



BROMSGROVE

PREPARATORY SCHOOL

CANDIDATE INFORMATION
FOR THE POST OF
HEAD OF BOYS' PE AND GAMES

ABOUT BROMSGROVE

Bromsgrove is an ancient institution but a modern educational force. It is one of the biggest independent day and boarding schools in the country, with just under 2,000 pupils on the roll, that quietly delivers a top-notch education without all the fanfare that often accompanies a school of such depth, breadth and substance. Founded in 1553, it is also one of the oldest schools in the country but has kept up with the pace of change and delivers an education that is dynamic, progressive and rooted in care for the individual.

There are currently four schools in the Bromsgrove family: Bromsgrove Senior School, Bromsgrove Preparatory School, Bromsgrove Pre- Preparatory and Nursery, and Winterfold School, a 2–13 preparatory school and nursery which merged with Bromsgrove in 2016.

Bromsgrove is a happy, unstuffy school where all are equally valued. Arrogance and pomposity are quickly exposed. Pupils are offered an education that is rounded and broad: for example, in the Sixth Form, A levels, the International Baccalaureate and BTECs are all on offer. Massive investment in facilities means co-curricular opportunities are outstanding. Whilst Bromsgrove is a large school, great care is taken to ensure pastoral care is personalised, and a thriving House system means a strong sense of belonging to a warm, inclusive and lively family is a keynote of the Bromsgrove experience.

In the recent ISI inspection, Bromsgrove Prep was found to be excellent in both the quality of the pupils' academic and other achievements and in the quality of the pupils' person development. With particular reference to boarding the ISI report states that 'Boarders are supported to develop good relationships with fellow pupils and staff which are based on mutual trust and respect' and that 'boarders talked extremely positively about the support of boarding house staff, who they said, encourage them constantly to be ambitious and to do their best.'

The Preparatory School is large, dynamic, and robust, exuding high expectations and a willingness to innovate in all aspects of education. Pastorally, the Prep School is based on form groups (with a three-form entry in Year 3 growing to six forms in Year 8) and grouped into Houses. House identity and competitions play key roles in the life of the School. Form teachers are well-supported by a strong pastoral network, including a SEND team, an onsite Health Centre, and a specialist Mental Health Nurse. The Preparatory School enjoys an optimistic, energised, and aspirational air. It offers a diverse range of opportunities for pupils and staff within a framework of high standards, pastoral warmth, and collegial encouragement. The Common Room is comprised of teachers who are passionate about their subjects and proud of the learning experience their pupils receive. They are well-supported to actively inspire and engage pupils who, in turn, are encouraged to develop mature self-awareness as learners and to strive to reach their potential.





BROMSGROVE SCHOOL MISSION STATEMENT:

FLAIR : DISCIPLINE : ACADEMIC RIGOUR

Bromsgrove School aims to produce: happy, creative, moral citizens who live motivated, fulfilled lives while enriching the lives of others.

It seeks to achieve this through an enlightened, disciplined and broad education that responds to global change while retaining core values.

The Core Values Bromsgrove seeks to foster in its pupils are: Humility and Confidence; Compassion and Ambition; Respect and Curiosity; Tolerance and Vision

HEAD OF BOYS' PE AND GAMES

Line Manager: Director of Studies

Line Management of: Members of the department

Beyond the following expectations for a Head of Department, all members of staff are expected to undertake an aspect of co-curricular activity, contributing to our diverse rota of post-school day activities within the Activities programme. Unless otherwise agreed during recruitment or through contractual change, all colleagues are required to teach Games. All staff will also contribute to the pastoral operation of the school as either a Form Tutor or Pastoral Assistant and will play their part within the supervision duty system.

Given our Boarding contingent, staff are expected to work on Saturdays (contracted from 9.00am), with activities taking place between 10.00am and 12.00pm (fixture commitments will usually be complete by 1.00pm however there are exceptions throughout the year) and are also required to support the Boarding House on one Sunday each academic year (usually to assist with taking an off-site trip for the boarders).

The Head of Boys' PE and Games in the Prep School can expect a significant number of additional obligations beyond those listed above, as is the nature of sporting competitions throughout the calendar year.

Above all, we seek to appoint passionate teachers with a love of their subject and a love of educating children.



General Responsibilities

- To be committed to safeguarding and promoting the welfare of young people, to undertake regular child protection and safeguarding training, and be effective in following whole school safeguarding procedures and practices thereby ensuring pupil welfare is given the highest priority.
- To be a Pastoral Assistant
- To carry out registration in line with school policy, monitoring pupil attendance within form, as appropriate.
- To be efficient and effective in carrying out administrative duties which are necessary within school.
- To actively participate in maintaining and raising the standards of the pupils with regard to: teaching methods, schemes of work, methods of assessment and discipline.
- To promote positive pupil behaviour in line with the school's policy, leading by example at all times.
- To keep full and up-to-date records including a subject tracker where the progress of all pupils can be monitored (SEND, EAL, gender & more able).
- To write subject and pastoral reports in line with the School's reporting schedule.
- To maintain displays of pupils' work and subject resources in the classroom.
- To support the activities, enrichment and Games programmes.
- To attend parents' consultations in their role as subject teacher and HOD.
- To participate in INSET provided by the School during the period of employment and to seek other PPD opportunities.
- To participate in the school's cycle of performance review / appraisal.
- To take a full and fair part in the staff duty programme.
- To attend, and take part in, school and year group assemblies, staff meetings and departmental meetings.
- To be involved in Open Mornings, entrance testing and Induction mornings.
- To take part in organising and supervising educational visits, including residential trips as appropriate.
- To make an active contribution to whole school events.
- To support and participate in the Sunday staffing rota of the boarding house as outlined above.

Specific Responsibilities

- To promote the subject and lead its teaching throughout the Prep Department, liaising with the Senior School HoD, and Junior Department staff
- To take full responsibility for running and leading the Boys' PE and Games Department

- Oversee and co-ordinate the curriculum planning, assessment and records of the Boys' PE and Games provision, liaising closely with the Girls' PE and Games lead
- Ensure that up to date planning and Schemes of Work, in line with National Curriculum expectations, are made available on the digital Common Area for departmental members and the Director of Studies (or other appropriate members of the Senior Management Team) to access
- To take ownership of:
 - The departmental policy document;
 - The departmental development plan, working in line with academic and whole school priorities;
 - Departmental review, evaluation and target setting;
 - The departmental financial requirements and records of how the department budget is spent;
 - The coverage of schemes of work which inspire, enthuse, extend and support at every level;
 - Assessment methods;
 - Records of attainment data (test / exam results, attainment grades etc.), pupil tracking and departmental data analysis where appropriate;
 - ISI inspection preparation for the department.
- Ensure the effective coverage of the following key areas of curriculum content:
 - Fundamental British Values
 - RSE
 - Global Voices (the School's recognition of the multitude of nationalities present within the pupil body)
 - Education for Social Responsibility
 - Promotion of equality
 - Digital strategies and innovations
- Ensure excellent provision for all pupils, taking into account specific and targeted needs of each individual (including SEND and EAL pupils).
- Arrange meetings with parents whenever appropriate
- To keep abreast of current developments in educational theory and how it applies to the best delivery of the subject
- To attend regular and appropriate INSET and CPD
- To monitor and evaluate pupil progress in the subject through effective tracking
- Lead lessons for others to observe
- Observe departmental colleagues and offer appropriate professional feedback
- Prepare activities for Open Days

Responsibilities related specifically to PE and Games

- To oversee and develop the teaching of PE and Games and to promote a passion for sport across the whole School.
- Communicate the vision for the subject to staff and parents to ensure there is a positive sporting culture at the school.
- To take full responsibility for the organisation of Prep boys fixtures including:
 1. arranging inter-school, Cup and House matches
 2. communicating with Games staff on a weekly basis with sporting arrangements
 3. catering requirements via the catering department
 4. transport requirements via the Head of Transport
 5. uploading detailed information onto SOC's for pupils, staff and parents
 6. Oversee social media and newsletter reporting
- Ensure the fixtures programme allows access to matches at all levels and all children are encouraged to achieve their best, while ensuring opportunities without causing overload for children.
- Coordinate end of term awards, Colours and Half Colours and Certificates of Merit.
- Ensure adequate first aid cover is available for all Games staff in charge of teams.
- To ensure changing rooms are supervised at appropriate times.
- Liaise with the Director of Operations/Deputy Head over early departures for both staff and pupils
- Continue the development of a strategic plan for sport including PE and swimming as well as extra-curricular sport.
- Work with the senior school Heads of PE and Games, as well as the individual sporting directors, to embed a cohesive vision for sport, engaging with other members of senior school PE staff as necessary.
- Track pupil progress, participation and enjoyment across the school and use the data to impact teaching and learning and inform the subject development planning process.
- Develop the range of sporting enrichment opportunities available to students.
- Liaise with other local schools, and bodies / organisations such as IAPS, to develop a programme that provides opportunities for wide participation in competitive games as well as opportunities for those who excel in a particular area.
- Be an active participant in the Prep School calendar meetings, working collaboratively with other departments to deliver a first-class education for children.
- Leading and umpiring school fixtures, which may be in the evenings or at the weekend.
- Take ownership of organising one Prep School Sports Day per year, whilst assisting with the co-ordination, administration and running of all others.
- Provide opportunities in Year 7&8 for boys to engage in a sports tour.
- To develop great relationships with colleagues across the Bromsgrove School family of schools and to work collaboratively.

- To lead the department to the highest standards of professionalism as a role model for colleagues and pupils across the School.
- To co-ordinate the resources of the Department.
- To manage the Department budget, liaising with the Bursar and Headmaster on capital expenditure.
- To seek and develop opportunities and initiatives to promote the Department in the local community, engaging in partnerships with other local schools, leading, running and co-ordinating events as required.
- To attend and support whole-school functions, including occasional weekend events.
- To carry out other duties that may reasonably be required by the Headmaster.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Experience/Qualifications		
Strong degree in relevant subject	*	
Post-graduate degree		*
QTS		*
Skills, Knowledge and Abilities		
Strong verbal and written communication skills	*	
Ability to meet deadlines	*	
Personal		
Motivated	*	
Approachable	*	
Interested in personal development	*	
Interested in personal development of colleagues	*	

APPLICATION PROCESS

To apply, please complete the online application form.

Shortlisting for the role will take place in the week commencing Friday 30th May.

For an informal discussion regarding the post, please contact Mr Mike Marie, Prep School Headmaster at mmarie@bromsgrove-school.co.uk.

The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening including checks with past employers and the DBS.



One of the UK's leading co-educational boarding and day schools.
2060 pupils aged 2 - 18

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