



Kingsmead

CARE ASPIRATION RESPECT DETERMINATION

TEACHER OF BOYS PE - APPLICATION PACK

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- Equal Opportunities Policy and Recruitment Monitoring

The School Prospectus can be found on our website <http://www.kingsmead-school.com>



Kingsmead

CARE

ASPIRATION

RESPECT

DETERMINATION

Headteacher: Mark Griffin

Wiveliscombe, Taunton, Somerset TA4 2NE

☎ 01984 623483



contact@kingsmead-school.com

www.kingsmead-school.com

April 2018

Dear Colleague

TEACHER OF BOYS PE

I hope you find the information in this pack of interest and I look forward to receiving your application.

We are very popular, oversubscribed and well regarded by our community. Attainment and progress are good with 67% of students achieving Grade C or better in English and Maths. We offer a wide range of experiences and opportunities to our students in the firm belief that we have a duty to develop a range of skills and attributes as well as achieve examination success.

We work very hard to develop 'an international citizenship' dimension to the school acknowledging the importance of global issues upon everyone's lives.

We are seeking to recruit a suitably qualified Teacher of Boys PE. Applications are sought from candidates who:

- Believe in supporting students achievement through caring
- Have an excellent knowledge of teaching and learning in order to raise standards of attainment at all levels
- Have the ability to work in a team focussed environment and the energy and passion to support and possibly lead extra-curricular activities
- Have the vision and imagination to add to the considerable strengths of the school
- Have the expertise to use ICT to enhance student's experience of learning
- Have the ability to inspire young people
- Share our commitment to safeguarding and child protection
- Have a commitment to the welfare of students

If you have the passion and skills to enhance the work of our school and wish to work in a forward thinking, supportive environment please complete the application form and tasks as described. Candidates should be aware that as part of the selection process we will carry out the following pre-appointment checks:

- Candidate's identity (photographic evidence)
- Eligibility to work in the UK (as appropriate)
- An Enhanced DBS Check

I look forward to hearing from you.

Yours sincerely



Mark Griffin
Headteacher

KINGSMEAD SCHOOL: INFORMATION FOR APPLICANTS

Kingsmead School is a rural mixed ability Academy with a fully comprehensive intake situated near the Devon/Somerset border, close to the Brendon Hills and Exmoor. It is a magnificent area in which to live and work. Not only is there the tranquillity and beauty of the countryside but there is the rapidly growing county town of Taunton nearby and easy access (20 minutes) to the M5 for connections to the rest of the country.

The School lies in the small town of Wiveliscombe. It caters for the age range 11-16 and has 874 daytime students. The School is very successful and is oversubscribed. Our latest Ofsted Report, in March 2017, gave an overall judgement that Kingsmead is a "good school".

Kingsmead converted to Academy status on 1 April 2011. We are convinced that this move has placed the school in a very strong position in the next few years and ensure we can continue to offer our young people the best education possible. We continue to support Somerset Local Authority and other schools, and meet or better national conditions of service and pay for all staff.

We firmly believe in developing the international dimension of the School having strong links with schools in Europe and also with Zambia in Africa. These initiatives have not only allowed the school to be involved in cutting edge practice but have made it a resource rich environment.

Our examination results in 2017 saw Kingsmead achieve our second ever best results, we are now focusing on ensuring all students make progress. We have an excellent learning environment and fully equipped specialist rooms including a new Science block which opened in June 2013. Our firm conviction is that we have an outstanding staff committed to providing the best education for our superb body of students.

The core values of Kingsmead are Care, Aspiration, Respect and Determination which drive our strong positive ethos and offering amenities for the whole school community. We have high expectations. We expect staff to support our caring, student-centred ethos, to be supportive of each other and to set high standards for our students. We hope staff will contribute to and lead some of the wide range of extra-curricular opportunities we offer. All applicants for teaching posts at Kingsmead will be expected to be committed to taking on a tutor role, to use ICT effectively in the classroom and to continue their own professional development as skilled practitioners. There is an expectation that all staff are committed to safeguarding and child protection.

Safeguarding is effective - "A strong culture of keeping pupils safe from harm. The leadership team has ensured that all safeguarding arrangements are fit for purpose". *Ofsted, 2017*

Safeguarding is at the heart of what we do at Kingsmead. All staff and volunteers are expected to have read and be fully compliant with the following policies:

- ✓ Safeguarding and Child Protection
- ✓ Online Safety
- ✓ Whistleblowing
- ✓ Staff Code of Conduct

They are also expected to be familiar with 'Keeping Children Safe in Education' 2016. A read receipt is required from all staff at the start of each academic year and from newly appointed staff prior to taking up appointment.

Newly appointed staff will be given a full induction programme. The safeguarding element of this will be completed prior to the commencement of work at the school.

Kingsmead is never complacent about safeguarding and accept that we must never believe "it wouldn't happen here". We have rigorous and tested practices and procedures which are constantly reviewed and have high expectations of staff in matters of safeguarding and child protection.



PE Learning Team

The Physical Education department consists of five highly motivated and skilled specialists; between them they have a wealth of experience and a genuine spirit of teamwork. The successful applicant will be a similarly dynamic and inspirational teacher with a strong subject knowledge and high expectations. The ability to deliver across a range of ability levels and to both key stage 3 and 4 is essential.

Being rightly proud of its achievements in sport at area, county, regional and National level, PE has a high profile within the school. Levels of participation in lessons are outstanding and clubs and practices are very well attended.

Students at Kingsmead are given the opportunity to participate in a broad and balanced curriculum in Physical Education. The department delivers an extensive and stimulating programme of study that provides opportunities for students to develop both interest and expertise in Physical Education and Sport. All students perform in activities that are competitive, creative and contribute towards a healthy active lifestyle. In Key Stage 3, students are taught in mixed ability and mixed gender groups (except for the major games). Key Stage 4 students are offered a full and varied programme of activities with Option choices in Year 11; some venturing offsite to specialist facilities. The



department offers GCSE PE for students that have a particular interest in sport and the sporting industry. We are also currently writing our own vocational Sport based course for students who prefer non-exam study in the subject.



We are enthusiastic in giving our students a wide range of competitive and non-competitive sporting opportunities. Our curriculum is supported by an extensive and busy extra-curricular programme to which the post holder will be expected to contribute. Candidates should demonstrate a passionate commitment to extra-curricular sport and offer interests and abilities that can enhance the current extensive programme. Kingsmead has an excellent tradition of success in a wide variety of sports. Students regularly qualifying for both individual and team County championship competitions and students are often selected to attend sport specific Development Squads in a variety of activities.

Continued...



This post provides the opportunity to be part of a friendly, enthusiastic and committed team that prides itself on the achievements of its students and constantly strives to maximize student potential, always expecting the highest of standards.



JOB DESCRIPTION

1. Name:
2. Post: Teacher of Boys PE
3. Grade: Teachers' Pay Scale
4. Relationships

The post holder

- 4.1 is responsible to the Headteacher and to the relevant Leader of Learning for subject teaching and to the relevant Leader of Student Support in respect of student support duties.
- 4.2 interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them and in particular with the Leader of Learning and the relevant Leader of Student Support in order to promote mutual understanding of the subject in the school curriculum and improve the quality of learning and teaching within the school.
- 4.3 communicates effectively with parents/guardians to support student learning and personal development

5. Purpose of the position

To meet the required levels of performance as described in the 'Professional Standards for Teachers'.

To maintain the highest standards of teaching and learning in the subject(s) and in the Challenge Day and PSHCE curriculum and to ensure students achieve the highest possible examination results.

To develop, deliver and promote PE course(s) in the school curriculum.

To follow all safeguarding and child protection procedures and practices as outlined in the following policies:

- Safeguarding and child protection
- Online Safety
- Whistleblowing

To effectively support and promote the raising of standards across the whole school and the development of positive attitudes by students to their learning and development.

To undertake student support duties in respect of the students in the tutor group and to establish and maintain the highest quality standards at all times.

6. Key Duties

- 6.1 to teach the subject(s) to the very highest standard and ensure effective learning takes place including the use of ICT hardware and software and the School's Learning Platform.
- 6.2 to participate in the development of schemes of work, material and syllabuses of the subject, attending learning team meetings when required.
- 6.3 to participate in learning team evaluation and planning procedures.
- 6.4 to ensure student progress is monitored and formally assessed as required by the school's assessment policy.

- 6.5 to promote positive attitudes to learning by all students and encourage students to be the best that they can be.
- 6.6 to carry out supervision of students as detailed by the Head Teacher.
- 6.7 to contribute effectively to the development, ethos and standards of the school by participating in whole school planning and development as required, and by consistently and fairly applying the school policies and rules.
- 6.8 to participate as required in meetings with colleagues and parents in respect of the duties of the post in order to support our triangle of partnership.
- 6.9 where appropriate, to carry out the duties of a tutor in respect of students in a tutor group, to include:
 - a. the maintenance of discipline and acceptable standards of conduct and appearance of students
 - b. the establishment of an advocacy role with students to develop their personal, social and academic potential and to be the main source of reference in monitoring an individual student's progress
 - c. to maintain accurate attendance details, via the completion of the register as required
 - d. the management of assessment procedures and references on students as required
 - e. to promote the ethos of the year and phase teams including the monitoring of students' work in general, the teaching of tutor periods, escorting the tutor group to assemblies and attending Year and Phase Team meetings.
- 6.10 Post threshold teachers may be required to represent their learning team at Raising Standards Team meetings and take a lead role in one of the development teams.

7. Responsibilities

The post holder will seek to ensure that:

- 7.1 The environment, materials, fabric and displays related to the teaching and tutor area are well maintained using the displays coordinator and/or student volunteers
- 7.2 They keep up to date with legislation affecting schools including PREVENT and Keeping Children Safe in Education. Relevant training will be given, but it remains the individual's responsibility to be cognisant of such matters.
- 7.3 The duties and responsibilities of the post are subject to those detailed in the National Statement of Conditions of employment and will count as directed time as detailed in such statements, and as defined by the Head Teacher
- 7.4 This job description does not define in detail all duties/responsibilities of the post, which will be reviewed at least once a year and may be subject to modification or amendment after consultation and agreement with the post holder
- 7.5 Specific additional responsibilities agreed with the Head Teacher e.g.
 - a) To teach in another subject area if required after consultation with the Head Teacher

Signed.....

Dated.....

Signed.....
MARK GRIFFIN - Head Teacher

Dated:

Kingsmead School Person Specification

BASIC

Category	Essential	Desirable	Where Identified
Application	<ul style="list-style-type: none"> Fully supported in reference 		<ul style="list-style-type: none"> Application form Reference
Qualifications and Training	<ul style="list-style-type: none"> Graduate Qualified Teacher Status 	<ul style="list-style-type: none"> First or Second Class Hons Degree 	<ul style="list-style-type: none"> Application form
Experience	The post would suit an NQT or more experienced teacher looking to further their career.	<ul style="list-style-type: none"> Further professional development through qualifications or training 	<ul style="list-style-type: none"> Application form Reference Interview
Expertise and skills	<ul style="list-style-type: none"> Outstanding or potential for outstanding classroom teaching skills High level organisation skills Able to plan, assess, review and evaluate effectively and efficiently through good analysis, understanding and interpretation of data Ability to work independently and as part of a team Efficient and effective use of ICT to enhance learning Able to add significant value to the delivery of the PSHCE curriculum and the international dimension of the school 	<ul style="list-style-type: none"> Knowledge of varied approaches to learning aligned with high expectations of young people and the standards they can achieve Knowledge of assessment and target setting strategies 	<ul style="list-style-type: none"> Application form Reference Interview
Personal Attributes	<p>A range of personal qualities relevant to the post inc:</p> <ul style="list-style-type: none"> A well-reasoned educational philosophy in tune with the school ethos and values Resilience and tenacity Creativity, flexibility and innovation Humour, warmth, energy and patience Reliability under pressure Self-motivation Personal pride and ambition Willingness to work hard Enthusiasm for working with young people Adaptability Willingness to take responsibility Commitment to achieving the highest possible standards for students and staff Able to undertake the prescribed activities of a teacher including regular attendance to ensure continuity of learning for students 	<ul style="list-style-type: none"> Generosity of time and spirit Willingness to be involved in the extra-curricular life of the school 	<ul style="list-style-type: none"> Application form Reference Interview
Safeguarding	<ul style="list-style-type: none"> Commitment to the policy, practices and procedures laid out in Kingsmead's policies: <ul style="list-style-type: none"> Online Safety Whistleblowing Code of Conduct Safeguarding & Child Protection 		<ul style="list-style-type: none"> Application Reference Interview Pre-employment checks

RECRUITMENT LEGISLATION

CRIMINAL RECORDS CHECK VIA THE Disclosure & Barring Service (DBS)

The post you are applying for requires you to have a criminal background check via the Disclosure procedure.

As part of this process your identification must be verified. In order to do this you will need to bring various **original** personal documents to the school. Photocopies or documents printed from the internet, for example, internet banking statements, will not be accepted.

Once you have completed the form online you need to bring documentation to the school that confirm:

- your name
- date of birth
- current address

Further details of the documentation that you need to provide will be given to the successful candidate.

SELF-DECLARATION FORM

Please complete, sign, date and place this into the envelope provided. **Please bring this with you if you are invited to interview.**

Legislation and Appointments

All appointments are subject to satisfactory medical and police clearance, and satisfactory references. The successful candidate will also be required to produce documentary evidence, when called for interview, of the entitlement to work in the UK under the terms of the Asylum and Immigration Act 1996. Relevant documents are:

- * A document from a previous employer, the Inland Revenue, Benefits Agency, Contribution Agency or Employment Service containing the person's name and NI number. This could be a P45, a P60 or a letter
- * A passport confirming that a person is a British citizen or a European Area national or which shows that they are otherwise entitled to live and work in the UK
- * A Birth Certificate confirming birth in the UK or Republic of Ireland
- * A letter from the Home Office confirming that the person is allowed to work in the UK

DfE Recruitment Documentation

All appointments are subject to evidence of the following:-

- * Qualified Teacher Status (QTS).
- * Academic Qualifications - Relevant Degree/Diploma or a letter of confirmation from the awarding institution.

KINGSMEAD SCHOOL

Candidate Checklist

This form is designed for roles involving contact with children (under 18s), but may be adapted to include roles working with vulnerable adults.

Private & Confidential

Name of candidate/person:	
Previous name(s):	
Address and postcode:	
Telephone/mobile no.	
Date of birth:	
Gender:	Male / Female
Identification (tick box below):	
<input type="checkbox"/>	I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate.
1. UK Passport with details of issuing office or non-UK passport with work permit/visa	
2. UK photo-card driving licence	
3. Proof of National Insurance number or current work permit number	
4. Proof of home address and postcode	
Signature of authorised employing officer:	
Print name:	
Date:	

THE SELECTION PROCESS

1. Application received by **Monday 30th of April 2018, 12 noon**
 2. Shortlisting will then take place.
 - This will be done by at least two people who will meet to create final shortlist.
 - The shortlisting process will be done with reference to the Person and Job Specifications as well as the quality of the application.
 3. Candidates on shortlist invited to interview – **interview date Tuesday 8th of May 2018** - and references requested.
 4. Interview process:
 - This will involve at least one Governor, the Headteacher (or his representative) and any other appropriate persons such as Line Manager.
 - Where there are panel interviews, these will involve a senior member of staff.
 - Student panels will also have a senior member of staff to chair the panel.
 - Each panel will employ an individual interview record to make notes on answers given by candidates.
 - Candidates will be asked the same core questions.
 5. The panel(s) will meet to discuss each candidate. Use will be made of the individual record sheet when reaching a decision.
 6. When a successful candidate has been identified, the self-disclosure form will be scrutinised.
 7. When a decision has been reached and verified, the successful candidate will be informed. The offer is conditional upon the following:
 - Successful Enhanced DBS clearance;
 - Verification of identity – please bring original photographic ID documentation, e.g. passport, driving licence;
 - Proof of eligibility to work in the UK (as necessary);
 - Verification of qualifications;
 - Verification of professional status;
 - That the candidate is not subject to a Prohibition Order;
 - Suitable and acceptance references, if not available on the day of interview
- * Any concerns raised at this time may require further explanation by the candidate and the referee. Serious concerns will be passed on as appropriate including the Secretary of State.
8. The unsuccessful candidates will be notified and offered a de-brief.

NB: All documents provided must be original – photocopies are not acceptable.

- 1) References are confidential and will not be discussed with the candidates on the day, although candidates may be asked to explain any concerns they highlight.
- 2) Application forms and interview notes for the successful candidate will be placed on his/her file.

Application forms and interview notes for unsuccessful candidates will be kept for one calendar month from the date of the interview during which time they can request copies be sent to them. After this time they will be destroyed.

If yes, please give details of reasons and actions taken e.g. whether the allegations or concerns were investigated, the conclusion reached and how the matter was resolved.

7. If applicable please give reasons for the applicant leaving your employment (this is particularly important if you are a children’s services or vulnerable adults provider):

B. Performance at work (This will only be discussed with the applicant if authorised by you – See Declaration).

Please rate the applicant by ticking the appropriate box. All boxes should be completed:

	Not relevant	Poor	Satisfactory	Good	Excellent
Written communication					
Verbal communication					
Ability to meet deadlines					
Organisational ability					
Time-keeping					
Reliability					
Understanding of equalities and diversity					
Honesty and integrity					
Professionalism					
Willingness to take on responsibility					
Self-motivation					
Performance as part of a team					
Willingness to develop in role					
Adaptability to change					
Perseverance / commitment					
Relationships with colleagues					
Relationships with Managers					
Relationships with clients / public					
Managing supervision of a team					
Overall performance					

Please comment on areas which you have rated as poor:

Use this space to add any comments you deem relevant to the applicant’s suitability or otherwise for this post. Please take into account the confidential nature of work involved and any potential risks (where applicable) to children. You may continue on a separate page and attach if you wish.

Would you re-employ the applicant if a suitable vacancy arose? Yes No

Where relevant, are you completely satisfied that the applicant is suitable to work with children?

Yes No Not applicable

C. Declaration

I declare that all of the information supplied presents a true and accurate record of the above named individual's performance with our organisation.

I do not wish the information in Section B to be disclosed to the applicant.

I have no objections to any of the information being disclosed to the applicant.

NB. If you are a Head in a Somerset Maintained School or a SCC manager providing a reference for an internal applicant then the individual may have access to this reference if they request it.

Signed: _____ **Print Name:** _____

Date: _____

Name and address of organisation: _____

Telephone Contact Number: _____

Organisation Stamp

Thank you for your help and co-operation on completing this reference

Travelling to Kingsmead School – Wiveliscombe



Wiveliscombe is situated on the B3227 Taunton - Barnstaple Road (formerly the A361), 4 miles from the Devon/Somerset border and 10 miles from Taunton. There is also access from Junction 25 of the M5; the route is well signed through the North of Taunton. There is also access from Junction 26 via Wellington. There are two car parks, one in North Street and the other off Croft Way.

Directions to Kingsmead

From Taunton, travel along the B3227.
In the centre of Wiveliscombe, turn left at the traffic lights. The School is 150 m on the left.

EXTRACT FROM STANDARDS OF CONDUCT FOR STAFF

1. Employees of the school must carry out their duties objectively, professionally, to the best of their ability and in an impartial manner.
2. Employees of the school must operate in accordance with the stated Core Values of the school – Respect, Aspiration, Care and Determination.
3. Safeguarding
 - 3.1 Employees must be familiar with relevant policies regarding safeguarding:
 - Safeguarding & Child Protection
 - Whistleblowing
 - Online Safety
 - 3.2 Employees have a statutory duty to report any disclosures to the safeguarding lead at the school.
 - 3.3 Employees have a duty to attend training provided by the school on safeguarding and PREVENT
4. Employees should note the following acts may be unlawful as well as constituting misconduct liable to disciplinary action (which could in some cases include summary dismissal):-
 - (a) Discriminating improperly in the course of their employment against parents, students, fellow employees or job applicants, or in respect of job transfer or promotion applications, on a basis of race, gender or disability;
 - (b) Inducing or attempting to induce employees or managers to practice unlawful discrimination;
 - (c) Verbal, physical, sexual or racial harassment of a nature which is offensive to the victim;
 - (d) Victimising individuals who have made allegations or complaints of sexual or racial discrimination or harassment or who have provided information about such discrimination or harassment.



Individual interview record

This form should be completed for each interviewed candidate, and stored in line with retention guidelines. The information recorded on this form can be used to provide feedback to candidates. Candidates have the right to request access to their interview notes under the Data Protection Act 1988.

Post title	<input type="text"/>	Vacancy ref. no.	<input type="text"/>	Candidate's name	<input type="text"/>
Interviewer	<input type="text"/>	Interview date	<input type="text"/>	Notice period	<input type="text"/>

Questions (based on person spec and role competencies)	Indicators		Interview notes	Fully met	Partly met	Not met
	Positive	Negative				
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

Questions (based on person spec and role competencies)	Indicators		Fully met	Fully met	Partly met	Not met
	Positive	Negative				
9.						
10.						
11.						
12.						

The positive and negative assessment criteria must be developed from the person specification for the role. It is important that all interviewers complete all sections of the form. Use more sheets if necessary.

Tick box if photocopied ID, right-to-work and qualification documents are printed, signed and dated by recruiting manager with vacancy ref no. on the back

How to Apply

1. Complete the application form
2. Using the application form, complete the following:
 - (a) On two sides of A4 outline your reasons for applying for this post and your recent experience which you believe makes you a suitable candidate
 - (b) On two sides of A4 outline your philosophy of education and how it relates to your chosen subject area.
3. Complete the Equal Opportunities form
4. Complete the Self-Disclosure form; **please bring this with you if you are invited to interview.**

Please forward your completed application to:

Miss Jo Roberts – Administration Manager
Kingsmead School
Wiveliscombe
Taunton
Somerset TA4 2NE

Timetable for Appointment

Closing date for applications: Monday 30th of April 2018, 12 noon

Interview Date: Tuesday 8th of May 2018

Start Date: September 2018

KINGSMEAD SCHOOL

Self-Disclosure Form

Please complete, sign, date and place into the envelope provided, which you should seal. **Please bring this with you if you are invited to interview.**

If the role you are in or have applied for involves frequent or regular contact with or responsibility for children, you will also be required to provide a valid DBS (Disclosure & Barring Service) certificate, which will provide details of criminal convictions. This may also include a barred list check depending on the nature of the role (see organisational guidance about eligibility for DBS checks). All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 1998.

Have you ever been known to any children's services department or to the police as being a risk or potential risk to children?	Yes / No
If yes, provide further information:	
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?	Yes / No
If yes, please provide further information:	
Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amended) 2013?	Yes / No
If yes, please provide further information:	
Confirmation of declaration (tick box below)	
<input type="checkbox"/>	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation's attention.
<input type="checkbox"/>	In accordance with the organisation's procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.
<input type="checkbox"/>	I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.
<input type="checkbox"/>	I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.
Signature of Candidate:	
Print name:	
Date:	