not be considered.

**WILLIAM TORBITT PRIMARY SCHOOL
JOB DESCRIPTION**

PE/SPORTS AND HEALTHY LIFESTYLES INSTRUCTOR

RESPONSIBLE TO:	Senior Leadership Team Member
HOURS:	35 hours per week (term-time only) 8.45am – 4.45pm
GRADE:	LBR 6

MAIN PURPOSE OF THE JOB

To ensure the delivery of high quality, broad, balanced and inclusive PE/sports provision (including extra-curricular activities) for pupils.

To monitor and support overall progress and development of pupils, so contributing to the raising of standards of attainment and levels of physical activity across the school.

To facilitate and encourage a learning experience which provides all pupils with the opportunity to achieve their individual potential and benefit from a more healthy/active lifestyle.

Key External Contacts

Sports/PE networks, clubs and associations / Other schools / London Borough of Redbridge / RCL Vision / Active Travel team

Key Internal Contacts

Headteacher, Leadership Team, Class teachers

MAIN TASKS, DUTIES AND RESPONSIBILITIES

Teaching, coaching, modelling

- Plan and deliver a varied and interesting programme of physical and sporting activity, including intra and inter school competition, sports leadership training and deployment and healthy lifestyles programmes
- Independently plan and prepare lessons and activities for pupils, and family/staff workshops, as required
- Teach pupils (whole classes, lunchtime and afterschool groups), differentiating according to their educational needs
- Ensure a high quality learning experience for pupils which meets national curriculum and other external quality standards
- Use a variety of learning and teaching methods which will stimulate learning and ensure achievement, appropriate to the pupils' needs
- Maintain good standards of pupil behaviour and discipline, in accordance with the school's behaviour policy
- Where relevant, deploy learning support assistants/volunteers/students and resources effectively during sessions
- Implement appropriate health and safety policies and procedures to ensure a safe, effective, child friendly environment during all lessons and activities.
- Assess, record and report on the progress, attainment and participation of pupils, and to keep and provide records, references and reports as required
- Complete relevant documentation to assist in the tracking of pupils, using it to inform teaching and learning
- Support and mentor teaching school staff in the delivery of high quality PE and school sport

- Maintain records to show rates of participation in events/ competitions and programmes as required as well as implementing other data collection and monitoring programmes

Liaison and Community Links

- Maintain and develop effective relationships with clubs, schools and other agencies to create school-club pathways and to gain access to facilities
- Develop appropriate intra and inter school competitions and challenges to engage all pupils in appropriate intra and inter school competition.
- Be the school's named contact for the STARs accreditation scheme (active travel), planning and organising a range of activities to maintain the school's Gold accreditation
- Work collaboratively with other members of staff, external networks and organisations
- Inform appropriate staff members to problems/concerns about pupils
- Communicate with parents/carers and external bodies over matters connected to the learning and well-being of pupils, following agreed communication procedures

Strategic Planning for provision development and the raising of standards

- Work alongside leaders to develop and implement a PE/Sports strategy and active travel strategy, as part of the School Improvement Plan
- Audit, evaluate and collate evidence of the quality of provision, uptake of activities and use of resources to support the drawing up of an action plan
- Assist in the development of schemes of work, relevant resources and whole school policies, as appropriate
- Prepare and update subject materials to ensure high quality lessons and activities
- Assist in the process of curriculum development and change, in line with the school's strategic aims
- Keep up to date with government initiatives relating to the teaching of PE & Sport and healthy lifestyles, and prepare policies and provision targets as required.
- Contribute to and implement relevant elements of the School Improvement Plan
- Encourage the school community to think differently about travel and its impact on their health, wellbeing and the environment
- Encourage pupil participation in sporting activities / physical activity outside of school, particularly those that show talents in a particular area

General

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of pupils
- Participate in training and other learning activities and performance development, as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings, as required
- All staff in school are expected to accept reasonable flexibility in working arrangements and the allocation of duties, including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working

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

Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

The job description is current at the date shown, but in consultation with the postholder, may be changed by the Headteacher to reflect or anticipate changes in the job, commensurate with the grade and job title.

WILLIAM TORBITT PRIMARY SCHOOL

PE/Sports and Healthy Lifestyles Instructor Person Specification

Technical Criteria

Essential

- a. An experienced qualified teacher, NQT or UKCC Level 2 coach (or equivalent)
- b. Experience and understanding of the National Curriculum and working with children in EYFS, Key Stages 1 and 2.
- c. Knowledge and understanding of:
 - i. Planning and delivery of high quality PE and sports activities.
 - ii. Working with sports clubs and schools to create school club links.
 - iii. Health and safety in sport.
 - iv. Child protection in sport.
- d. At least 2 years' experience in a sporting role.
- e. Understanding of and commitment to partnership working and communication.

Desirable

- a. A Degree or Foundation Degree in a sport related / health-related subject.
- b. Evidence of involvement in a range of sport and physical activities.
- c. Experience of working within:
 - i. Physical Education, especially around Key Stages 1 and 2
 - ii. Sports clubs/groups
 - iii. Sports Development
 - iv. Healthy/active living promotion
- d. A good understanding of and competence in the use of ICT.
- e. Good insight into current sporting issues and developments.

Personal

Essential.

- a. Enthusiasm and passion for sport, with the ability to enthuse others
- b. Ability to communicate well (verbally and in writing) with pupils (and their parents/carers), all levels of staff and to be a professional external representative for the school
- c. Ability to prioritise day-to-day tasks/actions within a busy and fast moving environment.
- d. Evidence of good interpersonal skills, and the ability to work as a member of a team, developing and maintaining good relations with all members of the school community
- e. Ability to form and maintain appropriate relationships and personal boundaries with children and young people and their families
- f. An understanding and commitment to equal opportunities
- g. Self-motivated, resilient, enthusiastic
- h. Ability to demonstrate commitment to the role, the school and its pupils.
- i. Confident and able to gain respect from pupils and others.
- j. Ability to work successfully and productively, both independently and as part of a team.
- k. Good judgement, knowing when to seek advice or support
- l. Ability to work outside normal working hours, if required.
- m. Ability to drive, with access to own transport.
- n. Willingness to undergo an enhanced DBS check.

Leadership and Management

Essential

- a. Ability to manage large groups of pupils
- b. Effective mentor to colleagues, volunteers and pupils

- c. Ability to act as a role model of appropriate behaviours and professional conduct
- d. Ability to inspire participants and colleagues to high performance
- e. Ability to evaluate performance of self and colleagues
- f. Ability to use own initiative and manage own work programme
- g. Commitment to own professional development
