



## KING WILLIAM'S COLLEGE

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### Job Description

<b>Title:</b>	Head of Boys' PE and Games
<b>Reports to:</b>	Director of Sport
<b>Job location:</b>	King William's College
<b>Pension:</b>	Contributory Scheme Available



King William's College and The Buchan School 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. The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the Designated Safeguarding Lead or Principal.



## The School

King William's College was opened in 1833 through public subscription and the support of Bishop Barrow's Charity, which itself had been founded in 1668. The School enjoys a magnificent setting facing Castletown Bay in the south of the Isle of Man. For most of its history, the school operated primarily as a boys' boarding school supplemented by day boys. Girls were first admitted to the Sixth Form in the late seventies and the school became fully co-educational in 1987. In 1991, College merged with the Buchan School, (situated in Castletown and founded in 1875), to provide education for young ladies, also under the auspices of Bishop Barrow's Charity.

The two sites now constitute one school administered by a single Board of Governors and with the same overall vision and ethos. The sites are less than 2 miles apart and the Buchan provides Nursery and Junior School curricula for children from 3 years to 11 years of age. The Senior School provides a non-selective education up to GCSE/IGCSE and all Sixth Form students take the International Baccalaureate Diploma or Courses. There are around 160 children at the Buchan School (excluding the Nursery) and 300 at the senior school of whom 80 are in the Sixth Form. College has two boarding areas with a total of around 50 boarders, many of whom are from overseas. Although there is now a large number of day pupils, the School retains much of the structure and ethos of a boarding school. College is a Church of England Foundation although the pupil body includes those of many faiths.

The Senior School is now run on year-group lines for academic purposes while the House system has been retained for social interaction including House Music, Drama and other cultural activities. The College is widely recognised as a leading IB school with a commitment to the highest educational standards.

The College site is dominated by the main school building with its quadrangle and clock tower. There is a range of specialist buildings of varying ages. The Buchan site is constructed around an early Victorian country house, in a pleasant parkland setting on the edge of Castletown.

# The Games Department

The Physical Education and Games Department is one of the largest in the College and has an outstanding reputation both in terms of its academic results and the standard at which sport is played throughout the school. In Years 7-9 pupils participate in a comprehensive programme of PE and Games which develops the essential skills required for lifelong participation in physical activity. This continues into Years 10-11 and a significant number of pupils choose PE as one of their GCSE options. The department has taught the Cambridge IGCSE PE syllabus for a number of years but is transitioning to the WJEC syllabus.

In the Sixth Form, in 2012 the College became one of the first schools to start teaching the new IB subject of Sports, Exercise and Health Science, which has proved a very popular and successful option. In addition to their academic studies, all Sixth Form pupils also take part in a compulsory Games session once a week.

The school has a strong tradition in sport, competing both on and off the Island in the major boys' games of rugby and cricket and on Island in the other competitive sports. Many other sports are also played in the College and in addition to the department's specialists, a number of the Common Room contribute to the Games sessions and the coaching of teams. There are also regular tours overseas, the most recent being a very successful rugby tour to Australia in Summer 2023.

## The Appointment

We are seeking a Head of Boys' PE and Games. The successful candidate will have the following attributes:

- An excellent knowledge and understanding of multiple sports taught in our curriculum (rugby, football, cricket, basketball, swimming, table tennis, tennis, swimming, gymnastics, fitness and athletics).
- Experience teaching academic PE, with confidence leading and planning on examination programs.
- A willingness to take the lead in the extra curricular activities of the Department and to participate in team development and coaching for inter-school competitions.
- A willingness to lead or participate in overseas sports tours.
- A record of continuous professional development.
- A high level of personal sporting success.
- A full driving licence, ideally with minibus permissions.

This role is suitable for experienced teachers or recent graduates for whom full ECT induction and mentoring is available.

## The role: Head of Boys' PE

The Head of Boys' PE and Games will take responsibility for the organisation of boys' PE, reporting to the Director of Sport, liaising with colleagues in KWC and the Buchan School, as well as with external agencies and parents.

Responsibilities of the post, in addition to those of a teacher at King Williams' College:

- Monitor the morale and performance of staff delivering boys' PE.
- Ensure the standards of the staff, pupils and parents meet the school's high expectations leading by example.
- Assist in the appointment of department staff.
- Help to develop and embed a programme of sport that will enhance and improve KWC's reputation for sport, making it an attractive choice for students with strong sporting ability.
- Ensure boys' PE provision caters for all levels of ability, providing clear pathways for all students.

- Ensure the provision of appropriate sports and activity programmes are geared at engaging all pupils in PE, games sessions and other recreational sports activities.
- Continue to develop and improve the whole school pathway in sport by working closely with the Buchan.
- Assist in the planning and administration of academic PE pathways; assessing and updating resources, organising moderation days, overseeing course delivery, observing and mentoring members of the department.
- Ensure that all teams in all sports play an appropriate number of quality fixtures. Liaising with other schools to arrange appropriate fixtures.
- Ensure that pitches are prepared and maintained to the highest standard, in liaison with the Head Groundsman.
- Ensure that sports risk assessments are completed, and that Health & Safety standards are monitored and maintained
- Manage and mentor Boys' PE teachers / Sports Graduates / PGCE students / NQTs.
- Lead on off Island Fixtures (Alongside DoS): coordinate fixtures, make travel arrangements, manage the budget.
- Oversee Sports Scholars' selection and develop an effective Sports Scholarship programme.
- Work closely with the Medical Centre to ensure the best care and attention is being delivered.
- Work closely with the External Relations Department, actively contributing to marketing and pupil recruitment.
- Maintain and develop further links with community clubs and external sporting bodies.

## The Role: Teacher

Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils. They are expected to carry out the professional duties of a teacher in accordance with the school's policies.

Teachers are expected to become an integral part of the College community; all teachers are expected to contribute to the extra-curricular activities programme.

## Key Duties and Responsibilities

This is not an exhaustive list and the post holder will be expected to show flexibility and assist with other tasks of a similar nature. The post holder will be based at King William's College.

All teachers are expected to: **Set high expectations which inspire, motivate and challenge pupils**

- establish a safe and stimulating environment for pupils, rooted in mutual respect
- set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions
- demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.

**Promote good progress and outcomes by pupils**

- be accountable for pupils' attainment, progress and outcomes
- be aware of pupils' capabilities and their prior knowledge, and plan teaching to build on these
- guide pupils to reflect on the progress they have made and their emerging needs
- demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching
- encourage pupils to take a responsible and conscientious attitude to their own work and study
- keep relevant parties informed of any concerns relating to individual students; depending on the nature of

the concern, this may involve the Tutor, Year Head, one or both of the Deputy Heads and/or the Principal.

### **Demonstrate good subject and curriculum knowledge**

- have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain pupils' interest in the subject, and address misunderstandings
- demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship
- demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher's specialist subject.

### **Plan and teach well structured lessons**

- impart knowledge and develop understanding through effective use of lesson time
- promote a love of learning and children's intellectual curiosity
- set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired
- reflect systematically on the effectiveness of lessons and approaches to teaching
- contribute to the design and provision of an engaging curriculum within the relevant subject area(s).

### **Adapt teaching to respond to the strengths and needs of all pupils**

- know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively
- have a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these
- demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development
- have a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.

### **Make accurate and productive use of assessment**

- know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements
- make use of formative and summative assessment to secure pupils' progress
- use relevant data to monitor progress, set targets, and plan subsequent lessons
- give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback
- attend Common Room meetings to discuss the results of assessments/internal examinations.

### **Manage behaviour effectively to ensure a good and safe learning environment**

- have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's Behaviour Policy
- have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- make use of the Rewards and Sanctions module on iSAMS to log any causes for concern or particularly noteworthy work/behaviour

- manage classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them
- maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.

### **Fulfil wider professional responsibilities**

- make a positive contribution to the wider life and ethos of the school
- be supportive of the College's Christian worship in the Chapel and of the spiritual ethos at the heart of the community. Full time teaching staff are expected to attend regular worship in Chapel.
- develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- deploy support staff effectively
- contribute effectively to teams (departments)
- take ownership and responsibility for tasks, seeing them through to completion
- lead by example, acting as a role model to others
- take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues
- be responsible for the care and welfare of all students and to pass on any pastoral or safeguarding concerns in line with the School's policies
- be responsible for health and safety in their teaching areas and report any concerns to the Works Department
- communicate effectively with parents with regard to pupils' achievements by means of regular reports, examination results and assessments (as per the Assessment Policy) and, when required, outside of these key assessment points
- attend INSET days at the start of each full term.
- Have read and understood the College's Safeguarding Policy and protocols.

### **Personal and professional conduct**

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

- Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
  - treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
  - having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
  - showing tolerance of and respect for the rights of others
  - not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
  - ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- Teachers must have proper and professional regard for the College's ethos, policies and practices, and maintain high standards in their own attendance and punctuality.
- Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

# Other Responsibilities – Form Tutor/Pastoral Care

## Form Tutor Job Purpose

All Tutors (Form Tutors and Additional Tutors) demonstrate and uphold the ethos and traditions of the College. An effective tutor will become an integral part of the Year Group community and champion the vibrant College House system. The tutor team lead a positive oversight of the academic, personal, social, cultural, PSHE and extra-curricular development of the students in their care. Promotion of effective patterns of study, advice on subject choices, providing emotional support, encouraging a full involvement in the life of the College and maintaining good order and discipline are all fundamental aspects of the Tutor's role. Although there will be specific times when a Tutor is officially on duty, this should not always be a consideration when assisting with and supporting Year Group / House events. All full time members of teaching staff should expect to be a form tutor unless other arrangements have been made with The Principal. Part time staff can expect to be an additional tutor with duty responsibilities outlined below.

## Form Tutor Compliance Responsibilities

Compliance responsibilities cover areas of the job that ensure that the College is legally compliant in respect of the Isle of Man Education Act, Isle of Man National Minimum Standard for Boarding, Independent Schools Statutory Requirements, British School's Overseas Requirements and UK National Minimum Standards for Boarding.

- Complete online registration (iSAMS), morning (8.20am) and afternoon (2.10pm), of an assigned Tutor Group. Monitor of attendance/punctuality of students.
- Assist with the monitoring of attendance/punctuality of students in their assigned Tutor Group
- Carry out any supervision duties (including the Library, Year Centres and the Barrovian) as requested by Year Heads (see tutor job description) or one of the Deputy Heads. Full time members of staff are usually allocated to do two supervision duties per week (either a break time or half an hour at lunchtime).
- Attend Year Group Tutor meetings

## Additional Tutor Compliance Responsibilities

- Carry out any supervision duties (including the Library, Year Centres and the Barrovian) as requested by Year Heads (see tutor job description) or one of the Deputy Heads. Full time members of staff are usually allocated to do two supervision duties per week (either a break time or half an hour at lunchtime).
- Attend Year Group Tutor meetings

## Form Tutor Specific Responsibilities

- Lead tutor time for assigned tutor group
- Lead the delivery of PSHE within the assigned Tutor Group, working to support the Head of PSHE. The Head of PSHE will provide ideas and materials to support the topics being discussed
- Prepare Tutor Group for occasional assemblies and Chapel Services
- Proofread subject reports for students in the assigned Tutor Group and write form tutor reports.
- Liaise with teachers to ensure that every student fulfils their academic potential and inform relevant staff of any issues which may affect academic performance. For the Sixth Form, this involves UCAS references, personal statements and supporting the CAS co-ordinator in checking/advising/interviewing students on their CAS portfolios.
- Assist with disciplinary issues that may arise, liaising with the Head of Year and Deputy heads when necessary.

## Specific Expectations for All Tutors

- Attend Year Group Assemblies (if a tutor is normally in School when these take place)
- Be supportive of the College's Christian worship in the Chapel and of the spiritual ethos at the heart of the community. Full time teaching staff are expected to attend regular worship in Chapel.
- Implementation of school rules e.g. hair, make up etc...
- Make a positive contribution to the wider life and ethos of the school.

## Training and Development

- Maintain your own continued professional development
- Undertake training as necessary and ensure records of this are passed to HR for recording

## Benefits

The successful candidate will be eligible for the following benefits:

- Lunch each day when the kitchen is operational;
- Free parking;
- Access to private healthcare,
- Professional development and ongoing CPD through internal and external training.

## Remuneration

King William's College has its own generous pay scale and the financial package offered will be commensurate with the responsibilities of the post and the experience of the person appointed. Rates of income tax are very generous. Discretionary fee deductions may be available for the successful applicant's children when they enrol at The Buchan or King William's College. Accommodation may be available under some circumstances. The appointment is pensionable and the College participates in the Isle of Man Government's Teachers' Pension Scheme. If you are a member of the Teachers' Superannuation Scheme in the UK you can apply to transfer your pension fund to the Isle of Man Scheme but you must start the process within your first year of employment.

## Applications

A completed application form together with a covering letter should be submitted by email to: [HR@KWC.im](mailto:HR@KWC.im) by 09:00 on Friday 4<sup>th</sup> October 2024. Interviews will take place in school or remotely in the week beginning Monday 7<sup>th</sup> October. However, applications will be reviewed as they are received and we reserve the right to interview and appoint before the deadline. We are happy to answer questions informally prior to application.



