



## **HEAD OF PHYSICAL EDUCATION**

### **The Position**

To manage all aspects of the teaching and learning process for Lower School Curriculum PE lessons and for GCSE, Higher and A Level courses.

### **The College**

Founded in 1847 by William Gladstone and others, Glenalmond College is a fully co-educational boarding and day school, set in the stunning Perthshire countryside and enjoying magnificent grounds of over 300 acres in an unrivalled setting at the edge of the Highlands. There are currently around 360 pupils at Glenalmond between the ages of 12 and 18. There are four boys' boarding houses and three girls' houses.

The School has excellent academic and extra-mural facilities. In addition to cricket, rugby and lacrosse pitches, there are tennis courts, squash courts, a grass athletics track and a nine-hole golf course, a swimming pool, a sports hall and an all-weather playing surface. The Robin Thomson Theatre building is the venue for our drama and musical productions. The School has a strong CCF contingent, an outstanding Duke of Edinburgh's Award Scheme and a Community Service programme which operates locally on a regular basis.

### **The Department**

Sporting activity is an integral part of life at Glenalmond, where excellent facilities and a passionate team of coaches come together to encourage pupils to reach their sporting potential. We take great pride in Glenalmond's long tradition of sporting excellence. Our teams are very successful in national competitions, while several OGs (former pupils) have gone on to gain national and international honours. Furthermore, many current pupils represent Scotland and their home countries across a variety of sporting platforms.

Academically, Physical Education has been growing in numbers in the past couple of years. The GCSE classes are both a good size and the introduction of Higher PE, on top of A Level, has seen numbers increase in sixth form this year. Last year's A Level results were excellent and we hope to build on this going forward.

### **Principal Accountabilities of the Role**

The Head of PE will report to the Sub-Warden Academic and will be accountable for the following:

#### **Strategic**

- Develop and enhance the provision of Academic PE at Glenalmond; build recruitment, enjoyment, aspiration and attainment whilst supporting the strategic objectives of the College;
- Embed a foundation for the continuous reflection and refinement;
- Establish a plan for development of the department with agreed success criteria.

#### **People Management**

- Management of approximately three teaching staff within the department
- Support the Director of Sport and other teaching staff to deliver the highest quality Physical Education programme
- Develop the department ethos for classroom teaching following models of best practice from educational research, The Learning Project and the department's own research;
- Take responsibility for the quality of teaching taking place in the classrooms of the department. This will include defining, developing and exemplifying good practice and through ongoing monitoring and observation;
- Evaluate and record the quality of feedback given to pupils, both written and spoken, in the department and work to develop its effectiveness in improving attainment;
- Ensure the delivery of the subject is appropriately differentiated and inclusive to take account of pupils with specific needs, such as those with specific learning requirements, EAL pupils, and those of differing ability levels;
- Fully engage in personal professional development acting as role model for the team.

#### **Financial**

- In conjunction with the Sub-Warden Academic and the Bursar manage budgetary requirements for the department ensuring the school pursues value for money solutions to the needs of the pupils and aims and objectives of the school, liaising with the Finance Manager as appropriate.

#### **Decision Making Authority**

- Purchase order authorisation of up to £500.
- In liaison with the Bursar and Warden, establish budgetary requirements yearly

#### **Communication**

##### **Internal**

- Act as champion for the department within the school in communications with SLT, colleagues, pupils and parents;

- Chair a timetabled Department meeting of at least one per fortnight in which the teaching staff discuss and contribute to planning, progress and development of the department;
- Attend Head of Department meetings and disseminate relevant information to staff
- Communicate effectively with the Sub-Warden Academic, Director of Studies and other teaching staff on all department matters;
- Liaise with SLT to maintain accreditation with relevant examination and validating bodies, including GTCS;
- Offer guidance to pupils, in conjunction with the Head of Sixth Form , about university entrance and careers;
- Communicate effectively with Housestaff, tutors and other academic staff on specific pupil issues;
- Work closely with the Sub-Warden Academic to monitor performance of the department and to shape plans for improvement.

#### **External**

- Communicate with parents on all relevant departmental matters;
- Develop links with other departments and external organisations that support PE;;
- Maintain links with examination authorities for updates on national developments in the subject area and teaching practice and methodology;

#### **Health & Safety**

- Take responsibility for ensuring the school Health & Safety, Fire regulations and Child Protection policy requirements are implemented in the department;
- Take overall responsibility for the effective planning of all external trips, including all health and safety aspects, risk assessments, travel planning, and child protection measures.

#### **Teaching and Other Responsibilities**

- Direct members of the PE department in their delivery of the curriculum;
- Plan, implement, review and develop the PE curriculum throughout the school, including the future development of the subject within the department, according to changes nationally and/or within the school;
- Prepare schemes of work, the departmental handbook and any other necessary documentation required for effective delivery;
- Maintain departmental engagement with The Learning Project and with external training; work directly with the Sub-Warden Academic to develop academic provision and professional development;
- Teach an academic timetable up to and including A Level and Higher (GTCS Registration required) and provide a lively and stimulating classroom environment that pushes all pupils to achieve their full potential;
- Engage fully in continuous professional development.
- Take responsibility for external trips following the school policy.

- Undertake other duties, i.e. supervised study and cover, take a tutor group, carry out boarding duties one evening per week and on occasion take a Saturday night duty to cover an activity.
- Contribute to the extra-curricular life of the school.

### **Administration**

- Organise the arrangement of teaching groups, and staff teaching commitments in consultation with the department and to liaise with the Sub-Warden Academic and Director of Studies;
- Track and evaluate performance of PE teachers through lesson observations, data analysis and supportive professional development;
- Allocate resources for the department and communicate arrangements to teaching staff;
- Ensure that all departmental documentation is collated and securely managed with Data Protection in mind and available for inspection if required. This includes health & safety records, budgets, tracking, curriculum documents, evaluation documents;
- Administer the external examination entries; Manage examination results in August, liaise with the examinations officer, parents, pupils, and Housestaff regarding remarks and appeals; Liaise with the internal examinations officer about internal examinations.

### **Pupil Management**

- Track and evaluate pupil academic progress and success at individual and cohort level; target areas for improvement and development; provide an effective pupil intervention structure;
- Provide support for individuals or groups of pupils as required; support PE teachers in dealing with specific pupil issues;
- Evaluate and record pupil perceptions of classroom teaching and learning in the department and use this to inform and refine delivery.

### **Job Challenges / Problem Solving**

This role has a wide scope and the challenge is around developing the provision of PE to the very highest levels. The focus for development is in implementing structures and systems that establish the highest quality teaching, tracking, intervention and evaluation.

### **Relationships**

Internal: All levels of Teaching and Support staff.

External: Outside academic and sporting agencies, parents.

### **Job Knowledge, Skills and Experience**

- Qualified teacher of PE with some experience at managing academic delivery
- An in-depth understanding of life in a Boarding School

- Demonstrable experience of working as part of a team
- Demonstrable experience of pastoral care provision
- Ability to work well (without line management supervision) with others internal and external to the organisation
- Ability to represent the school to parents and external agencies and professional bodies
- Ability to work unsupervised
- Ability to work as part of a team, relationships with teaching staff critical
- IT literate and competent in use of databases, Microsoft Office, GSuite etc
- Excellent planning, organisation, written and verbal skills are essential.

### **Terms**

The College has its own pay scale and accommodation may be available as part of the role. We can offer you a competitive salary, complimentary refreshments during hours of work, a good working environment as part of a close-knit team and the possibility of opportunities for the role to grow. Fee concessions are available for staff children who attend Glenalmond and there are various reciprocal arrangements with local Prep schools.

### **Applications for the post**

Glenalmond is committed to safeguarding and promoting the welfare of children: applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers/Disclosure Scotland at enhanced level. Appointments will be conditional on references acceptable to the College and sight of original qualification certificates.

All applications must be made on the College Application Form. Please also include a covering letter outlining your suitability for this position.

Detailed information about Glenalmond, together with a copy of this job description and an application form, can be found at <https://www.glenalmondcollege.co.uk/about-us/job-vacancies/>

**Please return completed applications either by post (marked Private & Confidential) to:  
The HR Manager, Glenalmond College, Perth, PH1 3RY or by email to  
[barbaraclark@glenalmondcollege.co.uk](mailto:barbaraclark@glenalmondcollege.co.uk)**

***Closing date for this post is Wednesday 22nd May. Interviews are scheduled from week commencing Monday 3rd June 2019, although the College reserves the right to interview and appoint at any time in the recruitment process.***