



## Teacher of PE & Head of Year

### Recruitment Pack

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**MAXIMISE OUR POTENTIAL, TO BE  
THE BEST WE CAN BE, EVERY DAY.**

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## How to Apply

Please submit the enclosed application form and a supporting statement of no more than two sides of A4 outlining why you are interested in the opportunity and how your application addresses the requirements for the role.

Applications should be returned electronically to [S.Bramah@theheys.school](mailto:S.Bramah@theheys.school)

Closing Date: 16<sup>th</sup> October 2023

Interview Date: To be confirmed

## Welcome



Dear Applicant,

Thank you for your interest in the post.

We are seeking to appoint a dedicated and enthusiastic individual who is ambitious and has an excellent work ethic to join our team.

We promote a culture of high expectations, within a supportive environment, based upon our core values of, 'Be Respectful, Be Kind, Be Determined'. These core values are intrinsic to the school; they form the basis of how we work together as a family and how pupils are rewarded for the fantastic things they do.

To help you decide if the job would suit you, please find enclosed some details, which we hope will give you a flavour of what The Heys School and The Rowan Learning Trust are about.

If your values and ambitions mirror ours and you believe you can deliver our vision to **maximise our potential, to be the best we can be, every day**, then we would be delighted to receive an application from you.

Visits to our school are welcome and can be arranged by contacting Sean Bramah on 0161 773 2052 or email [s.bramah@theheys.school](mailto:s.bramah@theheys.school).

We are committed to safeguarding all members of our community; therefore, all posts are subject to enhanced disclosure procedures and pre-employment checks.

*Yours faithfully,*

**Mr P McKendrick**

**Headteacher  
The Heys School**



## The Heys School



We are a smaller than average school with a family feel. We know our students' well and do all we can to ensure they have every opportunity to make the most of themselves and **maximise their potential, to be the best they can be, every day.**

At The Heys School, we focus on students' academic progress and believe that it is important to develop the child as a whole. We offer several different pathways to support our students and work with a number of local providers to ensure they have every opportunity available to them. We are passionate about developing well rounded students who have a clear focus on their future goals.

The Heys School is a diverse and exciting place to work and learn and our students always see this as a strength of the school. Our students believe that at the Heys everyone is treated equally.

We have a clear focus on ensuring that our students make good and sustained progress, regardless of their starting point. We are so proud of the amazing things that our students achieve every day and we are constantly looking for new ways to celebrate their successes.

We believe that education is a journey and we are committed to ensuring every student has the skills to meet the obstacles they face head on. We believe in the importance of grit, perseverance and resilience and of showing our pupils the value of getting back up and trying again if they don't succeed the first-time round.

In the Heys family we value determination, respect and above all kindness. We are looking for committed staff who value the sense of family and are determined to support our pupils in any way they can.

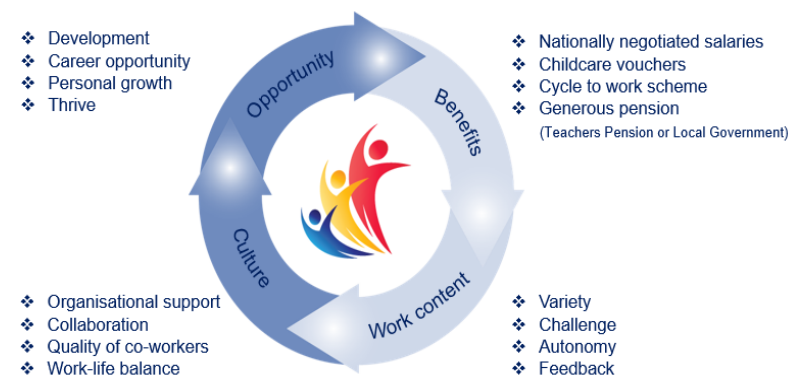
## The Rowan Learning Trust

The Rowan Learning Trust (RLT) was established as a Multi-Academy Trust in 2012 to maximise potential of all children, students and adults in our schools and to support them in their journey to become outstanding.

Currently the RLT family comprises nine schools: three high schools, an all-through alternative provision academy and five primary school. Together we share a set of common values:

- Mutual respect
- Fairness
- Equality of opportunity
- Individual growth
- Kindness

We believe in an inclusive workplace – one that is built on fairness, merit and respect to help our employees perform to their greatest potential.



# Job Description

## Teacher of PE and Head of Year

Reports to:	Head of Faculty/Lead practitioner
Location:	Heys Road, Prestwich
Salary:	Main scale to upper scale salary range + TLR2b
Hours:	Full time

### Generic and Specific Responsibilities

- Carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).
- Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and support the designated curriculum area as appropriate.
- Monitor and support the overall progress and development of students as a teacher.
- Facilitate and encourage a learning experience, which provides students with the opportunity to achieve their individual potential.
- Contribute to raising standards of student attainment.
- Share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
- Support the aims and objectives of the school.
  
- Teach KS3 and KS4 students according to their educational needs, including the setting and marking of work in accordance with the school/ faculty marking policy.
- Ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.
- Ensure a high-quality learning experience for students, which meets internal and external quality standards.

- Prepare and update subject materials within the faculty.
- Use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- Maintain discipline in accordance with the school's procedures, and encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- Use formative and summative assessment with feedback to aid learning.
- Assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area and department.
- Contribute to the curriculum area and department's development plan and its implementation.
- Take part in the school's staff development programme by participating in arrangements for further training and professional development.
- Continue own professional development in the relevant areas including subject knowledge and teaching methods.
- Engage actively in the performance management/appraisal review process.
- Ensure the effective/efficient deployment of classroom support.
- Work as a member of a designated team and contribute positively to effective working relations within the school.
  
- Help to implement school quality procedures and to adhere to those.
- Contribute to the process of monitoring and evaluation of the curriculum area/department/faculty in line with agreed school procedures, including evaluation against quality standards and performance criteria.
- Communicate effectively with the parents of students as appropriate.
- Where appropriate, communicate and co-operate with persons or bodies outside the school.
- Follow agreed policies for communications in the school.
- Take part in liaison activities such as parents evenings, review days and liaison events with partner schools.
- Contribute to the development of effective subject links with external agencies.
- Take on the role of a form tutor in the school, supporting the school culture, ethos and sense of family.
- Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- Contribute to PSHCE and citizenship and enterprise according to school policy.
- Set high expectations which inspire, motivate and challenge students.
- Demonstrate good subject and curriculum knowledge.
- Plan and teach well-structured lessons.
- Make accurate and productive use of assessment.
- Manage behaviour effectively to ensure a good and safe learning environment.



## Head of Year

- Responsibility for co-coordinating all aspects of academic progress and well-being of students in designated year group.
  - Raise standards of student attainment and progress of all students and for in designated year group.
  - Track the progress and achievements of students in designated year group.
  - Monitor and co-ordinate pupil management within form time and, alongside the Pastoral Co-ordinator, monitor pupil behaviour across the curriculum, in accordance with school policy , including interrogation of data to employ appropriate actions and report to SLT link.
  - Endeavour to build a co-operative team who understand their responsibilities and who are consistent in the practice of school policies and procedures,
  - Develop a Year group ethos in line with school policies and procedures.
  - Model leadership expected of all staff in the school,
  - Work with the SLT to identify appropriate target students and groups in terms of attainment and strategies to raise attainment.
  - Lead, manage, motivate and develop a team of form tutors, Pastoral Co-ordinator.
  - Organise effective Year group meetings.
  - Support tutors in the consistent implementation of whole school policies, rules and procedures.
  - Induct new tutors and give guidance and support to all tutors on the effective development of students in their care.
  - Attend all appropriate meetings to represent the interests of the year group at these meetings and to feedback from these meetings to the team.
  - Foster positive relationship with all members of the Year group whereby each student can turn to you for support and guidance when needed.
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- Be a high profile member of staff around school and a positive role model in terms of challenging infringements of school rules and insisting on high standards of conduct and behaviour.
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- Develop a family ethos; and as sense of year group pride through stimulating and high-quality assemblies.
  - Promote and celebrate family and Year activities and individuals' achievements.
  - Convene pupil voice meetings and ensure action points are implemented.
  - Respond promptly to parental communication and be available for effective home-school liaison.
  - Oversee effective communication with parents regarding year events.
  - Coordinate the collection and quality assurance of work sent home for pupils who are either excluded or are absent due to other circumstances.
  - Organise parent's evenings and support with the organisation of other events for their own year group.
  - Oversee, alongside pastoral co-ordinators, effective strategies for raising attendance and punctuality in the Year Group and to eliminate truancy.
  - Ensure that tutors have an effective programme of tutorial activities, to support them in the delivery of tutorial activities and to monitor and evaluate the programmes.



# Person Specification

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## Essential

- A well-qualified person with Qualified Teacher Status.
- Excellent subject knowledge and related pedagogy.
- Ability to teach to KS3 and KS4.
- A passionate interest in all aspects of your subject specialism.
- An interest in promoting the subject outside the classroom.
- Highly professional standards in the classroom and when working with colleagues.
- Energy, enthusiasm and a concern for quality in all aspects of work
- A capacity to work successfully as part of a team.
- Excellent classroom teaching & management skills
- The ability to enthuse, excite and engage students.
- An awareness of diversity and inclusion issues, and a determination to promote equal opportunities.
- The ability to use assessment data to identify underperformance and advise reactive strategies within your subject specialism.
- A passion for inclusive education and a drive to ensure every student has the opportunity to maximise their potential, to be the best they can be, every day.
- The ability to command the respect of staff and students alike.
- The ability to work as a supportive team member.
- A commitment to continued professional development.

- A willingness to share best practice and learn from others.
- A desire and willingness to explore innovative methods of curriculum delivery to capture the imagination of students.

## Desirable

- Proven track record as a highly effective classroom teacher.
- Previous experience in a Head of Year role.





The Trust will make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All appointments are subject to satisfactory references, proof of qualifications and eligibility to work in the UK.

The Trust is committed to safeguarding and promoting the welfare of all children and young people and expects all staff to share this commitment. An enhanced DBS check will be required.



The Rowan Learning Trust

Registered Office: Carr Lane, Wigan, WN3 5NY

Company Number 8010464





The Heys School

# THE HEYS SCHOOL



## JOB APPLICATION FORM FOR TEACHING STAFF IN SCHOOLS

*The School and Governing Body are committed to equal opportunities in employment and welcome applications from all sections of the community.*

HEYS ROAD,  
PRESTWICH,  
MANCHESTER.  
M25 1JZ

**TELEPHONE:** 0161 773 2052

**EMAIL:** jobs@theheys.school

### 1. POST APPLIED FOR

<b>Post Applied For:</b>			
<b>School:</b>	The Heys School, Heys Road, Prestwich, Manchester. M25 1JZ		
<b>As advertised in:</b>		<b>On date:</b>	

### 2. PERSONAL DETAILS

<b>SURNAME:</b>		<b>FORENAMES:</b>	
<b>TITLE: (Optional)</b>		<b>Date of Birth: (Optional)</b>	
<b>ADDRESS</b>			
<b>POSTCODE:</b>		<b>DfE NUMBER:</b>	
<b>TELEPHONE NUMBER:</b>		<b>NATIONAL INSURANCE NUMBER:</b>	
<b>MOBILE NUMBER:</b>		<b>EMAIL ADDRESS:</b>	

### 3. CURRENT POST

<b>SCHOOL/SERVICE:</b>	
<b>LOCAL EDUCATION AUTHORITY:</b>	





<b>JOB TITLE:</b>			
<b>DATE OF APPOINTMENT:</b>		<b>SALARY:</b>	
<b>TLR/ Recruitment and Retention Allowance (please specify as applicable)</b>			
<b>MAIN DUTIES AND RESPONSIBILITIES</b>			
<b>Reason for this application</b>			

#### 4. PREVIOUS TEACHING EXPERIENCE

Name of school, type of school and number on roll	Dates of employment		Post(s) held indicating salary points / allowances	Reasons for leaving
	From	To		

#### 5. OTHER RELEVANT WORK EXPERIENCE



Post	Dates		Employer	Grade/Salary	Reason for Leaving
	From	To			

**6. GENERAL EDUCATION**

School	From	To	Qualifications – Grades, awarding bodies and dates

**7. FURTHER AND HIGHER EDUCATION**



Name of College/ University	From	To	Qualifications – Grades, awarding bodies & dates

### 8. ANY OTHER RELEVANT QUALIFICATIONS

Please give details of any other relevant qualifications you have for this post.

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### 9. ADDITIONAL INFORMATION

Are you related to, or a close friend of, any member of the Trust or of the Governing Body of the school? <i>(If yes, please state relationship)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you left any previous job for the reason of redundancy or are you in receipt of an occupational pension? <i>(If yes, please give details)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been dismissed from any previous employment on the grounds of misconduct or incapability? <i>(If yes, please give details)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you hold a current and valid driving licence? <i>(if yes, please state the category)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>



Please indicate if you have any special requirements to allow you to participate fully in an interview.	
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**10. Criminal convictions or cautions**

You should note that the disclosure of any offence will not necessarily prevent the Rowan Learning Trust from employing you, but we reserve the right to consider its significance in relation to working with children.

Work at the school is exempt under the Rehabilitation of Offender Act 1974. Any offer of appointment will be dependent upon the successful completion of the Disclosure and Barring Service (DBS) check at the Enhanced level.

Where serious concerns as to an individual’s suitability to work with children are expressed, the facts will be reported to the relevant authorities.

Do you have any unspent criminal convictions, cautions or bind-overs? If yes, please forward details (date, offence and sentence) with a covering letter, in a sealed envelope marked “Addressee Only – Headteacher”.	Yes <input type="checkbox"/> No <input type="checkbox"/>
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**11. REFERENCES**

Please state the names and addresses and telephone numbers of two persons from whom references may be obtained. **One must be your current or most recent employer.** In the absence of previous employment experience, a reference from your last place of full-time education will be a suitable alternative.

REFEREE 1 Please provide name and address				REFEREE 2 Please provide name and address			
<b>TELEPHONE NUMBER:</b>				<b>TELEPHONE NUMBER:</b>			
<b>EMAIL:</b>				<b>EMAIL:</b>			
<b>Reference Type:</b> (Please circle)	Employer <input type="checkbox"/>	Education <input type="checkbox"/>	Character <input type="checkbox"/>	<b>Reference Type:</b> (Please circle)	Employer <input type="checkbox"/>	Education <input type="checkbox"/>	Character <input type="checkbox"/>

Please note that we will contact these referees if you are short-listed for this post and seek reference before interview.

**12. FURTHER INFORMATION FOR CANDIDATES**

- \* You will receive no further communication unless selected for interview. If you have therefore not been contacted within three weeks of the closing date for applications, you should conclude that, unfortunately, you have been unsuccessful on this occasion.
- \* Under the Data Protection Act, the Trust and the Governing Body will use the information given for the purpose of recruitment and selection. Strict confidentiality will be observed and if you become an employee, the information will be used for personnel, pay and pensions administrative purposes only.

- \* To comply with the Asylum and Immigration Act 1996 (as amended by S.147 of the Nationality, Immigration and Asylum Act 2002), all prospective employees will be required to supply evidence of eligibility to work in the UK. If you are appointed to the post you will be provided with further information detailing what documents will be required.

**THANK YOU FOR YOUR INTEREST SHOWN IN THIS APPOINTMENT**

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**13. DECLARATION**

To the best of my knowledge and belief all the particulars I have given are true. I understand that any false statements may disqualify me from employment or render me liable for dismissal. I also understand that no offer of employment made to me will be binding unless confirmed in writing.

I also understand that this post is subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check and to satisfactory medical clearance and the provision of documentary evidence (e.g. NI Number) that shows I am entitled to work in the U.K.

Signature:

Date:

