Teacher of Boys PE and Games

Required September 2019 - Permanent Full Time Position

APPLICATION PACK
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Dear Applicant,

Thank you for your interest in our current vacancy for a full time Teacher of Boys P.E. and Games.

This application pack is designed to give you lots of information about the role and the School. I fear that it still only represents a glimpse of the broader picture. We are an ambitious community and we wish to attract ambitious professionals. At King Henry VIII School our aim is to create an environment in which every single student is given the opportunity and support to achieve a level of performance beyond that which they might otherwise achieve elsewhere.

King Henry VIII School is an exciting place to work. Our staff show great commitment to the pupils, both in the classroom and in their wider education. We enjoy celebrating achievement, curricular and extra-curricular.

The School was last inspected in 2016 and received a glowing Inspection Report. A copy is available on the Independent School's Inspection website at www.isi.net or can be found on our own website under 'Publications'. The School was awarded the top rating of 'Excellent' in all eight aspects of school operation assessed by the Independent Schools Inspectorate.

I hope that you will be enthused and motivated by what you discover about King Henry VIII School and will wish to be part of this vibrant and dynamic community. I look forward to receiving your application.

Yours faithfully,

J. Slack

J. Slack
Headmaster
General Information about the School

History and Location

King Henry VIII School was founded in 1545 and has been on its present site since 1885. The site, which is shared with King Henry VIII Preparatory School, is approximately one mile from the city centre. The School is easily reached by road from all the surrounding towns and Coventry Train Station is directly adjacent. In addition, Coventry School Foundation operates an extensive coach service. We therefore draw from a wide catchment area including Leamington Spa, Nuneaton, Rugby, Hinckley, Knowle and Kenilworth.

Coventry has recently been named UK City of Culture for 2021 and we are looking forward to the interest and investment this will bring to the city but also the opportunities in which the school is already planning to play a full part.

Pupils

The main entry to the senior school is at age 11 and there are currently 742 pupils of whom 196 are in the sixth form. Just over half of our annual intake at age eleven comes from King Henry VIII Preparatory School, which educates children from the age of three. The remainder of the intake comes from other Independent Preparatory Schools in the area as well as primary schools in the maintained sector. All prospective entrants take the annual entrance examination.

The availability of Bursaries and Scholarships means that over one quarter of the pupils receive some level of financial assistance.

Examination Results

Examination results at GCSE and A level are very good. A level results averaged over the last three summers show 37% of students gaining A*/A grades. GCSE results have averaged 61% A*/A grades over the last three years. Full details are available on our website, www.khviii.com.
Facilities

The School's buildings are being constantly upgraded. Some older science laboratories have been recently refurbished, Art facilities have been enhanced, a sports centre was built in 2002, and a new six lane, 25m swimming pool with classroom and fitness suite was opened in 2009. This development also involved the construction of new netball courts and a multi use games area.

There are on site playing fields for rugby, cricket and athletics. Extensive off site playing fields exist just 5 minutes’ drive away from the main school site where a brand new set of changing rooms was opened in September 2012. The double, all-weather hockey pitches were relaid 18 months ago and these are situated, with their own changing facilities, just two miles from the school. Construction of an extension to the library, which doubles as an archive facility was completed three years ago.

The Governing Body has now given its approval to begin planning for the future resources that will be needed to further develop the School’s facilities. We are currently in the early stages of planning a relocation of our main playing fields to enhance and improve our provisions in this area. This will involve the building of a new hospitality suite as well as changing rooms. Governors have also recognised the need to develop our facilities in performing arts and it is envisaged that this will take the form of a Performing Arts Centre to be built on the main school site.

Beyond the Curriculum

Extra-curricular activities are extensive and well organized. The sporting facilities already mentioned are well used and the school enjoys an enviable reputation for producing successful school teams. Major boys’ sports include rugby, hockey, cross country, cricket and athletics. Major girls’ sports include netball, hockey, athletics, cross country and rounders. We are also able to boast many individual students who gain success at the highest level both at school and after they leave in a variety of different sporting disciplines.

Our extra-curricular music provision is flourishing with one in three students taking individual music tuition and the vast majority contributing to one or more music groups that regularly perform in school based concerts as well as diverse external venues that include York Minster and the University of Warwick.

The School also employs a full time outdoor education teacher who co-ordinate an extensive programme that includes the Duke of Edinburgh’s Award for older pupils. Three quarters of our students enter the Duke of Edinburgh Scheme and we regularly achieve in excess of 40 Gold awards each year involving both local and international expeditions (most recently South Africa).
There are 78 full time equivalent teaching staff and 46 full time equivalent support staff. All are well qualified, motivated and enthusiastic. All play a part in the pastoral and extra-curricular activities.

What are we looking for?

Three qualities are essential:
1. You must be a first rate teacher who has a real enthusiasm for both your subject and how it is most effectively taught.
2. You must enjoy the pastoral aspects of teaching and therefore want to be a Form Tutor.
3. You must want to contribute to the extra-curricular activities of the Department and of the school.

The Senior School is increasingly looking to share resources (physical and human), with our Prep School. The Prep School shares the same site. It is likely that this position will include a small amount of teaching within the Prep School at Years 5 and 6.

Applications from experienced teachers as well as new entrants to the profession will be accepted. The School is part of the ‘Independent Schools’ Teacher Induction Panel’, (ISTIP), which allows those who have just gained QTS status, via a PGCE, GTP or equivalent scheme, to complete their NQT year.

Remuneration Package

Coventry School Foundation has its own salary scale that is above the maintained sector. All teaching staff are able to access the Teachers’ Pension Scheme. Fee remission of 50% is awarded to the children of full time employees who attend a school within Coventry School Foundation. Staff also have complimentary membership of our Sports Club for evenings and weekends.

Don’t just take our word for it...

This is a great place to work and we have ambitious aims. We work hard and do a great job but you might want confirmation. The School was inspected in March 2016. The School was awarded the top rating of ‘Excellent’ in all eight aspects of school operation assessed by the Independent Schools Inspectorate. A copy of this latest inspection report is available on the Independent Schools Inspection website at www.isi.net as well as our own website (under ‘Practical Information’).
How to apply

Candidates must complete and return an Application Form which accompanies this pack and is available to download at www.khviii.com, under ‘Practical Information’, ‘Vacancies’.

Please include a covering letter that indicates your suitability for this post and for the School.

Candidates must complete and return the enclosed Application Form by 12 noon on Tuesday 14th May 2019.

Applications to be addressed to:

Mr. J. Slack, Headmaster
King Henry VIII School
Warwick Road
Coventry
CV3 6AQ

Referees will be contacted without further notification, unless you indicate to the contrary.

King Henry VIII School is committed to safeguarding and promoting the welfare of pupils and expects all staff and volunteers to share this commitment. The appointment is therefore subject to both a Medical Check and appropriate Child Protection Screening, 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 s/he is responsible or with whom s/he comes into contact will be to adhere to and ensure compliance with the school’s Child Protection Policy 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, s/he must report any concerns to the school’s child protection officer (Dr Michele Cuthbert, Deputy Head).

If you require any further information, please contact me at School.

Jason Slack
Headmaster
May 2019
PE Department

Staff
The P.E. Department is led by a Director of Sport and a Head of Boys PE and Games. There are two further, full time P.E teachers, one male and one female, and three part time P.E teachers one male and two female. In addition, a number of full-time and part-time staff help on various Games afternoons and lead teams in one or more sports. Specialist coaches are employed in some sports to help with Games or running teams. Flexibility as to sports that are coached at KHVIII is appreciated and expected.

Ethos
The aim of the P.E. Department is to educate every individual in all aspects of physical development, health and the acquisition of skills. We hope to enable enjoyment, interest and participation in a variety of activities, not only in the school environment, but throughout life. The fostering of qualities such as team spirit, co-operation, self-motivation and leadership form an important part of what we are trying to teach. The technical aspects of what we teach, such as training methods, techniques, tactical schemes and mechanics of physical skills are balanced with the pleasure of participation and watching activities with technical knowledge and interest. Understanding the body and its functions and limitations is also seen as important, stressing the benefits of general fitness and all that is connected with a healthy way of life.

Sports For All
The provision of Physical Education should enable all children to benefit from the curricular and extra-curricular activities. Henry’s operates in a way that has no barriers to access or opportunity based on gender, race, culture, ability or age. The schemes of work in P.E. coupled with setting in the Games lessons mean that the less able are catered for as well as the more able pupil being challenged. The programme includes a range of activities which provides for all levels of ability and pupils are encouraged to participate in extra curricular activities.
Facilities
Facilities at King Henry VIII have been modernised and improved over the last few years. We have a sports hall which accommodates full sized playing areas for hockey, netball, basketball, badminton, tennis and volleyball and a climbing wall. There is an upstairs gymnasium/dance studio which is also used for fencing and other activities. A state of the art six lane 25 metre swimming pool was built six years ago which also accommodates a full sized fitness suite and a classroom for the teaching of A Level P.E.
Outside facilities include shared use of a double, floodlit astro-turf, 3 netball courts, 3 tennis courts, 5 rugby pitches, 2 cricket squares, an artificial cricket wicket, outdoor cricket nets and 2 junior football pitches.

Curriculum

Year 7
Two 50 minute P.E. lessons each week, (one of which is for swimming).
Two 50 minute Games lessons each week (taught as a double for an entire afternoon).

Years 8–11
One 50 minute P.E. lesson each week
Two 50 minute Games lessons each week (taught as a double for an entire afternoon).

Sixth Form
A traditional, Wednesday afternoon Games session each week. There is a full and varied programme of activities from which students can choose. Sixth Form Games is compulsory.

A level P.E.
A level Physical Education follows the OCR specification. A level P.E is co-ordinated by a member of the P.E. Department who has specific responsibility as ‘Head of A level P.E.’ The teaching of the course is shared by several members of the P.E Department. Many of the students who have studied A-Level PE have gone on to pursue degree courses related to the ever expanding industries of Sport Science, Sport Management/Development and Sports Injury at universities all over the UK, such as Edinburgh, Durham, and Coventry.

GCSE P.E.
GCSE PE was introduced into our academic PE provision for the first time in September 2018. As with the A level specification, we will follow the OCR syllabus.

Extra-Curricular Activities

The major winter activities for girls are hockey and netball and for boys rugby and hockey. We have full fixture lists in all of these sports that include Saturday matches. We are constantly looking to develop this aspect of our extra-curricular provision. The major summer activities for boys are cricket, athletics and for girls are rounders and athletics. In addition, we have a very full extra-curricular programme that includes swimming, climbing, basketball, fitness, dance, aerobics, badminton, and fencing.

The school has enjoyed a great deal of success at district, county, regional and national level in a variety of sports. Many pupils have also gained representative honours at all levels across a range of activities including athletics, netball, rugby, fencing, orienteering, hockey, equestrian and swimming.

School teams have also enjoyed several successful overseas tours to South Africa, Australia, Zimbabwe, Canada, Malaysia, Singapore, Gibraltar and Portugal, as well as within the United Kingdom.
Application and Recruitment Process

Explanatory Note

1. General

King Henry VIII School is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority.

The School aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

All queries on the School’s Application Form and recruitment process must be directed to King Henry VIII School.

2. Application Form

Applications will only be accepted from candidates completing the relevant Application Form in full. CVs will not be accepted in substitution for completed Application Forms.

Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Applicants will receive a Job Description and Person Specification for the role applied for.

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers. Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head. If you would like to discuss this beforehand, please telephone in confidence to the Head for advice.

Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service (“DBS”) for the post. Additionally, successful applicants should be aware that they are required to notify the school immediately if there are any reasons why they should not be working with children. This includes any staff who are disqualified from childcare or registration including ‘by association’ i.e. they live in the same household (or someone is employed in their household) as someone who has unspent cautions or convictions for a relevant offence.

Please see a list of the relevant offences set out here:

The ‘by association’ requirement also applies if you live in the same household as or someone is employed in your household who has been disqualified from working with children under the Childcare Act 2006.

The Childcare (Disqualification) Regulations 2009 apply to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of 8 AND to those who are directly concerned in the management of that childcare.

The school takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify the school immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive. He/she must also notify the school immediately if he/she is living in a household
where anyone lives or works who has been disqualified from working with children or from registration for the provision of childcare. Staff and/or successful candidates who are disqualified from childcare or registration, including 'by association', may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the [head/bursar] for more details.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently. The School has a legal duty under section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent duty risk assessment.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.

If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children. Where you have no previous employment history, we may request character references which may include references from your school or university.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if you have been appointed, and a possible referral to the police and/or DBS.

3. Invitation to Interview

Applicants will be short-listed according to the relevance and applicability of their professional attributes and personal qualities to the role. Short-listed applicants will then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail.

All formal interviews will have a panel of at least three people. The Chair of Governors should chair the panel for the Head’s appointment. The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made by the Chair as to whether or not an interviewer should therefore withdraw from the panel. Should the Chair have a conflict of interest, the Vice Chair shall decide whether the Chair should withdraw from the panel.

The interview will be conducted in person and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by you from the awarding body.

All candidates invited to interview must also bring with them a minimum of 3 items of ID from:
1. A current driving licence including a photograph and paper counterpart or a passport or a full birth certificate;
2. A utility bill or financial statement issued within the last three months showing the candidate’s current name and address;
3. Where appropriate any documentation evidencing a change of name;
4. Where the candidate is not a citizen of a country within the European Economic Area or Switzerland, proof of entitlement to work and reside in the UK.
Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

4. Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

1. Receipt of at least two satisfactory references (if these have not already been received);
2. Verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK;
3. A satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS;
4. For a candidate to be employed as a teacher, a check that the candidate is not subject to a prohibition order issued by the Secretary of State;
5. For a candidate who has lived or worked outside the UK a check using the NCTL Teacher Services’ System that a candidate is not subject to any teacher sanction or restriction;
6. Verification of professional qualifications;
7. Verification of successful completion of a statutory induction period (for teaching posts - applies to those who obtained QTS after 7 May 1999) where relevant;
8. Where the successful candidate has worked or been resident overseas, such checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside the UK can be considered;
9. Satisfactory medical fitness;
10. Confirmation from you that you are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009. OR Receipt of a signed Staff Suitability Declaration form showing that you are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009; and
11. If you are undertaking a leadership role, evidence that you have not been prohibited from participating in the management of independent schools.

It is the School’s practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the School in strictest confidence. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed workload, extracurricular activities, layout of the School.

The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.

5. References

We will seek the references referred to in section 4 above for shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview. If you do not wish us to take up references in advance of the interview, please notify us at the time of submitting your application.

All referees will be asked if the candidate is suitable to work with children.
The School will compare any information provided by the referee with that provided by the candidate on the application form. Any inconsistencies will be discussed with the candidate.

6. Criminal Records Policy

The School will refer to the Department for Education (“DfE”) document, ‘Keeping Children Safe in Education’ and any amended version in carrying out the necessary required DBS checks.
The School complies with the provisions of the DBS Code of Practice, a copy of which may be obtained on request or accessed here: https://www.gov.uk/government/publications/dbs-code-of-practice
7. Retention and Security of Records

The School will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data Protection Policy. Copies of DBS certificates will not be retained for longer than 6 months.

Policy on the Recruitment of Ex-Offenders

The School will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. If an individual has a criminal record this will not automatically bar him/her from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out below.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if they have been appointed, and a possible referral to the police and/or DBS.

Under the relevant legislation, it is unlawful for the School to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the School to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence. It is also unlawful for the School to knowingly employ someone who works in the relevant settings and is disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009, whether by association, or otherwise.

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School. The School will report the matter to the Police and/or the DBS if:

- the School receives an application from a disqualified person;
- is provided with false information in, or in support of an applicant’s application; or
- the School has serious concerns about an applicant’s suitability to work with children,

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant’s circumstances have changed since the offending behaviour or other relevant matters;
- in the case of disqualification from providing childcare, whether the applicant has or is able to obtain an Ofsted waiver from disqualification; and
- The circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is the School’s normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is the School’s normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is the School’s normal policy to consider it a high risk to employ anyone who has been convicted of drink driving.