



THE Leys



**HEAD OF SPORTS  
SCIENCE AND PE**  
*candidate information*

# Head of Sports Science and PE

*full time, permanent post  
Starting January 2025*



This is an exciting opportunity for an outstanding teacher to lead our highly successful Sports Science and PE Department from January 2025. The successful candidate will be an excellent classroom practitioner with a proven record of high academic outcomes for pupils across Years 7 to Sixth Form. They will possess the leadership, organisation and people skills necessary to manage colleagues and the creativity and passion for Sport Science and Physical Education to design an engaging programme.

The Head of Sports Science and PE is responsible for the GCSE and A Level Sports Science courses, including all administration, practical moderation and coursework, as well as the Year 7-9 PE curriculum. The department makes full use of the fantastic facilities at The Leys, including the fitness suites, swimming pool, all weather pitch and outdoor and adventurous equipment. There is also a designated teaching room situated in the Sports Hall complex with other classroom facilities used as required.

The Leys is an inclusive and inspiring co-educational boarding and day school offering an incredible learning environment and pupil experience in Cambridge. Putting pupils at the heart of everything we do, our shared values create a strong, caring, and cohesive community. The successful candidate will be joining a dedicated, successful, and welcoming team of teaching and business professionals, committed to working together to combine their skills, experience, and insights to deliver an excellent education to our pupils. Successful applicants will have an understanding of the commitment required in a boarding school.

The Leys is an extremely rewarding place to work. We hope you will take the time to look at our website to find out more about us.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.





# Welcome to *The Leys*



*Life at The Leys*

The Leys is a co-educational boarding and day school for pupils aged between 11 and 18. Set in the heart of the beautiful and stimulating city of Cambridge, one of the world's leading cultural and academic centres, The Leys' unique location allows pupils unrivalled access to the vast array of cultural and educational opportunities that Cambridge has to offer.

Established in 1875, The Leys values its history, yet it blends traditional values – courtesy, tolerance, respect, decency – with a forward and outward-looking approach to education. Dedicated staff and superb facilities combine powerfully to prepare young people for the challenges which lie ahead at university and beyond.

The Leys is a close-knit, engaged, friendly community of around 550 pupils in which pastoral care is seen as the top priority. Academic value-added is impressive and the breadth of the wider curriculum is renowned. The School caters for Boarding, Home Boarding and Day pupils but, with 70% of pupils accommodated in boarding houses, boarding is absolutely central to the ethos of the School and all pupils benefit from the vibrancy and structure which this provides.

# Further Information

We are seeking to appoint a dynamic, enthusiastic and forward-thinking graduate to the post of Head of Sports Science and Physical Education with effect from January 2025.

The Head of Sport Science and Physical Education will be responsible for all timetabled PE, including the delivery of A Level and GCSE Sport Science, and our Year 7 to 9 PE curriculum. It is expected that the appointee will be an excellent teacher with a proven track record of obtaining high outcomes for pupils. You will possess the necessary skills to be able to lead, support and monitor colleagues and the creativity and passion for Sport Science and Physical Education to design an engaging programme. Alongside GCSE, A Level and Year 7 to 9 teaching, you will contribute to our games programme. Having a coaching specialism in one of our core sports [from rugby, netball, hockey, cricket, tennis] is desirable, with netball and/or cricket coaching experience being advantageous.

The new Head of Sports Science and Physical Education is expected to give this academic department dynamic and creative leadership, establishing a clear vision for the promotion and teaching of Sport Science at The Leys. The Head of Sport Science and PE reports to the Deputy Head (Academic).

The department offers GCSE Sport Science to pupils in Years 10 and 11, following the OCR syllabus, and A Level Sport Science following the AQA syllabus. Numbers are strong, with typically two sets at GCSE and one or two sets in the Sixth Form. Academic results are excellent, with 2024 being the strongest results the school had ever obtained at both GCSE and A Level. At A Level, 90% of pupils achieved A\* to B, and at GCSE, 74% of pupils achieved 9 to 7 grades.

The successful candidate will have an excellent understanding of the A Level and GCSE Physical Education qualifications, including the NEA elements of both courses. They will possess the necessary organisation, time management, and attention to detail to be able to ensure the effective delivery of these courses and will be effective at supporting colleagues who are delivering academic teaching. The teaching facilities allow for innovative delivery of theoretical content. Teachers use a modern classroom in the sports centre, next to the sports hall and state of the art gym, which enables many opportunities for practical based learning. Recent subject based trips to Cambridge Real Tennis Club and the local 'Rules of Football' statue have also provided pupils with chance to further their knowledge around theoretical content.

Being physically active is a core feature of life at The Leys. The Games and PE departments are extremely successful in helping able pupils attain regional and national honours, as well as providing opportunities for all pupils to engage in activity and maintain a healthy lifestyle. All pupils do three games sessions per week with fixtures typically taking place on Wednesday (Year 7 and 8) and Saturday afternoon (Year 9 to 13). Alongside games lessons, pupils in Years 7 to 9 have PE lessons. For Years 7 to 8 pupils have 3 PE lessons a fortnight (one single and one double). In Year 9 pupils can select to take PE as an option and have two double lessons a fortnight. The PE programme is designed to promote basic skills including swimming, core strength, and lifelong engagement in physical activity, as well as providing the foundations of a successful GCSE PE programme.

The department is staffed with four teachers who are all involved in both academic teaching and games coaching. Additionally, the school employs a number of games coaches to facilitate us in offering a wide range of sports and activities. These coaches and other games teachers are managed by the Director of Sport.

Sports facilities at The Leys are excellent, with a large sports hall and gym, all weather hockey pitch, netball / tennis courts and rugby pitches central to the school site, and larger playing fields a ten-minute walk away. Sports tours are a feature of life at the Leys with recent trips to South Africa for a combined boys rugby and hockey tour, and Dubai for a girls' cricket tour, proving to be popular and successful.

The Head of Sport Science and Physical Education is a key role in supporting the ambitions of the school and outstanding applicants are strongly encouraged to apply for this position. The successful candidate will be expected to design and oversee an exciting programme of academic co-curricular events, including links with universities, in order to support the attainment of pupils in the subject. Candidates will also be expected to contribute to the wider life of the School, including the pastoral care of pupils through our tutor system and boarding house structure.

## The Role

The term Head of Department applies to appointed postholders who have responsibility for an academic department. The Head of Sports Science and Physical Education (PE) is responsible to the Deputy Head Academic.

The primary role of the Head of an Academic Department is to provide strong academic leadership and management of the department. All Heads of Department are expected to perform the duties of a teacher in addition to managing their department.

The Head of Department is required to lead, manage, and develop the department to ensure it achieves the highest possible standards of excellence in all its activities. They will be supported by SMT, by colleagues from within the department, and support departments.

All Heads of Department are required to exercise leadership, demonstrate vision, and empower others in order to deliver the agreed departmental strategy. It is recognised that the methods by which Heads of Department carry out their duties and the extent of delegation, will depend on such factors as the size and nature of the Departments and the personal approach of the individual Head of Department.

### **The HoD has the following responsibilities to the Head (or delegated members of the SMT):**

- Ensure high quality teaching and learning within the department including undertaking regular learning observations.
- Organisation, promotion, efficiency, and success of the department in line with school strategic plans and direction.
- Planning the curriculum, maintaining up-to-date Schemes of Work, and selecting appropriate syllabuses and specifications.
- Advising on staff needs and teacher allocation.
- Advising on staff appointments into the department.
- Inducting new members of staff into the department.
- Advising on teaching objectives, and supporting, performance and development of departmental colleagues. This may include CPD recommendations.
- Complete regular book and marking audits within the department.
- Advising on expenditure, especially regarding new development.
- Ensure a safe and healthy environment for both staff and pupils, and full compliance with health and safety requirements.
- Ensure department documentation is up to date.
- To bear in mind the Christian ethos that underpins the life of the school community and bring its values into the classroom.

## **The HoD has the following responsibilities to the department and colleagues:**

- To be a subject expert who regularly updates their knowledge to stay 'current' in their subject.
- Develop and maintain an academic extension and enrichment programme for the pupils in the department.
- To create a well-ordered teaching environment in which pupils can thrive and explore their academic potential.
- Guiding, supporting, mentoring, and assessing colleagues with a view to their professional development.
- Take initial responsibility for the pastoral care and wellbeing of all department staff. Allocation of teaching and department duties and managing staff absences.
- Ensure that staff performance is managed in a timely and appropriate manner consistent with the expectations of The Leys School.
- Make effective use of all staffing resources, including ICT, and seek opportunities for collaboration and joint working with others beyond the department and beyond the School.
- Monitoring of marking, record-keeping, communication, and implementation of Learning Support profiles across the department.
- Chairing weekly department meetings, drawing up agendas and seeing that minutes are completed and shared with the Deputy Head Academic.
- Monitoring, implementing, and reviewing strategies to improve pupils' performance and progress across all year groups.
- To ensure the best possible pupil experience, through the fulfilment of the School's responsibilities concerning pupils in respect of their admission, instruction, progress, and external examination.
- Creation, marking, and moderation of internal and entry examinations.
- Selecting, ordering, issuing, collecting, and stock-taking of textbooks and equipment.
- Ensure that School equipment/facilities under the department's control are properly maintained by monitoring the fabric of the department and requesting improvement or repair where required.
- Budgetary control:
  - Take responsibility for devolved budgets and comply with School financial regulations.
  - Manage income and expenditure in order to promote financial sustainability.
  - Ensure adherence by all Departmental members, with School Financial Regulations and other financial operating procedures and regulations.
- Observe colleagues teach and engender culture of peer-observation, excellence, co-operation, and respect both within and beyond the department.
- Attendance at Heads of Department meetings and HMC/East Anglia Group meetings.
- Fostering cross-curricular relationships across the school, and between schools including feeder prep schools and local maintained sector schools.
- Support department colleagues to ensure that both compliance and GDPR guidelines are followed within the department.
- Support pupils in preparation of UCAS applications, including to the most competitive universities.
- Organise the department Collaborations (academic support sessions).
- Manage the department's tracking of pupil progress through data, including data management, understanding, interpretation, and inference of the information.

## **Teaching Responsibilities**

- To teach pupils within the school.
- To create a well-ordered teaching environment in which pupils can thrive and explore their academic potential.
- To have a clear knowledge of the individuals in their class and differentiate accordingly. This should mean both their individual learning needs as well as their individual personality
- To plan lessons clearly and within the departmental scheme of work.
- To mark work regularly and promptly, in line with departmental and school marking policies and review, monitor, and keep clear and full records of pupils' progress.
- To insist upon high levels of behaviour and respect for others in the classroom.

## Safeguarding Responsibilities

- To have read the School's Child Protection Policy and updates to this policy as required by the School.
- To adhere at all times to the School's Child Protection procedures and to undertake responsibility to safeguard pupils.
- To be aware of and adhere to at all times the School's Staff Behaviour and Code of Conduct and confidentiality.
- A duty to report and discuss any concerns about the safety of children and their wellbeing to the Designated Safeguarding Lead (DSL).
- A duty to report any low-level concerns about colleagues to the Designated Safeguarding Lead (DSL).
- To be informed and trained to an appropriate level and to complete mandatory safeguarding training as required by the School.

## General Responsibilities

- To contribute to the pastoral care of the pupils, including weekly duties in houses.
- To contribute to extra-curricular activities.
- To adhere to and maintain School Policies and Procedures and work with regard to the ethics of the School.
- To adhere at all times to the School's Child Protection procedures and to undertake responsibility to safeguard pupils.
- To ensure that a safe / secure environment exists for pupils / staff and customers and meet requirements under the Health & Safety at work Act 1974 and C.O.S.H.H.
- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.
- To uphold the provisions of data protection legislation, the School's Data Protection Policy and other related policies
- Understand and be mindful of the School Acceptable Use Policy and Staff ICT & Social Media Guidelines
- To observe / implement all relevant legislative requirements, maintain and update own knowledge as appropriate for the role
- To be aware of and adhere to at all times the School code of conduct and confidentiality.
- To carry out other associated duties as are reasonably assigned by the Headmaster.

**The list of tasks or duties and responsibilities described above is not exhaustive, and the School is entitled to instruct you, at any time, to carry out additional duties or responsibilities, which fall reasonably within the ambit of the job description, or in accordance with operational requirements.**



# Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Good honours degree in Sports Science/PE or related subject</li> <li>• Ability to teach PE to A Level standard</li> <li>• Relevant experience of coordinating management and administration of examination courses</li> <li>• Experience of coaching and running teams in winter and summer sports</li> </ul>	<ul style="list-style-type: none"> <li>• PGCE, QTS or equivalent teaching qualification</li> <li>• Experience as a tutor/form teacher or other pastoral experience</li> <li>• Coaching qualifications in our core sports</li> <li>• Experience of playing sport at a high level</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Excellent teaching and leadership skills</li> <li>• Ability to work on your own initiative and as part of a team</li> <li>• Responsive to feedback and ability to manage others</li> <li>• Experience of coaching and running teams in winter or summer sports</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of coaching netball or cricket</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Capacity to be efficient and organised, flexible and adaptable</li> <li>• Strong communication and inter-personal skills</li> <li>• The ability to work in a busy environment and meet priorities and deadlines</li> <li>• Suitable to work with children</li> <li>• Ambition to develop teaching practice and insist on high standards within the department</li> <li>• Ability to motivate and manage pupils</li> </ul>	<ul style="list-style-type: none"> <li>• A good sense of humour</li> <li>• Ambition</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Candidates should be willing and able to commit themselves actively to support the ethos of a busy boarding school including the wider curricular programme</li> <li>• Good working knowledge of ICT</li> </ul>	





# How to *Apply*

If you are interested in applying, please submit a completed application form including one page covering letter addressed to The Head, The Recruitment Team, The Leys School, Cambridge, CB2 7AD (recruitment@theleys.net) by **09.00 am on 25 September 2024**. Interviews will be held 3 and 4 October 2024 (tbc).

This role has the opportunity for regular contact with pupils and therefore is exempt from the Rehabilitation of Offenders Act 1974.

By applying for this role, you are consenting to The Leys School storing your personal data. Please read our 'Privacy Notice for Job Applicants' for further details.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Before appointment to any role in the school, checks including an Enhanced DBS Check and workplace references will be undertaken in accordance with current statutory guidance. Evidence of eligibility to work in the UK required as applicable.

The Foundation is committed to fostering an inclusive culture that promotes and values diversity and celebrates the diverse voice of our community.

Charity no: 1144035.



