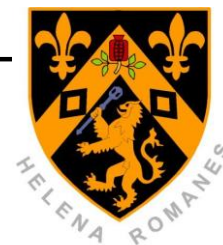

The Helena Romanes School



Job Role: Head of PE

Applicant Recruitment Pack



Start Date: September 2025

Salary: MPS/UPS plus TLR 2a

Full Time / Permanent

Closing Date: 22nd April 2025 (We reserve the right to close and interview early).

About Physical Education at Helena Romanes School

The Physical Education Faculty consists of a dedicated team of teachers, with experience ranging from Early Career Teachers (ECTs) to seasoned professionals. Together, we are committed to raising the achievements of our learners at HRS while fostering a positive and energetic environment.

Located in the heart of the school, the department is supported by excellent facilities, including a sports hall, gym, astro pitch, access to the leisure centre and fitness suite and outside grounds. With a team of six staff members, we bring a range of expertise to the department, working collaboratively to provide high-quality physical education experiences for all students.

Teachers are equipped with their own laptop/Chromebook for use within the department, alongside shared visualisers and resources that support teaching and learning. The use of Iris Connect is encouraged, and we have access to several tablets, making it easy to integrate technology into our lessons.

The Physical Education curriculum is in an exciting phase of development as we work to enhance our offerings, with a clear vision of competing with the best sporting schools in the area and further develop our extra-curricular programme. Our aim is to provide all students with the opportunity to achieve excellence in physical education, regardless of their starting point. With the new school building on the horizon, we are excited about the state-of-the-art facilities that will be available for use, enabling us to deliver an even higher standard of education.

We are seeking to continue our success by appointing an outstanding and dynamic **Head of Physical Education** to lead our department. We are looking for someone with the energy, innovation, and passion for sport to inspire our students and staff alike in and out of lessons. This is a fantastic opportunity to help shape the future of PE at HRS and make a lasting impact on the sporting achievements of our learners.

Helena Romanes is a popular and successful all through comprehensive situated in the beautiful North Essex countryside with good communication links to London and the South East and is approximately 7 miles from Stansted Airport. The school is currently located adjacent to the town's leisure centre and we have ample on-site parking. We are proud to offer our staff a 50% discount on wraparound care for their children in the primary school, helping to support work-life balance. This benefit provides significant savings on before and after school care for children, ensuring that our team can feel confident and supported both at work and at home. Staff wellbeing is at the forefront of SLT's agenda and training and support are always designed with this at the core.

This is an exciting time to join the school:

- It is confirmed that Bowmer & Kirkland will commence our new school building shortly, funded by the Department for Education. This building will be to the highest specification with brand new equipment.
- Helena Romanes has made excellent progress with the support of Saffron Academy Trust towards being judged by Ofsted as a Good school (Oct 2023). Working with the talented senior leadership team that is in place across all phases of the school, and drawing on the commitment from staff to provide the best possible outcomes for the pupils.

Job Description

1. INTRODUCTION

1.1 Job Title: Head of PE

1.2 Job Purpose:

- Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).
- Lead, manage, and develop the PE department, ensuring the highest standards of teaching, learning, and student achievement.
- Raise standards of student attainment and progress across the Department and Trust.
- Ensure a broad, balanced, and inclusive curriculum that aligns with the school's values and policies.
- Monitor, support and be accountable for students' progress and development across the Department and Trust
- Be accountable for leading, managing and developing the Department.
- Manage effectively and deploy teaching/support staff, and other financial and physical resources within the Department.
- Enhance the teaching practice of colleagues through effective professional development and mentoring.

1.3 Line Management:

- Report to: Assistant Headteacher
- Responsible for: PE teaching staff and support staff within the department.

1.4 Liaising with:

- Headteacher, Senior Leadership Team, Heads of Department/Subject, Student Support Services, relevant support staff, external agencies and parents.

1.5 Salary Scale:

- MPS/UPS plus TLR 2a

1.6 Working Time:

- Full time as specified within the STPCD.

1.7 DBS Disclosure Level:

- Enhanced

2. TEACHING

- 2.1 Deliver outstanding teaching and learning in PE in accordance with the national curriculum and school policies.
- 2.2 Promote high expectations for all students, ensuring lessons are engaging, inclusive, and promote lifelong participation in physical activity.
- 2.3 Use data and assessment effectively to monitor student progress, identifying and addressing gaps in learning.
- 2.4 Foster a positive learning environment that promotes student leadership, teamwork, and well-being.

3. STRATEGIC/OPERATIONAL PLANNING

- 3.1 Develop and implement a clear vision for PE within the school, ensuring continuous improvement and innovation.
- 3.2 Lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the Department.
- 3.3 Be responsible for the day-to-day management, control and operation of course provision with the Department, including effective deployment of staff and physical resources.
- 3.4 Monitor student progress and respond appropriately.
- 3.5 Implement school policies and procedures, e.g. equal opportunities, health and safety.
- 3.6 Work with colleagues to formulate aims, objectives and strategic plans for the Department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.
- 3.7 Lead and manage the planning function of the Department, and to ensure that the planning activities of the Department reflect the needs of students within the subject area, SDP/FIP and the aims and objectives of the school.
- 3.8 Ensure that the work in the curriculum area over all Key Stages fully reflects the school's distinctive ethos and mission.
- 3.9 Foster and oversee the application of IT in the Department.
- 3.10 Ensure that health and safety policies and practices, including risk assessments, throughout the Department are in-line with national requirements and are updated where necessary, liaising with the school's Health and Safety Manager.
- 3.11 Contribute to the school's strategic planning and improvement processes.
- 3.12 Ensure effective deployment of staff and resources to maximize student outcomes.

4. CURRICULUM PROVISION

- 4.1 Liaise with the SLT to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements school self-evaluation and the School Improvement Plan.
- 4.2 Be accountable for the development and delivery of Physical Education.

5. CURRICULUM DEVELOPMENT

- 5.1 Design and implement an engaging, high-quality PE curriculum that supports physical literacy, competitive sport, and student well-being.
- 5.2 Ensure the curriculum aligns with national developments and best practices in PE and sports education.
- 5.3 Actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- 5.4 Liaise with the Deputy Head to maintain accreditation with the relevant examination and validating bodies.
- 5.6 Ensure that the development of PE is in line with national developments.
- 5.7 Promote inclusive participation in PE and extracurricular sports, catering to students of all abilities.

6. STAFFING

- 6.1 Work with the SLT to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- 6.2 Continue own professional development as agreed with the SLT.
- 6.3 Be responsible for the efficient and effective deployment of the Department's support staff.
- 6.4 Undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated Department.
- 6.5 Make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the Department liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the Department.
- 6.6 Participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
- 6.7 Foster a culture of teamwork, collaboration, and continuous improvement within the department.
- 6.8 Participate in the school's ITT programme.

- 6.9 Be responsible for the day-to-day management of staff within the designated Department and act as a positive role model.

7. QUALITY ASSURANCE

- 7.1 Ensure the effective operation of quality control systems.
- 7.2 Establish the process of the setting of targets within the Department and to work towards their achievement.
- 7.3 Establish common standards of practice within the Department and develop the effectiveness of teaching and learning styles in all subject areas within the Department.
- 7.4 Contribute to the school procedures for lesson observation.
- 7.5 Implement school quality procedures and to ensure adherence to those within the Department.
- 7.6 Monitor and evaluate the Department in line with agreed school procedures including evaluation against quality standards and performance criteria.
- 7.7 Seek/implement modification and improvement where required.
- 7.8 Ensure that the Department's quality procedures meet the requirements of self-evaluation and the Strategic Plan.

8. MANAGEMENT INFORMATION

- 8.1 Ensure the maintenance of accurate and up-to-date information concerning the Department on the management information system.
- 8.2 Make use of analysis and evaluate performance data provided.
- 8.3 Identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- 8.4 Produce reports within the quality assurance cycle for the Department.
- 8.5 Produce reports on examination performance, including the use of value-added data.
- 8.6 In conjunction with the relevant SLT member, manage the Department's collection of data.
- 8.7 Provide the Governing Body with relevant information relating to the Department's performance and development.

9. EXTRA-CURRICULAR & COMMUNITY ENGAGEMENT

- 9.1 Lead and develop a diverse extracurricular sports program, including competitive teams and recreational activities.

- 9.2 Promote engagement in local and national sporting competitions, fostering a culture of excellence and participation.
- 9.3 Build positive partnerships with external organisations, local sports clubs, and governing bodies to enhance student opportunities.
- 9.4 Encourage student leadership opportunities within PE, such as sports captains, coaching roles, and event organisation.

10. HEALTH, SAFETY & WELL-BEING

- 10.1 Ensure all PE activities comply with health and safety policies, risk assessments, and safeguarding protocols.
- 10.2 Promote the importance of physical activity for mental and physical well-being across the school community.
- 10.3 Ensure appropriate first aid, equipment maintenance, and facility management within the PE department.
- 10.4 Work closely with pastoral teams to support students' holistic development and well-being.

11. COMMUNICATIONS AND LIAISON

- 11.1 Ensure that all members of the Department are familiar with its aims and objectives.
- 11.2 Ensure effective communication/consultation as appropriate with the parents of students.
- 11.3 Liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.
- 11.4 Represent the Department's views and interests.
- 11.5 Contribute to the planning and delivery of school liaison activities.
- 11.6 Lead the development of effective subject links with partner schools and the community, promoting subjects effectively at liaison events in school, partner schools and the wider community.
- 11.7 Promote actively the development of effective subject links with external agencies.

12. MANAGEMENT OF RESOURCES

- 12.1 Manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the Department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- 12.2 Work with the SLT in order to ensure that the Department's teaching commitments are effectively and efficiently timetabled and roomed.

13. PASTORAL SYSTEM

- 13.1 Monitor and support the overall progress and development of students within the Department.
- 13.2 Monitor student attendance together with students' progress and performance in relation to targets set for each individual, ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- 13.3 Act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description/staff handbook.
- 13.4 Ensure the behaviour management system is implemented in the Department so that effective learning can take place.

14. SCHOOL ETHOS

- 14.1 Play a full part in the life of the school community, to support its distinctive mission and ethos and encourage and ensure staff and students follow this example.
- 14.2 Promote the school's corporate policies.
- 14.3 Comply with the school's health and safety policy and undertake risk assessments as appropriate.

15. SIGNATURES

The school will endeavour to 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.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Duties: The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Helena Romanes School

Person Specification: Head of PE

Category	Essential	Desirable	Evidence
Qualifications			
Qualified to teach and work in the UK	✓		Application Interview References
Ability to teach ages 11-16	✓		
Ability to teach Post 16	✓		
Good relevant degree	✓		
Experience, Knowledge & Understanding			
Experience of raising and supporting students' progress	✓		Application Interview References
Evidence of continually improving own teaching and learning	✓		
Up to date knowledge in the subject area	✓		
Good knowledge of pedagogy	✓		
Able to use ICT as a vehicle for effective learning and teaching	✓		
Understanding of the strategies needed to establish consistently high aspirations, outcomes and behaviour	✓		
Experience of leading a curriculum team		✓	
Data analysis and target setting	✓		
Proven record of raising standards at all ability levels	✓		
Experience of working with other schools / organisations / agencies		✓	
Experience of leading INSET		✓	
Mentoring & Coaching Staff		✓	
Involved in the performance management of others		✓	
Personal Qualities			
A willingness to lead development of policies and practices and promote collective responsibility for their implementation	✓		Application Interview References
High expectations for accountability and consistency	✓		
Resilience, motivation and commitment to driving up standards of achievement	✓		
Enthusiastic, confident, positive, self-motivated and determined	✓		
Excellent communication, planning, organisational, listening and time management skills	✓		
Effective and systematic behaviour management, with clear boundaries, sanctions, praise and recognition	✓		
Commitment to regular and on-going professional development and training to establish outstanding classroom practice	✓		
Readiness to reflect and self-evaluate, and the ability to change, develop and improve	✓		
Work effectively alone and as a part of a team	✓		
Develop positive relationships and act as a role model to staff and students	✓		
High levels of honesty and integrity	✓		

The ambition to develop each child to his or her maximum potential	✓		
Understanding of the leadership role in the spiritual development of pupils and staff		✓	
Other			
The post holder will be subject to an Enhanced Disclosure and Barring Service (DBS) check	✓		Application Interview References
The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity	✓		

How to Apply:

To apply for the position please submit a letter of application, no longer than two sides of A4, outlining why you are a suitable candidate for the role, and an application form to our HR Officer Eleanor Ball via email eball@hrs.education

The Governing Body is committed to promoting equality of opportunity, celebrating diversity, safeguarding and promoting the welfare of children and young people. It expects all staff and volunteers to share in this commitment. This post is subject to an enhanced DBS check and satisfactory references.