VACANCY INFORMATION PACK

TEACHER OF PHYSICAL EDUCATION (LACROSSE)
SPORT AT DOWNE HOUSE

At Downe House we are committed to the belief that sport is for everyone. Encouraging a love of physical activity, instilling a competitive spirit and promoting teamwork are all important to us.

With specialist staff and visiting coaches, our sports provision is considerable and includes lacrosse, netball, hockey, tennis, swimming, squash, gymnastics, dance, fitness, athletics, cross country and trampolining.

We have extensive playing fields which accommodate five lacrosse pitches, an all-weather pitch and seventeen tennis courts, a first-class sports hall with fitness and dance studios, an indoor heated swimming pool and three glass-backed squash courts.

In addition to house competitions and school fixtures, Downe House girls regularly represent their county, region and country.

LACROSSE

Lacrosse is the highest achieving sport at Downe House.

Each year Downe House competes at the National Schools Tournaments and South West of England Tournaments with impressive results. Girls from Downe House have a reputation for excellence in Lacrosse and we have strong links to the England Lacrosse team who train on our pitches.

The girls achieve beyond school level, as a guide, our targets are as follows:

National Centex - 5 girls representing England in the U19 programme.
Regional Centex - 12 girls participating in the Regional Training programme
Territorial - 10 girls representing U19 West Lacrosse Team
County - 30 girls selected for County Level

Lacrosse is offered to all throughout the school, we expect girls to arrive as beginners and each pupil receives coaching from specialist Lacrosse coaches. Lacrosse is compulsory from Remove to U4, this gives girls a taste of the sport and an opportunity to be part of the School’s sporting heritage.
NETBALL

Over half the girls compete in netball matches, representing the school at a variety of levels.

Netball is taught at all age groups and we aim to provide the opportunity for every girl to be part of a team. Our most able girls are stretched by extra coaching and we provide specialist Netball coaches to take every session.

With 10 Lower School teams, 10 Upper School teams and 4 Senior School/Sixth Form teams, there is a chance for everyone to become part of a team. As well as aiming to encourage a lifelong love of sport, training sessions seek to challenge each individual. The chance to take part in tournaments is undoubtedly a highlight of each term, and so we take part in a wide selection of events.

Our top players are nominated for club and county trials, where they can progress through the England Netball Performance Pathway. We are able to assist their development with 1:1 specialist support through our Scholarship programme. Currently, we are proud to have one pupil who has been selected to train with Team South U17 Squad.

As they progress through the school, pupils are taught basic officiating and umpiring skills, which enables them to go to gain nationally recognised qualifications in sport leadership.

In alternate years, we aim to go on tour, and after a successful trip to Spain in 2013, the next tour is planned for Easter 2015, to compete in the International Netball Festival, at Disneyland Paris.

SWIMMING

All pupils have access to the wonderful indoor pool and a chance to experience the excitement of competing in swimming galas.

Swimming is part of Physical Education lessons from Removes to U5 and optional in Sixth Form.

Team practice is available to all girls. Team members have the opportunity to train during the normal school timetable. There is also early morning training, evening training and Junior Swim Club (Remove-LIV). High ability pupils compete regularly in galas, with the opportunity to swim at the National Schools Relays and Schools Biathlon for the most able. Outstanding swimmers are encouraged to train and compete for Newbury Swimming Club.
The pool is available to all pupils for recreational swimming or training with supervision of a qualified lifeguard at designated times.

All pupils have the opportunity to gain their Royal Life Saving Society Life Support 1 Award (first aid) in the Lower Fifth, then progress to gain their Royal Life Saving Society Bronze Medallion Award in the sixth form.

All pupils are given a taste of swimming’s various disciplines including: waterpolo, diving, synchronised swimming, swimming for health and fitness.

**HOCKEY**

Hockey is offered to every pupil in the UIV to Sixth Form, catering for complete beginners and the more experienced players.

All age groups are entered into the District and Regional Tournaments. Our aim is to win every District Tournament and reach at least the quarter finals in the Regional Tournaments.

To extend the most able girls, nominations are sent to attend the Junior Development Academies for Berkshire; we usually send at least 4 girls at U14, U15, U16 and U17. From this programme the girls have the opportunity to be selected for the County teams.

There are 5 School Teams;
2 Senior Teams - Compete weekly and extra training is offered
3 Upper School Teams - Train weekly and compete most weeks

**TENNIS**

A team of tennis professionals offer individual and group coaching throughout the year.

Tennis is a major sport in the summer term but with opportunities to play year round in PE lessons and team training sessions.

The top players compete in the LTA’s schools competitions, regularly reaching the regional finals.

In the summer, tennis is compulsory and all girls develop the ability to play a match and there are interhouse competitions.

Tennis is one of the most popular sports at Downe House with over 70% of girls opting into extra lessons. The department is thriving under our experienced Head of Tennis.
SQUASH

Every girl in the Lower School has an introduction to the game and Downe House is ranked in the top 4 nationally for Squash.

Every girl in Remove to Lower 4 has Squash as part of their Physical Education lesson rotations. In the Upper 4 to Sixth Form, the girls may select to take part in squash lessons and team training sessions.

There are 2 squash teams, U15 and U19. These teams practice after school once a week. We take part in the National Schools Squash Competition, regularly placing in the top 4 Nationally.

Private squash lessons are offered to all girls, and are incredibly popular, 20% of the girls in the school choose to have lessons.

GYMNASTICS

A highlight of the academic year is the House Gymnastics competition where it is often the Lower School girls who have a chance to shine and win trophies for their house.

Gymnastics is part of Physical Education lessons from Removes to Upper Four.

There is a Gymnastics club open to all ability levels as well as extra training sessions for the Gymnastics Team. The School team competes at the GISGA competition.

CROSS COUNTRY

In the winter the woods come alive with girls training on the School cross country course.

The school teams compete in the National, Regional and District Events and have been winners of the U13 Berkshire Schools for the past ten years, as well as never falling below 3rd place at U15, U17 and U19.

Inter School Competitions take place throughout the year but the key meets fall in the Lent term.

Inter House Cross Country involves the whole School, a great chance to compete for your house. Cross Country Club takes place once a week with older girls leading the way.
ATHLETICS

Small group sizes for every ability level are the key to achieving potential and Downe House is ranked in the top 10 nationally for Athletics.

All disciplines in Athletics are taught to Removes, LIV and UIV as part of their PE lessons and girls begin to specialise in their events as they move up the School.

Athletics Club is open to all, for pupils to learn and advance. Coaches who specialise in particular events provide expert guidance to all ability levels.

Everyone takes part in the Annual Inter House Sports Day and as many girls have the opportunity to compete in Inter School Athletic matches.

Downe House is the Newbury Schools Athletic Champions at U13, U15 and U17. Approximately 20 athletes are selected to represent Newbury in the Berkshire Schools every year.

We aim to qualify to the National Finals in the Schools Cup Track and Field Championships and place in the top 10 in the Country. An achievement regularly met.

DANCE

Dance is thriving at Downe House with over 200 students participating in classes on a weekly basis. Dance is included in the PE lesson rotations in the Lower School so every girl gets a taste of what’s on offer. It then becomes an optional part of lessons right through to Upper Sixth.

Students may also work towards and complete ISTD* examinations in Ballet, Modern & Tap *Imperial Society of Teachers of Dancing

A highlight in the Downe House calendar is the annual Dance Show, held in the Performing Arts Centre in June.

Each year, dance students have the opportunity to perform in this dance extravaganza, and their fellow students, not to mention family and friends, enjoy this opportunity to witness all the hard work brought to life on stage.

The show combines all the genres taught here to tell a well-known story through dance.
JOB DESCRIPTION

JOB TITLE

Teacher of Physical Education (Lacrosse)

LINE MANAGER

Director of Sport

JOB PURPOSE

To share in the teaching of the PE curriculum in the appropriate years, including, where relevant, to A level and organising matches, running teams, attending tournaments and be responsible for this to the Director of Sport.

MAIN DUTIES AND RESPONSIBILITIES

To the pupils:

a) To prepare and give lessons in line with the agreed syllabus and schemes of work;
b) To maintain a record of work (including preparations) in sufficient detail for the Head of Department;
c) To mark and assess pupils’ work in line with school and Departmental requirements, and to record assessments in accordance with the Department’s and the school’s policy;
d) To stimulate and encourage pupils to a high standard of interest and work in the subject, ensuring that the needs of each individual are met;

To the Department:

a) To take part in Departmental meetings as required by the Head of Department;
b) To participate in the preparation and implementation of the Departmental Development Plan as required by the Head of Department;
c) To participate in the development of appropriate syllabuses, materials, and schemes of work, and to accept advice and instruction from the Head of Department;
d) To keep the Head of Department informed of any pupil who may be experiencing difficulties of any kind;
e) To attend external INSET courses recommended by the Head of Department and to continue to seek to develop professional skills;
f) To keep an accurate record of textbooks issued and to provide the Head of Department with details of any lost or damaged books for billing purposes and re-ordering;
g) To evaluate any INSET undertaken as required by the Headmistress;
h) To accompany pupils to PE conferences/events and other such meetings as necessary;
i) To organise and oversee the preparation of coursework undertaken by pupils as part of the Pre-U work where appropriate.

j) To help keep up-to-date the PE Department’s resources collection and contribute to the development of Information Technology within the Department;

To the School:

a) To assist with the programme of induction for new staff as appropriate and required;

b) To assist with, and participate in the induction day before the start of each new Academic year if required;

c) To assist with the training of any trainee teachers at the school as required;

d) To implement measures to be taken with a view for promoting, among the students, self-discipline and a proper regard for the guidelines on the part of students, and dealing with any infringements of discipline promptly by referring them to the appropriate members of staff.

e) To advise the Form Tutor of any pupil who needs care or help, or who does not respond to correction;

f) To complete pupil reports as and when required by the deadlines set;

g) To acquaint oneself with the school’s Health and Safety policy and to ensure that Health and Safety rules are followed and that the students are also made aware of and comply with them.

h) To participate in the supervisory duties shared by all members of staff;

i) To maintain high personal standards of prompt arrival for the school day and scheduled lessons and activities, and appropriate professional appearance.

j) To seek the Headmistress’s authorisation for any absence from the school, and to give notice as early as possible in the case of unavoidable absence through sickness, and to indicate work for classes to follow;

k) To participate in the rota of cover for absent colleagues;

l) To attend all relevant staff meetings and INSET days;

m) To participate in the school’s system of induction and appraisal of performance;

n) To participate in cross-curricular activities as arranged within the school.

o) To attend all Parent/Staff meetings and other meetings about students as required by the Headmistress or Deputy Headmistress;

p) To attend all major school events as required by the Headmistress;

q) To maintain up to date accurate records of pupil progress;

r) To provide any reports required by the editor of the school magazine;

s) To ensure that any events or trips organised comply with the school’s Policies and Procedures;

t) To maintain regular contact with and a flow of information to the Head of Department, the Housemistresses/masters and the Head of Section on all matters concerning the welfare and progress of individual girls;

u) To take an active part with all members of staff, in encouraging good relations with all members of the local and wider community and ensuring that the school is always promoted positively;

v) To undertake such other tasks relevant to the work of the Department or Tutor group of the needs of the school as these may arise.
SAFEGUARDING AND CHILD PROTECTION
To have a child centred approach and consider the best interests of the child at all times. To be fully committed to safeguarding and promoting the welfare of children and young people and to follow the guidance given in the Downe House Safeguarding and Child Protection Policy, and the Department for Education’s guidance ‘Keeping Children Safe in Education’. To report any concerns regarding safeguarding and child protection to the School’s Designated Safeguarding Lead (DSL).

HEALTH AND SAFETY
To remain vigilant, and observe all relevant Health and Safety policies and procedures. To take reasonable care of your own and others’ Health and Safety, report all accidents and incidents, and raise concerns through line managers. To take a proactive approach, and address minor physical problems on the School site directly or report them to the Estates Team.

EQUALITY AND DIVERSITY
To promote equality of opportunity for all girls and staff, both current and prospective, and to support an environment that values diversity.

DATA PROTECTION AND CONFIDENTIALITY
To ensure that data you are responsible for is accurate and appropriate to the needs of the School, and to be responsible for ensuring any personal data processed for any purpose or purposes in connection with your role at the School, is not be kept for longer than is necessary for that purpose or those purposes in accordance with the Data Protection Act 1998.

To be sensitive and to respect the confidentiality of everyone in the School community including colleagues, girls, parents and visitors.

PROMOTING BRITISH VALUES
Downe House recognises the importance of placing emphasis on fundamental British values in the curriculum and all other aspects of School life. These values reflect the ethos of the School and all members of the community have a role to play in delivering the values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs. All subject areas, and all non-teaching staff, are responsible for promoting these values when opportunities arise.

Note: This job description is not a comprehensive definition of the post. It will be reviewed as part of the cycle of appraisal, and it may be subject to modification or amendment at any time after consultation with the holder of the post. Further guidance on the duties and responsibilities of members of staff is found in the Staff Handbook and on Merlin.
TERMS, CONDITIONS AND BENEFITS

Downe House offers a range of benefits and competitive terms and conditions as outlined below. The information in this document is non-contractual but is designed to give you an overview of the post.

**Salary**

You will be paid on the Downe House pay scale, and your starting point will be agreed on appointment by the Headmistress dependent on your qualifications and experience. You may also receive an incremental point each year up to point 12 on the Downe House scale. In addition the School normally reviews salaries on an annual basis and any pay award agreed by the Board of Governors is implemented annually in September.

Salaries are paid by direct transfer into your bank account by the Bursary on the last Friday of the month.

**Working Hours**

Normal school hours are 8.30 to 6.00 Monday to Friday and 8.30 to 12 on a Saturday. There are 57 timetabled 40 minute lessons available across the week. Full time staff normally teach up to 32 lessons per week and part time staff a proportion of this and are paid accordingly pro-rata. Although we always endeavour to offer stability with regard to the number of lessons and the timetable, this is reviewed on an annual basis by the Headmistress and Academic Deputy and may vary dependent on the needs of the School.

Following consultation, the number of lessons for part time staff may vary by 20% (up or down), and teachers will be informed of any potential changes at the earliest opportunity before the end of the academic year, for the following September. Wherever possible we will of course take your circumstances and preferences into account.

In addition to timetabled lessons, Teachers are also required to assist with duties as required (lunch duty etc) and attend staff meetings, Department meetings, and parents meetings.

**Time off**

As a general rule full time Teachers may be given time off during the working week. Staff who work on a Saturday morning will be given a full day off where possible and staff who work Monday to Friday will be given half a day if possible. The time off will be dependent on the School timetable and specific days cannot be guaranteed.
**Duties**

As a busy boarding school, we expect all academic staff to play a part in the full life of the School. All full time staff will be required to complete nine duty sessions per year and part time staff will be required to undertake a proportion of duty sessions in line with their timetable commitment.

A duty is usually considered to be a half day (up to 4 hours) during the weekend. There are many interesting opportunities to spend time with the girls including theatre visits, sports events, cinema, outdoor activities, open days and many more! Staff are given as much flexibility as possible to select dates and activities that are of interest and/or fit with their home commitments. Full information about our duty system is contained in our Duty Sessions Procedure.

There may be some flexibility on the number of duties for staff who already undertake regular weekend commitments outside the normal teaching timetable as a result of their teaching role. Where appropriate any reduction in the normal nine duties will be agreed by the Headmistress on an individual basis and confirmed in writing.

In addition you will participate in a rota of cover and other duties during the normal School day, for example lunch duty.

**Tutor Responsibilities**

As part of your role you will be a tutor to a small group of girls (approximately eight) and you will meet with them on an individual basis every week. This is a fulfilling and valuable role and further information about the responsibilities of being a tutor will be given to you when you join the School.

Part time teachers may also be required to be a tutor but the number of girls will be proportionate to their timetable.

**Probation Period**

Your appointment will be subject to a probation period of three terms. During this time you will meet regularly with your line manager and receive guidance, support and feedback. This will also be an opportunity for you to raise any concerns and to discuss your development needs.

**Notice Period during Probation**

During your probation period the following notice period will apply:

If appointment is to terminate at the end of Lent Term, notice must be given by 1 March at the latest.

If appointment is to terminate at the end of Summer Term, notice must be given by 1 June at the latest.
If appointment is to terminate at the end of Michaelmas Term, notice must be given by 1 November at the latest.

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<th>Normal Notice Period</th>
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<td>After probation is complete, your notice period will increase to the following:</td>
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<tr>
<td>If appointment is to terminate at the end of Lent Term, notice must be given by 1 November at the latest.</td>
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<tr>
<td>If appointment is to terminate at the end of Summer Term, notice must be given by 1 March at the latest.</td>
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<tr>
<td>If appointment is to terminate at the end of Michaelmas Term, notice must be given by 1 June at the latest.</td>
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<th>Pension</th>
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<td>On appointment you will be automatically enrolled as a member of the Teachers’ Superannuation Scheme administered by the Teachers Pensions. You may also opt out of this scheme.</td>
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<th>Holidays</th>
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<td>You will be entitled to all normal school holidays in the academic year (1st September to 31st August). You may also be required to work reasonable hours from time to time during School holidays as required by the Headmistress.</td>
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In particular all academic staff are expected to attend INSET and staff meetings at the start of each term prior to the return of the girls. These dates are published in advance so you will have plenty of notice.

Heads of Department are also required by the Headmistress to come into School during the holidays for various meetings and to support pupils during the period when exam results are available.

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<th>Sick Pay</th>
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<td>The School operates an occupational sick pay scheme to support you if you are ill and comply with the requirements of the scheme. The payments are as follows:</td>
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- After 4 calendar months service completed, up to 25 days on full pay and thereafter up to a further 25 days at half pay in Year 1.
- Up to 50 days on full pay and thereafter up to a further 50 days at half pay in Year 2.
- Up to 75 days on full pay and thereafter for up to a further 75 days at half pay in Year 3.
- Up to 100 days on full pay and thereafter for up to a further 100 days at half pay in Year 4 onwards.
Meals and Refreshments

During term time free meals and refreshments are available throughout the day while you are on duty. This includes breakfast, lunch and supper and a wide choice is normally available.

Parking

There is plenty of free on-site parking available.

Staff Facilities and Social Events

Various sports facilities are available on site that can be used by staff at agreed times during the week. Activities include swimming, gym, tennis and squash. In addition you will be invited to a number of school social events and functions that run throughout the year.

We look forward to receiving your application. If you require any further information then please do not hesitate to contact the HR Department on 01635 204712. Alternatively, please email HR@downehouse.net.