



## **Head of Junior Girls' Games, Class PE and KS2 Class Teaching**

### **ADDITIONAL INFORMATION AND JOB DESCRIPTION**

#### **The SCHOOL**

Founded in 1879, St Lawrence College occupies a delightful 150 acre site in a pleasant residential area of Ramsgate. The Junior School is situated 'on campus', enjoying the peace and security of a self-contained, family environment, and benefiting from ready access to the College's exceptional facilities. It is accredited by, and enjoys the professional support of, the Independent Association of Prep Schools (IAPS). We have recently been awarded a Quality Mark for our Maths, English and Early Years Teaching.

Traditional Christian values are complemented by an ambitious, open-minded approach to education, and a strong belief that a secure, supportive and well-structured environment gives children the self-confidence to believe in themselves and to rise to every challenge. Opportunities are provided for children to excel in all areas of school life: moral, intellectual, physical and cultural. Every child is valued as an individual, encouraged and empowered to succeed.

Most children are from local homes on the Isle of Thanet, though there are a few boarders from further afield. There are currently over 160 pupils on roll, aged from 3 to 11. Entry is non-selective, and so a wide range of ability is accepted. However, the school is proud of its academic achievements, and of the scope of its enriched curriculum. Pupils regularly win Senior School scholarships, and there is an impressive record of success in the Kent Test.

We take great pride in our sports provision at St Lawrence College. Our major girls' sports are netball, hockey and cricket, with further competitions occurring in swimming and cross country. Beyond these major team games, sport provision is extensive with a genuine commitment to inclusive sport for all. There is very good provision for badminton, tennis, athletics, climbing and swimming. As well as the Games programme, an extensive Saturday activities programme makes use of excellent facilities across the campus.

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Key requirements of this post will be:

1. Plan, lead, oversee and promote PE and Games. The role will include the organisation of fixtures, resources and extra-curricular activities working closely with colleagues.
2. Work closely with the Head of Boys' Games to organise high profile events such as sports day and inter school tournaments.
3. Risk assess and oversee the safety of children at all times for all PE and Games sessions.
4. Run numerous sports clubs through the week and on Saturday mornings.
5. Have a proactive approach to EDI with regards to sports.

Each Teacher shall:

6. Work in sympathy with the stated ethos and aims of the school, sharing the school's commitment to the safeguarding of children, and at all times putting the needs of the children first.
7. Familiarise yourself with all school policies summarised in the Staff Handbook in particular, and as a first priority, with regard to Child Protection and Health & Safety Policies.
8. Make reference to the Staff Code of Conduct as required, referring to a member of the senior leadership team (SLT) for clarification if necessary.
9. Participate fully in, and take their share of personal responsibility for, opportunities for your induction, appraisal and professional development.
10. As appropriate plan, teach, share or follow the agreed schemes of work devised for each subject/year-group, and assist the relevant Subject Leader(s) in the annual review of schemes of work and for inspection preparedness.
11. Be aware of targets for specific year-groups and individuals, following departmental guidelines regarding how they might be attained.
12. Set appropriate classwork and homework, following the agreed policy and practice with regard to planning, marking, record keeping and assessment. Planning work which embeds the Growth Mind-set framework.
13. Be committed to delivering high quality online teaching and learning via Google Classroom (training available if required).
14. Be aware special educational needs of individual pupils, accepting the responsibility to:
  - a) ensure that all learning activities (classwork, homework tasks, tests, exams) are planned and differentiated so as to meet the needs, and to have realistic expectations, of all pupils
  - b) adapt learning resources (e.g.notes/worksheets) to suit when necessary/appropriate

- c) complete tracking information for SEND 'Assess, Plan, Do, Review'.
15. Liaise with the relevant member of SLT over matters concerning pupil progress and any areas for concern.
  16. Report all pupil incidents with regard to pupil behaviour and wellbeing via the online CPOMS Incident log. Report all parental concerns to the Head of Junior School.
  17. All Teachers receive fire, risk assessment and health and safety training and must work as part of a team ensuring pupil safety at all times.
  18. Organise or support others in the organisation of school trips and events including completing the necessary risk assessments.
  19. Contribute to the creation of a stimulating learning environment by displaying children's work in agreed rooms/areas.
  20. Build strong relationships with parents informally and more formally, communicate with parents about their child's progress at parents' meetings and by appointment as required. Completing reports punctually and according to the guidelines set out by the SLT.
  21. Participate in regular duties and the Saturday activity programme as per the relevant rota.
  22. Carry out any other relevant duties, from time to time, as required by The Head or Deputy Head.
  23. Treat in strictest confidence all sensitive school information (e.g. personal information about pupils, parents or colleagues), complying to GDPR.

### **Qualifications**

All applicants should be fully PGCE qualified or equivalent.

Sports Coaching qualifications required.

Regardless of the level of experience, a deep vocational commitment to teaching is essential. Applications from ECTs and those returning to teaching are equally welcome as more experienced applicants.

*Start Date:* The start date will be September 2023, dependent upon the completion of relevant safeguarding and reference checks.

**Key Subjects:**

- Games as essential and the full range of KS2 subjects as desirable
- You will be confident coaching at least two of our key sports, which include netball, hockey, cricket, rugby and football.

**Timetable**

The post will total 0.6 Full Time Equivalent. The pattern of work will be a full day on Monday and a full day on Wednesday with the afternoons of Thursday and Friday.

Ellen Rowe

Head of the Junior School

March 2023