



# MALVERN ST JAMES

## Girls' School

### **POST OF**

### **TEACHER OF PHYSICAL EDUCATION**

**Required from 1 September 2021**

**Permanent**  
**Full Time**

**Malvern St James Teachers' Pay Scale**

## MALVERN ST JAMES LTD

Malvern St James (MSJ) is a leading boarding and day school which presents an imaginative vision of education for girls from the age of 4 through to 18, taught within a positive, purposeful atmosphere. MSJ fosters creativity and bold thinking, challenging, and encouraging every girl to extend her personal horizons and realise her full potential.

MSJ is in the heart of Malvern in Worcestershire, two hours from London and one hour from Birmingham, having excellent transport links. Great Malvern station is situated opposite the School. The MSJ bus service covers five counties to pick up and return pupils each day.

The School is home to a warm and welcoming community – girls, parents, staff, and governors alike, enjoying the friendly and buoyant atmosphere of shared celebration, extolling personal success in every field of endeavour. MSJ offers a range of boarding options (ages 7 – 19) to fit in with the demands of modern family life and girls can choose from full, weekly, or flexi-boarding. Ofsted recognised the exceptional standard of boarding with an ‘Outstanding’ inspection judgement, which extends to all areas of Malvern St James. Malvern St James also received the highest rating of ‘Excellent’ in the ISI’s Educational Quality Inspection in May 2017. In March 2021, the School was awarded the Carnegie Mental Health Gold Award for its outstanding pastoral care and support for pupil and staff mental wellbeing.

Intellectual and social confidence, personal development and achievement lie at the heart of the School and each pupil is treated as an individual. MSJ promotes academic excellence and innovation in teaching and learning throughout the school which provide each girl with the challenges and support to develop her talents, character, and abilities to the full. We prepare pupils for the most competitive UK and international universities and pathways. This individual emphasis is complemented with teamwork, community values and the importance of service to others.

The School has excellent facilities which include an award-winning Science and Mathematics Centre, a Drama Studio, Music Centre in Avenue, several IT suites, and a multi-media Language Laboratory. The School also has a state-of-the-art Sports Hall and a brand-new AstroTurf, launched in October 2020. At MSJ we use Microsoft and there has been significant investment and development of E learning in recent years with WiFi upgrades across the site. The School is currently creating a state-of-the-art Learning Hub centred in the Library and radiating out to learning zones throughout the School to support its commitment to innovation and learning and initiatives in STEAM (Science, Technology, Engineering, Arts and Mathematics).

The Year 13 Sixth Form Boarding House has recently been transformed in 2018 with an extensive, highly contemporary, refurbishment programme to provide a transition house for university and the next phase of this programme of improvements within boarding is currently taking place in Benhams, the new Year 11 Boarding House.

Girls take full advantage of the enviable setting and superb facilities, which inspire a wonderfully rich and imaginative extra-curricular life. They leave Malvern St James as poised, self-assured young women who can meet and embrace, with integrity, the challenges and risks of our modern world. The Good Schools Guide observed on visiting the School that MSJ is ‘full of girls who are going to change the world’!

Whilst a multi-faith community and non-denominational, the School is founded on Christian principles and has a Christian ethos which underpins the School’s daily life. There are regular opportunities for Christian worship.

We offer staff who come to work at the School:

- the opportunity to work with highly motivated staff and talented pupils
- commitment to your professional development
- convenient location in Malvern with excellent transport links
- competitive salary scale

## The PE Department

### **Ethos**

The department aims to provide a challenging environment within an enjoyable and balanced programme. It is hoped that the students will develop physically, mentally, and socially, showing qualities of leadership, co-operation, initiative and fair play. All activities are designed to meet the needs of individuals, encouraging active involvement as performers, observers, and officials. The learning process is enhanced by students' appreciation of the strengths and weaknesses of others, developing both confidence and tolerance. The department provides opportunities for pupils to acknowledge the value of personal accountability and taking responsibility, thus promoting self-confidence and a willingness to accept new challenges.

### **Brief Philosophy**

1. That every girl shall participate to the best of her ability.
2. Every pupil is encouraged to take part in any extra-curricular activity offered.
3. To encourage all girls to be aware of the importance of fitness as an integral part of their lives.
4. To encourage senior pupils to take responsibility for developing sport for younger pupils.

### **Curriculum, Staffing and Activities**

All work is designed to support, contribute to and complement the aims of the School through the physical medium, while fulfilling the terms of the National Curriculum. Specialist PE is delivered by PE staff from Reception to Year 6 in the Preparatory Department. In Years 10 and 11, OCR GCSE PE is offered as an option subject. In the Sixth Form, the Advanced Subsidiary Diploma in Sport and the Diploma are offered as an option for Years 12 and 13, as well as the Sports Leadership Award. The ability to teach across the age range is desirable, including Sixth Form. Expertise in Hockey and Netball is essential for this full-time teaching role but having Lacrosse as well would also be an advantage. The department currently numbers four staff, including the Director of Sport and specialist coaches in Cricket and Equestrian.

Within our purpose-built Sports Centre, the PE department has its own office with a range of resources for both staff and pupils for academic and practical use. There is a dedicated PE classroom nearby which is equipped with an overhead projector to enhance the use of ICT and enable us to access resources. ICT plays an important role in the delivery of PE, particularly at examination level, as well as providing the opportunity to watch up-to-date games and tactics.

A very busy weekly schedule of extra-curricular activities takes place each lunchtime and evening, from Archery and Horse Riding to Trampolining and Badminton. We also participate in a wide range of fixtures and tournaments during the evenings and at weekends. The School is a member of ISA, GSA, BSA and various specialist local, regional, and national networks for competitive sport. We host regular community days for Multi Skills and Pop Lacrosse, for example, where visiting schools enjoy participating in varied and challenging activities.

We are very fortunate to be able to use qualified Sports Centre staff to deliver a range of alternative classes to our older girls. Opportunities such as Spinning, and Strength and Conditioning are popular

with Sixth Formers; Malvern St James offers a rare opportunity for them to experience these activities as part of their curriculum. They are also able to request individual training sessions to help them when using the Fitness Suite.

Our Sports Scholars receive their own Personal Trainer and a Sports Scholar mentor to assist/monitor and help them with their progress. Tennis, Lacrosse and Swimming are just some of the areas in which Malvern St James girls are making regional and sometimes national impact.

### **Facilities:**

Outdoor facilities include:

- 300m Athletics Track
- 4 Rounders Pitches
- 3 Lacrosse Pitches
- 6 Tennis Hard Courts
- 4 Netball Courts
- 1 Floodlit Astroturf
- 12 Tennis Courts
- 1 Full size Astro Hockey Pitch
- Football Pitch
- 2 Cricket Pitches

### **Indoor facilities include:**

6 Badminton Courts

Basketball Court

Indoor Hockey

Indoor Football

Trampolining Belt

Fully equipped Fitness Suite

Volleyball Court

2 Practice Netball Courts

1 International size Netball Court

1 Tennis Court

Climbing Wall

Dance Studio

### **The Dome:**

3 Badminton Courts

1 Basketball Court

2 Squash Courts

1 Netball Court

1 Tennis Court

1 Indoor heated Swimming Pool

## **JOB DESCRIPTION**

### **The Role**

We require a dynamic and inspirational Teacher of Physical Education, to deliver the PE curriculum throughout the School, in addition to coaching and leading our School teams. The successful candidate will teach GCSE and/or BTEC as such will also be an inspirational classroom practitioner with a determination to deliver innovative teaching and learning and have a committed interest in the education of girls. The post holder will also be a Form Tutor and committed to the highest standards of pastoral care.

### **Accountability**

The teacher is accountable to the Headmistress via the Director of Sport, the Director of Teaching and Learning on matters relating to curriculum, teaching, and learning, and the Director of Pastoral Care on matters relating to pupil wellbeing and pastoral care.

### **Purpose of the Job**

The role of the teacher is to teach pupils within the school and to carry out such other associated duties as are reasonably assigned by the Director of Sport, and Director of Teaching and Learning. This requires them to:

- promote outstanding teaching and inspire a love of learning within the department
- lead and manage their classes purposefully and efficiently
- adhere to whole-School policies within the department
- support the visions, aims and objectives of the School
- be committed to the values and culture of the School, centred around its Boarding ethos
- be committed to the longer-term development and promotion of Physical Education Department

### **Particular Responsibilities**

The post holder interacts on a professional level with pupils, parents, and colleagues; the post holder seeks to establish and maintain productive relationships with them and to promote mutual understanding of the School curriculum, with the aim of continuously improving the quality of teaching and learning in the School. The Teacher of Physical Education is responsible for:

- the well-being and progress of all pupils in their classes
- being fully versed in and compliant with all the school's Child Protection (Safeguarding) policies and procedures
- class teaching and being an assistant Form Tutor
- developing and contributing to departmental policies and procedures
- implementing the departmental Schemes of Work through the Key Stages
- the consistent use of departmental marking, recording and assessment policies
- liaising with Learning Support and the Head of Enrichment and the EAL Department to maximise pupil attainment
- playing a proactive role in their own professional development
- keeping abreast of current academic developments within the subject area
- implementing the formal requirements of the School's Health and Safety Policy within their classes

### **Teaching**

- Planning and preparing courses and lessons to promote pupil's active engagement in learning
- Teaching, according to their educational needs (including those with SEND and the More Able) the pupils assigned to her / him, including the regular setting, and marking of work, according to departmental guidelines, to be carried out by the pupils in school and elsewhere
- Assessing, recording, and reporting on the development, progress, and attainment of pupils
- Organising, leading, and participating in extra-curricular activities and educational visits
- Consistently using the Rewards System to promote Growth Mindset.

### **Other activities**

- Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to her / him
- Providing guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports
- Making records of and reports on the personal and social needs of pupils
- Communicating and consulting with the parents of pupils as directed by the Head
- Attending assemblies, registering the attendance of pupils in a timely manner and supervising pupils, whether these duties are to be performed before, during or after school sessions
- Communicating and co-operating with persons or bodies outside the School
- Supporting and attending whole School events such as Open Days, Parent Teacher meetings, Commemoration Day and the Carol Service
- Undertaking evening, weekend and other duties as required
- Engaging with the MIS to promote effective record keeping and communication
- Participating in meetings arranged for any of the purposes described above.

### **Assessment and Reports**

- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

### **Review**

- Participating in arrangements made by the School for the review of her / his performance and that of other teachers.

### **Further Training and Development**

- Participating in arrangements for her / his further training and professional development as a teacher
- Reviewing from time to time her / his methods of teaching and programmes of work.

### **Educational Methods**

- Advising and co-operating with the Head teacher and other teachers on the preparation and development of courses of study, teaching material, teaching programmes, methods of teaching and assessment and pastoral arrangements.

### **Discipline, Health & Safety**

- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

### **Staff Meetings**

- Participating in meetings at the School which relate to the curriculum for the School or the administration or organisation of the School, including pastoral arrangements.

### **Cover**

- Supervising and as far as is practicable, teaching any pupils whose teacher is not available to teach them.

### **Public Examinations**

- Keeping up to date with specification requirements and participating in arrangements for preparing pupils fully for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examinations.

### **Management**

- Contributing to the selection for appointment and professional development of other teachers and non-teaching staff, including the induction and assessment of new teachers and initial teacher training
- Supporting the work of other teachers
- Taking such part as may be required of her / him in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the School.

### **Administration**

- Participating in administrative and organisational tasks related to such duties as are described above and as agreed with the Director of Sport.

### **Key Tasks**

The Teacher Physical Education is required to:

- deliver engaging, challenging, and effective lessons to their classes
- set and mark preparation/homework; set, mark and moderate internal examinations and controlled assessments, under the direction of the Director of Sport
- set high standards and expectations to maintain a positive and purposeful atmosphere among the pupils and safeguard their health and safety when they are under the care of the department
- where arranged, to undertake duties as an assistant Form Tutor, as outlined in the Staff Handbook
- prepare reports for all students taught
- oversee provision of resources and texts for the classes taught
- contribute to the Subject Development Plan and the Subject Self-Evaluation, alongside other members of the department
- assist with the planning, review, and evaluation of Schemes of Work, as directed by the Director of Sport
- promote the subject at Open Days and other such events
- undertake some delegated responsibilities within the department
- attend all full Staff Meetings, major School functions (such as Carol Service and Commemoration) and Parents' Consultations for the year groups they teach
- contribute to organised activities to enrich the subject curriculum, contributing to the extra-curricular activities programme
- undertake evening, weekend and other duties as required
- perform duties specific to each department as agreed with the Headmistress from time to time.

### **All School staff are expected to:**

- a. support the School's Boarding ethos including support for activities in the evening and weekend on a pro rata basis;
- b. work towards and support the School vision and the current School objectives outlined in the School Development Plan;
- c. contribute to the School's programme of extra-curricular activities;
- d. support and contribute to the School's responsibility for safeguarding students;
- e. regularly review own practice, set personal development targets and take responsibility for own continuous professional development;
- f. work within the School's Health and Safety Policy to ensure a safe working environment for staff, students and visitors;
- g. work within the Equal Opportunities Policy to promote equality of opportunity for all students and staff, both current and prospective;
- h. maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues;
- i. engage actively in the performance review process;
- j. adhere to policies as set out in the Staff Handbook/Teacher Standards and Regulations;
- k. undertake other reasonable duties related to the job purpose required from time to time;
- l. adhere to School Safeguarding and Child Protection Policies.

### **PERSONAL SPECIFICATION**

#### **Essential:**

- Good degree in Physical Education (or closely related subject)
- A Teaching qualification.
- Experience of teaching Physical Education throughout the school, including GCSE and/or BTEC.
- Evidence of a range of teaching and learning strategies
- Ability to lead, inspire, empower, motivate pupils and put people first
- Capacity to be a proactive member of a successful team of enthusiastic staff
- Ability to develop a stimulating, imaginative and intellectually challenging lessons
- A good communicator and is keen to promote the department within and outside the school
- Good organisational and planning skills
- Ability to prioritise the workload of self and others and to work flexibly to tight deadlines
- Effective pastoral skills
- Be a team player and adaptable
- Commitment to safeguarding of children
- A positive attitude to self-development and own learning
- Be proficient in the use of IT in the classroom
- Commitment to organising matches, trips and extra-curricular activities on a regular basis and a willingness to raise the profile of the department across all Key Stages.
- Commitment to coaching sport on Saturdays.

#### **Desirable:**

- An understanding of independent education and the boarding ethos.
- Experience of organising Trips and extra-curricular activities.
- Experience with developing a fixture programme.

## GENERAL REQUIREMENTS

Malvern St James 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 and the Disclosure and Barring Service.

This job description is not necessarily a comprehensive definition of the post; it is to be enabling rather than restrictive. It will be reviewed at least once every two years and it may be subject to modification or amendment at any time after consultation with the post holder.

## APPLICATIONS

The completed application form, which must include all dates of previous employment and give reasons for any gaps in employment, an accompanying CV, together with a covering letter addressed to the Headmistress, should be returned to HR Department, by post to Malvern St James, 15 Avenue Road, Great Malvern, Worcestershire, WR14 3BA, or by email to [recruitment@malvernstjames.co.uk](mailto:recruitment@malvernstjames.co.uk)

**A CV will not be accepted instead of a completed application form.** The personal statement within the application form should set out why you consider yourself a suitable candidate for the post citing relevant experience, previous achievements, and your vision for this role. The statement should not repeat the contents of the covering letter.

References of shortlisted candidates will normally be taken up before interview one of which should be from your most recent employer. Two satisfactory references are required before the appointment is confirmed. The appointment of the successful candidate will also be subject to satisfactory DBS checking.

## BENEFITS OF WORKING AT MALVERN ST JAMES GIRLS' SCHOOL

Malvern St James Girls' School prides itself on its warm, friendly, and welcoming environment where all staff are encouraged to play a part in a successful and supportive community.

### Pay

We offer a competitive salary, considering previous experience and relative skills and abilities. Teaching salaries are paid on Malvern St James Teachers' Pay Scale.

### Pension Scheme

After completing three months' employment with Malvern St James, Support Staff will automatically be enrolled into our Pension scheme, to which the School also contributes, this is subject to satisfying certain eligibility criteria and subject to the rules of such scheme as amended from time to time.

Teaching Staff are automatically entered into the Teachers' Pension Scheme.

Death in Service Cover.

### Sport

MSJ Sports & Fitness Centre promotes flexibility as a key attribute to create fitter, healthier employees. Discounted membership for staff includes gym and swim and a wide range of classes. Membership contributions are taken by direct debit. The Sports Club provides many activities for members. These include a wide range of sports and regular competitions.

### Other benefits include:

Fee remission

Lunch provided

