



HEAD OF PE AND SPORT (PERMANENT)

Candidate Information



THE POSITION

Join our dynamic team as the Head of PE and Sport at our prestigious girls' school, catering to students aged 3 to 18 years old. As a leading institution renowned for its commitment to holistic development, we prioritize the advancement of physical fitness and sportsmanship alongside academic excellence.

We are seeking an experienced and passionate individual to lead our PE department, with a focus on fostering a love for physical activity and competitive sports. With a specialized emphasis on netball and football, as well as a diverse array of sports including hockey, cross-country, tennis, badminton, trampolining, athletics, and rounders, our school offers a comprehensive sporting program tailored to the needs and interests of our students and have recently reached National Finals for Netball.

As the Head of PE, you will play a pivotal role in shaping the athletic development of our students, ensuring they receive high-quality coaching and opportunities to excel in regional tournaments and competitions. Your leadership will inspire both staff and students alike, fostering a culture of teamwork, discipline, and resilience both on and off the field.

If you are a dedicated educator with a passion for sports and a track record of success in coaching and program development, we invite you to join us in our commitment to empowering young women through physical education. Take this opportunity to make a lasting impact in the lives of our students and contribute to our legacy of sporting excellence.

"Pupils flourish and develop high levels of self-confidence through the positive encouragement they receive from class teachers and other staff who provide individual support"



WHY WORK AT DURHAM HIGH SCHOOL?

- Durham High School is a fabulous family of staff and girls who strive for excellence in all we do.
- We are a group of highly qualified and enthusiastic teaching and support staff for who nurturing and developing girls is at the forefront of everything we do. The school comprises of Pre-Prep, Prep and Senior teaching staff, and a dedicated team of support staff including our Administration Team, Facilities Team, transport drivers and cleaners.
- You would be part of a community where girls are eager to learn, they are receptive, well behaved and engaged. Our staff enjoy teaching in small classes in well equipped spaces and a supportive environment.
- Our teaching groups are smaller than the maintained sector, typically beginning with Pre-Prep and Prep classes of between 10 pupils and 20 pupils, increasing to around a maximum of 24 pupils per class in Years 7-11. Depending on the subject, classes can average between 5 -14 at Sixth Form.
- Teachers and support staff are paid on the DHS pay scale and our school holidays are longer than those in the state sector, with a week in October, three weeks at Christmas and Easter, a week in February and May, and up to eight weeks in the Summer.
- A free school lunch each day is offered to all staff during term-time and staff rooms have complimentary tea, coffee and biscuits.
- Teaching staff are enrolled in the Durham High School Pension Scheme (Defined Contribution Scheme).
- Access to our onsite confidential counselling service
- Durham High School operates a fee reduction package of 50% for children of staff members.
- All staff have access to training opportunities for personal and professional development.



The girls at Durham High School were amongst the most enthusiastic and motivated we have met.

Good Schools Guide



OUR SCHOOL

Durham High School is a leading Independent Day School for girls aged 3 - 18. We were one of the first schools in the North East of England to take girls' education seriously and we are proud to continue that tradition today; we seek to develop the potential of every girl in all areas of life.

The school was founded in 1884 by the Church Schools' Company and in 1910 the school's governing body took over and formed an independent school. In the 1960s, Durham High School moved to its first purpose-built premises on the edge of the city adjacent to the new Durham University colleges. This began a period of building and expansion which continues to the present day.

Recent developments include a wonderful Nursery, a Science, ICT and Library block and most recently a new building incorporating classrooms for Mathematics and Geography with a purpose-built Performing Arts Suite and Music practice rooms.

Our Aims:

- To create a friendly, caring community based on Christian principles where every individual is valued
- To develop the potential of every girl in all areas of her life
- To encourage academic excellence and a life-long love of learning

Reputation and Exam results

Durham High School is consistently the best in County Durham for academic results and pastoral support. Classes are small and the pastoral care of pupils is given a very high priority. Our pupils consistently achieve some of the best results in the area at both GCSE and A Level.

In 2023, 71% of pupils achieved grades A*-B at A Level, which was significantly higher than national average of 52.7%. A third of all grades were A*-A, which is higher than both the North East average of 22% and the national average of 26.5%.

At GCSE, the proportion of top grades (9-7) was 59%, which is significantly higher than regional and national averages.

Scholarships and bursaries

We are keen to widen access as much as possible, with means-tested bursaries, including some free places, to enable as many girls as possible to attend the school from a wide area.

There are also academic scholarships available at 11+ and 16+ together with scholarships *in Music, Performing Arts and Sport*.

ISI INSPECTION REPORT

Durham High School was judged 'Excellent' across all areas by the latest inspection carried out by the Independent Schools Inspectorate (ISI) in October 2022.

The school succeeded in fulfilling every standard examined during the Regulatory Compliance Inspection, where each standard is simply 'met' or 'not met': there is no evaluative judgement in the report beyond this.

This inspection includes the standards of the quality of education; the suitability of staff and those in contact with our pupils; the welfare of our young people and their moral, social and cultural development. We also met every requirement relating to the premises and the provision of information.

The key findings in the Educational Quality Inspection were:

The quality of the pupils' academic and other achievements is excellent.

- Pupils make excellent progress and achieve highly in both academic and other areas.
- Pupils' knowledge, skills and understanding are excellent across all

areas of learning.

- Pupils of all ages are excellent communicators who listen well and express themselves articulately both orally and in writing.
- Pupils demonstrate excellent study skills. Their attitudes to learning are outstanding and underpin the high levels of achievement throughout the school.

The quality of the pupils' personal development is excellent.

- Pupils display an extremely strong moral awareness and have a clear understanding of right and wrong.
- Pupils show outstanding levels of respect; they value diversity and demonstrate sensitivity and tolerance towards others.
- Pupils' social development is excellent; they collaborate extremely well in lessons and extracurricular activities.

The Pupils at Durham High School are enthusiastic and ambitious learners, with a genuine desire to succeed..

ISI Inspection Report, October 2022



THE ROLE OF HEAD OF PE AND SPORT

Summary of job role

In addition to the role of a classroom teacher of PE and Sport you will lead the development of the curriculum and delivery of high-quality PE and Sport teaching at Durham High School, leading to successful outcomes for pupils.
You may be expected to take on the role of Form Teacher for an allocated Year group.

Remuneration:

In addition to DH1-9 Salary Scale, this post will attract 8 lessons per fortnight and an additional Responsibility Point (R7).

Accountable to:

The Deputy Head

Responsible for:

Teachers of PE and Sport in Seniors and Pre-Prep and Prep Departments

Accountabilities:

Policy / Strategic direction and development

- Contribute to whole school policy-making and strategic planning as required by the Headmistress.
- Create a forward looking and ambitious development plan for the PE and Sport Department in line with the school's strategic objectives and maintain a department handbook.
- Take the lead in ensuring that school policies and strategies are embedded in schemes of work and lesson plans.
- Contribute to the whole school Self Evaluation process
- Contribute to Governors' academic committee when required
- As part of the annual review process, agree an annual Teaching and Learning target, which is referred to throughout the year.

Leadership and management of others

- Lead and manage the department and motivate your staff to ensure that they have clear expectations of their roles, and that high performance standards are achieved and maintained.
- Manage the daily running of the department, staffing requirements and departmental timetables, delegating as appropriate, to ensure the department's efficiency and to afford other colleagues' good internal professional development opportunities.
- In conjunction with the Headmistress, be responsible for appointing new colleagues to the PE and Sport Department.
- Induct new colleagues and ensure they have access to schemes, policies and the departmental handbook.
- Appraise each colleague annually, to include at least one formal lesson observation per colleague
- Carry out work scrutiny, learning walks and pupil voice, as outlined in the Quality Assurance document
- Ensure that all colleagues are giving high quality feedback in-line with the School and Departmental marking and assessment policies
- Offer support for any colleague who is underperforming or who is struggling with any aspect of their PE and Sport teaching role
- To quality assure reporting and grade sheets process relating to PE and Sport.
- Manage sporting provision, including staffing, scheduling, resources and use of self-employed coaches

THE ROLE CONTINUED

Accountabilities:

Leadership and management of others continued

- Responsibility for PE and Sport staff development, ensuring that appropriate in-service training is undertaken to ensure continuous improvement within the department.
- Chair departmental meetings to ensure that they are used effectively to review performance and that actions are recorded and implemented.
- Attend Head of Department meetings and other meetings as required as a middle leader.
- Liaise with parents as appropriate
- Act as a mentor for ECTs as necessary

Administration

- Produce and update an annual PE and Sport Handbook (OneDrive) which contains:
 - ◇ All Schemes of Work
 - ◇ An updated annual PE and Sport Development Plan
 - ◇ An external examination analysis of the previous year's examination results

In addition:

- Keep up to date with ISI (Independent Schools Inspectorate) regulations and prepare documentation for inspection
- To complete paperwork relating to annual review
- To complete exam entries and any paperwork relating to external examinations.
- To prepare examination papers for all year groups for mock examinations and internal examination week, meeting the access arrangements of identified pupils
- To complete paperwork and meet with colleagues in your department who have been absent for whom you have line management responsibilities
- Manage the PE and Sport teaching and professional development budgets, including ordering stationery, resources and specific equipment, and identify future resourcing needs and aspirations for the department for consideration in the school budget planning process.
- Take responsibility for display in PE and Sport classrooms and other areas of the school as appropriate.
- Manage the PE and Sport OneDrive

Health and Safety

- To oversee health and safety in the PE and Sport department and to update the PE and Sport department health and safety policy.
- Health and Safety oversight of department, incorporating ISI compliance
- Safe management of fixtures and tournaments, using the Educational Visits Policy
- To ensure appropriate Health and Safety Training is undertaken by all members of the department.
- Work alongside the Transport Manager to ensure safe transportation of pupils.

THE ROLE CONTINUED

Accountabilities:

Teaching and learning

- Lead the teaching of PE and Sport from Nursery to Year 13, including GCSE and A Level courses.
- Inspire and promote excellent attainment in PE and Sport through promoting high standards of teaching and learning.
- Exemplify in your own practice, the skills of teaching and learning typified by lead professionals and ensure that good practice is shared throughout the department.
- Ensure the curriculum is appropriate to the needs and abilities of each group, and of the individuals within the group, and that expectations are realistically high.
- Ensure that schemes of work are used, reviewed and modified to enable the maintenance and development of high standards of teaching and learning.
- Ensure that use of IT to promote learning in GCSE and A Level PE is embedded
- Monitor pupils' work and the classroom practice of those in the department to ensure high standards are maintained.
- Ensure that within the department individual pupil progress is regularly assessed, recorded and reported and used to inform future teaching and setting, and that pupil progress is tracked using appropriate department and whole school data.
- Be responsible for coordinating and evaluating departmental interventions to maximise progress.
- Advise parents where there is cause for concern about the progress of an individual.
- Keep up to date with developments in PE and Sport teaching and education in general to ensure that best practice is adopted within the department.
- Prepare girls for university applications, including Oxbridge, as required and complete high quality UCAS (Universities and Colleges Admissions Service) subject references.
- Attend school on the days when public examination results are published in order to provide guidance for students and professional advice for colleagues.
- Have a good working knowledge of performance data mechanisms (MidYIS, YELLIS, ALIS, GL Assessment) to carry out effective pupil tracking and retrospective examination performance
- Co-ordinate links with the Head of Pre-Prep and Prep and Pre-Prep and Prep Sports Coordinator.
- Appreciate the Christian ethos of Durham High School and promote its values through the work of the PE and Sport department.

Co-Curricular

- Instigate, promote and deliver the PE and Sport co-curricular programme, in keeping with that expected at a leading independent school, confirming and building on the school's reputation for excellence, and providing for the range of abilities
- Arrange and manage a comprehensive schedule of fixtures, both friendly and competitive, having a clear strategy for the approach to these
- In conjunction with key partners, enable talented pupils to access performance opportunities and develop local pathways for performance, coaching, volunteering and leadership roles;
- Develop and lead enrichment activities, including a programme of trips, visits, workshops.
- To develop and lead PE and Sport master classes for outreach .

THE ROLE CONTINUED

Accountabilities:	Co-Curricular Continued <ul style="list-style-type: none">• Enter girls for competitions and external events• To lead on the arrangements for the PE and Sport Department transition lessons for 'Moving Up! Evening'
	Marketing and external links, including public occasions <ul style="list-style-type: none">• Actively promote the department within the school community to encourage pupils' interest in the subject area.• Liaise with the Director of Marketing to highlight and promote all events within the PE and Sport Department.• Lead department in organisation of Annual Sports Presentation Evening• Lead the department on Open Days and Sixth Form Open Evening to provide engaging activities and stimulating classroom environment for the positive promotion and marketing of the school.• Contribute to the positive promotion and marketing of the school and in the local and wider community.• Develop links with outside regional partners including National Governing Bodies of Sport, Sport England, County Sport Partnership, School Sport Partnership, Youth Sport Trust and other sporting partners;• To arrange and conduct assessments for Sports Scholarships at 11+ and Sixth Form.• Arrange the annual Sports Day in both Senior and Pre-Prep and Prep Department• Liaise with person responsible for Houses, to support with House Competitions in Sport.
	Any other reasonable task requested by the Headmistress

THE ROLE OF CLASSROOM TEACHER OF PE AND SPORT

Summary of Job Role

To be an excellent teacher who facilitates high-quality learning and supports your curriculum area's work in delivering successful outcomes for all pupils.

To contribute to cover for colleagues and to the duty rota, including break time, lunch time and Homework Club.

Remuneration

DH1-9 Salary Scale.

Accountable to:

Head of PE and Sport

Accountabilities

Maximise the potential of all pupils in the class

- Be an excellent classroom practitioner.
- Maintain a positive working atmosphere in your classes, foster a spirit of enquiry, a love of knowledge and a delight in the pursuit of excellence.
- Maintain a stimulating educational environment in your classroom.
- Teach pupils how to learn and think as well as to know and understand.
- Teach according to Departmental schemes of work and to work as part of a team, in harmony with the school's ethos, aims and priorities.
- Use data to inform planning and teaching.
- Actively promote the use of IT to engage pupils.
- Be aware of the need to differentiate work and challenges according to the ability of the pupils, whilst maintaining high expectations of all and taking full account of any Special Educational Needs
- Teach lessons that are inclusive for all pupils and that use diverse and inclusive materials.
- Teach the strategies needed to pass exams.
- Know about pupils' personal circumstances that may affect your teaching and pupils' learning.
- Mark accurately and constructively according to school guidelines. Keep clear records of pupil attendance (SIMS) and performance according to school guidelines.
- Set and mark work for classes in the event of your absence.
- Ensure that pupils' efforts are properly rewarded.
- Ensure that homework is appropriately set.
- Follow and implement the school's curriculum policies.
- Support interventions within the subject area to encourage academic excellence.

THE ROLE CONTINUED

Contribute to the work of the department/subject area

- Contribute to the subject area or department documentation, the construction and review of schemes of work, sets of resources and departmental administration.
- Share resources and ideas and disseminate examples of good practice.
- Attend subject meetings.
- Act as an advocate for your subject area and advise pupils about A Level choices at the appropriate times (if applicable).
- To ensure resources are used effectively and kept in good order.
- Contribute to the setting, management, marking and administration of internal examinations and scholarship papers.
- Organise and take part in subject area trips and visits.
- Work with the SEND department to provide pupil support.
- Contribute to revision sessions as appropriate.
- Attend Fixtures as required, during and outside of the school day.

Contribute to the all-round education that the school offers

- Contribute to the department's co-curricular programme.
- Contribute to the department's outreach programme.
- Contribute to external competitions in your subject area.
- Make recommendations to the librarian for your subject area.

Contribute to the corporate life of the school

- Uphold the school ethos and rules, taking due regard for professional standards and advice from senior staff.
- Take responsibility for the behaviour of pupils directly in your care and at other times if the situation warrants, apply school sanctions consistently.
- Help colleagues who may experience difficulties in their role.
- Take part in duties as may be reasonably directed by the school's leadership team.
- To cover for colleagues as directed by the school's leadership team.
- Contribute to the spiritual life of the school by attending assembly and occasionally contributing to assemblies.
- Attend staff meetings.
- Complete administrative tasks according to deadlines and with due regard for colleagues.
- To invigilate internal and Public Examinations

THE ROLE CONTINUED

Foster your own professional development

- Take part in Staff Induction, Professional Development and Annual Review, and INSET events. Undertake relevant CPD.
- Maintain an up-to-date knowledge of your subject and associated pedagogy through reading and further training.
- Attend staff working groups to develop good practice.

Promote the school

- Act as an advocate for the school both in and out of school.
- Contribute to marketing publications.
- Contribute to marketing events and Open Days.

Understand the importance of safeguarding

- In line with our commitment to safeguarding, all members of staff have a duty of care towards Durham High School pupils and are expected to report any such concerns to the Designated Safeguarding Lead.
- Complete weekly break time and lunchtime duties as per the rota and Homework Club duties as allocated.

Contribute to the wider community

- Work in a manner that promotes and protects own health and safety, as well as that of other staff, pupils and visitors.

Any other reasonable task requested by the Headmistress

This job description will be reviewed annually and amended to meet the needs of the school.

THE PERSON

Skills Required

- Leadership skills: the ability to lead and manage people to work towards a common goal - Essential
- Leadership skills: Have experience of Line Managing people in a subject area, including throughout the Appraisal process - Essential
- Decision making skills: the ability to solve problems and make decisions - Essential
- Teamwork: the ability to work collaboratively with others - Essential
- Communication skills: the ability to make points clearly and understand the views of others - Essential
- Self-management skills: the ability to plan time effectively and organise oneself well - Essential
- Organisation, problem-solving and logic: the ability to schedule, organise events and allocate staffing across a busy programme of sport - Essential
- High levels of performance / experience in key school sports - Essential

Knowledge Base

- Excellent professional knowledge and understanding - Essential
- Excellent subject knowledge with the ability to teach PE to A Level - Essential
- Understanding of national and examination curricular requirements of the subject - Essential
- Up to date with professional developments in the field of sport and PE and other aspects of education - Essential
- Experience of creating and delivering engaging and challenging programmes of study - Essential
- Awareness of health and safety requirements relevant to the job - Essential
- Understanding of Prep School Sport requirements, including EYFS - Desirable
- Understanding of H+S requirements in Sport and in ISI Compliance - Desirable

Qualification/Attainment

- Qualified teacher status - Essential
- Good honours degree in either PE or Sport - Essential
- Recent experience of playing representative sport at club, regional or national level - Desirable
- Masters Degree - Desirable
- Teachers' Trampoline Part 1 Award - Desirable

Experience

- Experience as a subject teacher covering KS3-5 - Essential
- Experience as a subject teacher covering EYFS – Year 6 - Desirable
- Experience of teaching A level and GCSE in the subject - Essential
- Experience of organising or participating in extra-curricular activities - Essential
- Experience of participating in or leading a whole school initiative - Desirable
- Experience of a management role - Desirable

Attitude/approach

- Ability to enthuse children and adults - Essential
- Possess a positive attitude and approach to change and development - Essential
- Enjoy rising to the challenges inherent in a school environment - Essential
- Lifelong learner- Essential
- Ability to consistently provide a high quality, welcoming and supportive learning experience for all pupils - Essential
- Good sense of humour - Desirable

SENIOR DEPARTMENT

In Senior Department, a broad, balanced curriculum equips girls with the skills and academic excellence necessary for adult life in the 21st century. We believe that success is best achieved through enjoyment.

Durham High School's reputation for academic success is wholly justified: as experts in the teaching of girls, we know how girls learn and provide an environment in which they can flourish.

Our Senior staff are dynamic and enthusiastic, and are indefatigable in their efforts to secure the best possible outcome for our girls. Our lessons are engaging and stimulating, fostering curiosity and the determination to succeed. We encourage girls to be aspirational. Our pastoral care is also exemplary; each girl feels secure as part of a happy and compassionate community and knows she is valued as an individual.

To broaden and develop the interests of each girl, we offer an extensive extra-curricular programme with activities to suit all. There are opportunities in sport, drama and art, among others, and we regularly see pupil success locally, regionally and nationally in these areas. Our numerous clubs also include astronomy, dance, journalism, photography and practical science. Residential and day trips, as well as international trips, are offered to each age group, to help to broaden horizons to new experiences.

A key characteristic of Durham High School is a feeling of community and being part of a family in which every girl is known and valued by her teachers. We strive to ensure that not only are girls looked-after, but that they also look after each other, learning to respect difference.

Pupil voice is also incredibly important, with School Council, Eco Council, our Interact Charity group and various leadership opportunities throughout Senior Department ensuring that girls have the opportunity to make a positive contribution to the school and wider community.

Regular whole school events encourage all girls to be fully involved in the life of the school, as well as broadening their friendships to include girls in other year groups. We create opportunities both in the classroom and beyond for girls.

While academic expectations are high and we are certainly proud of our results, careful and caring support from staff ensures that girls manage their work load while maintaining a healthy balance with their other activities.

Supporting and nurturing spiritual and moral values, and encouraging positive mental health and wellbeing is high on our agenda. Our Personal, Social Health, Careers, Citizenship and Economic Education (PSHCCE) programme enables girls to explore and debate the issues and challenges they will encounter in the modern world.





SIXTH FORM

We are proud of the vibrant, friendly community the Sixth Form at Durham High School provides, with its reputation for consistently outstanding achievement at A Level.

The caring, supportive environment ensures that all girls fulfil their academic potential, as well as developing the self-assurance, the moral framework and the leadership skills they will need in a challenging world.

The Sixth Form is sometimes taxing, but never dull, and will indubitably, be very rewarding and enjoyable. We are confident that studying in our Sixth Form provides two of the most enjoyable years of our pupils' school life, as well as the best possible preparation for university and beyond.

The Sixth Form is a close-knit community where girls can relax and enjoy the exclusive use of their common room, private study room and a diner. Each girl is assigned a Tutor who provides pastoral support and academic mentoring.

To complement their academic studies, our enrichment programme covers areas such as Democracy in Action, Astronomy and Life Skills. A programme of lectures is delivered by specialists in a range of fields.

There is extensive provision for extra-curricular activities and many of our Sixth Form participate in the Duke of Edinburgh's Award Scheme. Many

trips are on offer, both social and curriculum-based, with everything on offer from Christmas Shopping trips in a European city such as Paris, to a project-based expedition to a developing country such as Malawi or Vietnam.

Sixth Formers are encouraged to be involved in the life of the school and most undertake leadership roles or work with younger girls in the school, though After School Care or by supporting some of our many extra-curricular activities.

The learning environment is designed to enable girls to achieve their academic potential. Teaching groups are small and facilities are excellent. Our highly qualified teachers, who are all specialists in their subjects, are always available to offer individual advice and support.

Our Sixth Form team work closely with girls to provide advice and support at every stage of the university application process. Practice interviews are arranged with relevant professionals and extra lessons are provided for those who need to sit additional admissions tests such as UKCAT, BMAT, STEP and LNAT.

At the end of their studies, the majority of our pupils head to their first choice university, with many taking up places at prestigious Russell Group universities, or at Oxbridge.

HOW TO APPLY?

- Please complete the application form, available from the School's website, <https://www.dhsfg.org.uk/parents/vacancies/> and submit with a covering letter outlining your reasons for applying and why you will be a good fit for our school community.
- Your application should be addressed for the attention of the Headmistress and sent by email to : enquiries@dhsfg.org.uk.
- Closing date for applications: 9am on Wednesday 17 April 2024
- Interviews will be held between: Friday 19 - Friday 26 April 2024
- Opportunities to visit the school are available on Monday 15 and Tuesday 16 April. To book a visit please contact: enquiries@dhsfg.org.uk.

Safeguarding and Safer recruitment

Durham High School is committed to safeguarding and promoting the welfare of children. The successful applicant will be subject to an enhanced DBS disclosure .

In addition, as part of the shortlisting process, Durham High School will carry out an online search on the shortlisted candidates as part of its due diligence, as per The Government's 'Keeping Children Safe in Education ' document (September 2023) .

Equal Opportunities

The School is committed to the principles of equal opportunity, diversity and inclusion. We are committed to attracting and retaining the very best staff and ensuring that our staff body reflects the diversity of our students and local community.