



**PUTNEY**  
HIGH SCHOOL

Brief for the position of  
**Junior School PE Teacher**  
**Putney High School, GDST**





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# Putney High School

One of the UK's leading schools, Putney High School is a spirited, ambitious and innovative environment that nurtures talent and gives every individual the opportunity to stand up and stand out. It is a warm, vibrant and down-to-earth community where pupils develop a love of learning. They find their passions and achieve their ambitions in a wealth of areas from Arabic to a cappella, chemistry to cricket. Entrepreneurs and an Orator in Residence join specialist global university advisors to enhance what is a truly 21st century education.

The school cultivates an open-mindedness and an openness to new ideas. It creates a culture of inspiration, innovation, energy and creativity. All students have their own iPads from Year 4 upwards, and the school is a leader in the use of digital technology in education.

This year celebrating its 125th anniversary as one of the UK's leading schools, Putney High School was voted one of the top ten London Independent Schools in the influential Sunday Times Parent Power (November 2017).

Putney High School is part of the Girls' Day School Trust, a charitable trust and leading group of independent girls' schools, with over 4000 staff and 20,000 students in 23 schools. As part of the GDST network, schools benefit from central fees collection, as well as HR, procurement, IT and legal advice. There is also a large central estates department supporting and advising schools on building projects and maintenance. Members of staff at all levels receive training, share best practice and participate in formal and informal networks across the schools. Further information on Putney High School and The Girls' Day School Trust can be found at: [www.putneyhigh.gdst.net](http://www.putneyhigh.gdst.net) and [www.gdst.net](http://www.gdst.net) The most recent ISI inspection graded the School 'Exceptional' for pupil achievement and 'Excellent' in all categories. The full report can be found [here](#).

**Inquisitive, intellectually curious and love learning**  
**Ambitious , bold and striving for excellence**  
**Innovative and open minded**

**A collaborative and democratic community**  
**Which acts with integrity and kindness**  
**And is down to earth**

# Junior PE

The girls are taught a variety of sports throughout their time at Putney High School. Years 3– 6 have a set games afternoon each week where they develop their skill level and match play in preparation for fixtures and tournaments.

Throughout the Junior School, girls are encouraged to participate in a range of inclusive extension activities. From Year 3 upwards, girls can also try for places in school teams and take part in fixtures and tournaments against other London schools, as well as in the GDST netball, gymnastics, cross country, athletics, cricket and swimming rallies. The girls and staff at Putney High are committed to training and competing before, during and after school, including weekends.

The PE department strives to give every Year 3-6 girl, who would like to play sport competitively, the opportunity to compete either against other schools as well as at Interhouse events. There are teams for all ability levels in a huge range of sports, our most competitive being Gymnastics and Netball .



# Role

## Junior School PE Teacher

From September 2019

### Job purpose:

To teach and support PE in the Early Years, Key Stage 1 and 2

### Accountable to:

The Head of Junior PE

### Salary:

In accordance with the GDST national scale, higher than the maintained sector.



# Accountabilities

## General Teaching and Learning

- To prepare lessons and deliver the curriculum in a manner appropriate to the age and ability of the pupils concerned, following the agreed syllabus or scheme of work.
- To keep records or attendance for each class taught.
- To ensure good order prevails in the classroom so that learning can take place.
- To contribute to the department's system of assessment of pupils including where applicable the setting, marking and moderation of coursework tasks, tests and examinations.
- To participate with the Head of Junior School and JSLT in the development of appropriate syllabuses, materials and scheme of work, leading a subject area .
- To keep up with developments in relevant subject areas.
- To be aware of and play an appropriate part in implementation of all school policies, as described in the Staff Handbook, including regulations relating to safety.
- To participate in the school's system of reporting on pupil progress and behavior at appropriate times.
- To participate in appropriate meetings with colleagues and parents.
- To carry out a share of supervisory duties and cover arrangements in accordance with published rotas.

- To set and keep high standards of punctuality and courtesy and of appropriate dress for self and pupils.
- To attend assemblies and other formal occasions as required.
- To participate in the appraisal system.
- To perform in accordance with any directions which may reasonably be given to you by the Headteacher or Head of Junior School from time to time, such particular duties as may reasonably be assigned to you.

## Teaching PE, Fixtures and Co-Curricular Clubs

- To undertake a designated programme of teaching across all year groups as required.
- Plan and deliver schemes of work and lessons that meet the needs and abilities of all children.
- Be a role model for students, inspiring them to be actively interested in PE.
- Prioritise and manage time effectively , ensuring continued professional development in line with the role.
- Promote PE learning through out of hours activities.
- Have excellent knowledge in umpiring and refereeing in a variety of team games.
- Be confident to run tournaments, matches and competitions in house and externally.
- Be knowledgeable and confident to teach gymnastics and dance.

- Be qualified or willing to become qualified to teach swimming.
- Be committed to running co-curricular sports' clubs throughout the week, including before, during and after school.
- To liaise with staff and support the organisation and running of co-curricular clubs.
- To support the PE extra-curricular life of the school and play a full role in evening and weekend fixtures.
- Be confident to select teams and develop teams in preparation for fixtures.
- To communicate effectively with the junior PE team, staff and parents.
- To have excellent ICT skills.

## Pastoral Care

- Helping with lunch and break supervision of pupils.
- Upholding the Code of Conduct and Rewards and Sanctions policy through effective delivery of its aims.
- Guide and support pupils in their personal, emotional and social development.

## Communication

- Establish and maintain a positive relationship to foster links between home and school.
- Be aware of confidential issues linked to home/pupil/school/teacher.
- Work collaboratively with colleagues to meet the needs effectively of all pupils.
- Communicate concerns and observations to the relevant person regarding health and safety issues and child protection issues to maintain the school's duty of care.
- Liaise with parents regarding the effective sharing of information regarding the collection of pupils.

## Training and Development

- Regular review own practice, set personal development targets and take responsibility for own continuous professional development.
- Attend relevant INSET courses.

## Support the Work of the GDST

- Develop strong, positive relationships with GDST colleagues, contribute to collaborative work across GDST schools and support other staff in participating in GDST work, in order to develop and share best practice.

## All school staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Contribute to the school's program of extra-curricular activities.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance review process.
- Adhere to policies as set out in the GDST Council Regulations, Notes of Guidance and GDST circulars.
- Undertake other reasonable duties related to the job purpose required from time to time.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.



# Person Specification

## Essentials

- Well qualified graduate with qualified teacher status
- Experience and passion of teaching PE from EYFS to Y6
- The ability to coach gymnastics or netball to a high standard
- Ability to use a range of teaching strategies in order to meet the needs of all students
- Sound behaviour management skills and discipline both inside and outside the classroom
- Ability to communicate effectively, both verbally and in writing, with colleagues, school-based staff, governors, GDST and external bodies.
- Excellent interpersonal skills, able to work effectively and harmoniously with others (including pupils, colleagues and parents)
- Excellent organisation and time management skills with the ability to prioritise and work to deadlines
- A passion for education
- Ability to inspire, motivate and support pupils
- Commitment to maintaining the caring and supportive ethos of the school



# How to apply

## Application

Please apply sending a covering letter addressed to Mrs Suzie Longstaff, Headteacher of Putney High School, and completed application form to [recruitment@put.gdst.net](mailto:recruitment@put.gdst.net). CVs are not accepted without a fully completed application form.

The closing date is : **Monday 4th March 2019 by 12.00 noon**

Interviews will take place: **Tuesday 12th March 2019**

Candidates who are invited to interview will be required to bring an original identification document (e.g. passport) and if applicable proof of eligibility to work/reside in the UK as well as documents confirming educational and professional qualifications. A confirmation of your address within the last three months is also required.

Putney High School and the GDST are committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

## Additional information

Any candidate wishing to seek additional information should contact:  
Helen Batchelor, HR Manager  
Email: [recruitment@put.gdst.net](mailto:recruitment@put.gdst.net)  
Tel: 020 8788 4886



# PUTNEY HIGH SCHOOL



**Key:**

- |  |  |
|--|--|
| 1 Science Department                                   | 8 Sports Hall  |
| 2 Dining Hall/Main Hall                                | 9 Classics, Sports Hall,<br>Viewing Gallery,<br>FOPHS Fitness Centre             |
| 3 Cromwell:<br>Headmistress' Office,<br>Main Reception | 10 Lockley:<br>Resistant Materials,<br>Drama Studio,<br>Language Lab, ICT suites |
| 4 Senior Library                                       | 11 Galbraith:<br>English, Geography, Maths,<br>Modern Foreign Languages          |
| 5 Sixth Form Centre                                    | 12 Junior School   |
| 6 Long Corridor:<br>History, RS & Textiles             |  |
| 7 Homefield:<br>Art and Music                          |  |



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