

## **Queen Margaret's School - Teacher of Physical Education Maternity Cover Information for Applicants**

Queen Margaret's is an independent boarding and day school for girls aged 11-18, located in a fabulous parkland setting in Escrick Park, six miles south of York. Established in 1901, the School is proud of its traditions, whilst being forward thinking and committed to the benefits for girls of single sex education.

We call the School and the community 'QM' and QM girls can be identified by their fun loving, outward looking independence of spirit which we believe sets them apart from their contemporaries. Our girls come from a variety of backgrounds and with an increasing emphasis on bursary provision we are proud that we are continuing our commitment to make a QM education possible for an increasingly diverse range of girls. Our girls have homes in York, Ripon, Thirsk, Newcastle upon Tyne, Inverness, Hong Kong, Madrid, Frankfurt and Bangkok and many board, not because they have to, but because they want to.

### **Ethos of the School**

Queen Margaret's exists to provide a holistic education, underpinned by warm-hearted pastoral care, inspiring every girl to develop and flourish in a safe and happy boarding environment, empowering her to achieve her life, academic and career aspirations. A QM education is an exciting, challenging and balanced experience. Our girls are part of a community of people who care for each other and grow as individuals. They develop a wealth of skills for use in their own lives and ideals to make a difference in the world. At the heart of a QM education is a love of learning, which is supported by a healthy body and healthy mind. When a girl has completed her education at QM she is a free thinking, courageous individual, prepared to take her learning to the next level and her place in the modern world.

### **Aims of the School**

Queen Margaret's is a school for girls who aspire to be leaders in every walk of life. QM girls take advantage of the rich and complementary programme of studies and activities available to them. In doing so, we hope that they will:

- achieve excellence inside and outside the classroom
- develop an enthusiasm for independent thought, learning and research
- grow with emotional maturity, social awareness and respect for individuality and difference
- forge special friendships that will stay with them for the rest of their lives
- be interesting, well-informed, happy and confident members of the community

### **Working at Queen Margaret's**

Queen Margaret's is an equal opportunities employer and actively seeks applications from candidates of all genders and all backgrounds. The majority of staff live within 30-45 minutes of the School including in York, Hull, Leeds and Harrogate. Staff involved in boarding live on site although the School is unable to provide accommodation more generally for staff. QM has its own salary scale and all staff contribute to a pension scheme. Full time staff receive a discount on day fees.

Induction leading to confirmation of QTS happens in the normal way and more general support for professional development is overseen by a member of staff with specific responsibility for this. New teachers are always allocated a mentor to help them discuss all aspects of their teaching as well as the day to day life of the School.

But that's enough about us, what about you? Beyond the specific requirements of the job explained below, we are looking for teaching staff with personality and the ability to motivate girls. You will be knowledgeable and passionate about your subject and put your heart and soul into developing your practice and improving on what you do. You will know the value of School life inside and outside the classroom and know that this includes a readiness (within reason!) to be involved in events outside 'normal' School hours. A team player, you are likely to want to spend time with colleagues and enjoy getting to know them and involvement in the boarding community.

## **Daily Life at QM**

Girls are assigned to their boarding house according to their year group, regardless of their boarding status. Their housemistress oversees all aspects of School life supported by a team of tutors and senior tutors. All teachers have the opportunity to become tutors for which they receive additional pay. In addition to their horizontal boarding house, the girls are also members of one of six vertical Houses which form the basis of School competitions and events such as Fun Song and Sports Day. There is fierce rivalry between the Houses and the girls are very keen on the integration away from the year group which the Houses provide. All teachers are assigned to a vertical House. There is a duty rota to enable teachers to supervise the girls and support the work of the boarding houses but, unlike other boarding schools, there is no expectation that teachers will work in boarding houses on a regular, weekly basis.

Working in a boarding school is an experience like no other. The sense of community is very strong and the opportunity to get to know both girls and staff is more apparent than would be the case in a day school. There are lessons on a Saturday morning, but teaching staff are given a half day free in their timetable in recognition of this. Our term dates are shorter than schools in the state sector though we adhere wherever possible to the half term dates of the local authorities in order to support our staff with children of school age.

The School day starts at 08:15am and currently finishes at 16:30 (shortly to revert to our normal finish of 17:30) but most girls stay after this time either because they are boarders or because they are involved in activities. There are a variety of enrichment activities and clubs on offer including Horse Riding, Squash and Tennis coaching plus clubs as diverse as Debating, Fashion, Philosophy and Swimming. We have extensive sports facilities and all girls play Hockey, Lacrosse, Netball and Rounders as well as an array of other sports. Day girls are able to stay until 19:30. We are not a particularly selective school, preferring to nurture the potential in our girls rather than just polishing the finished product. We assess all girls on entry to the School and those in need of additional support are overseen by our PASS department. Class sizes are small with the largest classes being no more than 15 girls, many are less. The School prides itself on its ability to offer a full range of subjects at GCSE and A Level, there are no less than 29 subjects on offer at A Level this year. Our GCSE and A Level results have been consistently improving with 100% pass rate at A Level and 61% of all entries gaining the highly sought after A\*-A and 86% of all entries gaining A\*-B. At GCSE, our 100% pass rate continues with 43% of all entries gaining all grades 8 or 9.

As befits a small school, we take pride in our commitment to the community and our care of all staff and students at QM. There is no room for egos here, but a huge respect for everyone who acts with professionalism and care for each other. When a job needs doing we roll up our sleeves and get the job done and, when a job is finished we congratulate others on all that has been achieved. Everyone who works at QM is a role model for our girls. The most frequently used phrase is "*this sounds cheesy but we really are a family*", you will hear everyone from the Head Girl to the catering staff to the Head herself say the same thing.

## **Living in Yorkshire**

Yorkshire is often called "God's own county" and many Yorkshire folk would agree. The people of the region are friendly, welcoming and down to earth with a 'can do' mentality which is dynamic and uplifting.

The School is only 20 minutes away from the beautiful and historic city of York, voted the Best Place to Live in the UK by the Sunday Times. Property prices are reasonable, (like anywhere, there are variations) and there are many picturesque villages and market towns in the Yorkshire region which make an attractive base for those enjoying the great outdoors and a Yorkshire welcome, as well as those who want to access the high quality arts venues in the region or, indeed the magnificent Yorkshire coast.

York is a major transport hub with frequent trains to London (you can be there in less than two hours), Leeds, Manchester, Newcastle and Edinburgh. There are also good road links via the A1, M1 and M62 so the area feels at the heart of the UK. We might be biased but there are few better places to live and work.

## **What next?**

We hope you like the sound of Queen Margaret's and that you feel it might be the right next step for you. Read the detailed job description and feel free to contact the school prior to application if there is more you want to know. We look forward to meeting you.

## **The Physical Education Department**

The PE Department is made up of specialist staff who provide tuition and coaching in a variety of sports. Competitive matches are arranged in many sports including Lacrosse, Hockey, Netball, Swimming, Tennis, Rounders, Athletics, Badminton, Squash and some Pentathlon disciplines. There is an opportunity to participate in a wide range of other sports and fitness associated activities.

## **Curriculum**

We offer GCSE and A Level courses in Physical Education, following the AQA specification, Conventionally Sport and PE are a regular part of the formal curriculum throughout the School, with girls in Years I-III receiving games lessons throughout the week covering Hockey, Lacrosse, Netball and Swimming (for two terms) and Tennis, Athletics, Rounders, and Swimming (in the summer). Girls in Years V to UVI have a wider range of sports available for them to select, but all are required to undertake a minimum of three hours tuition each week. The vast majority opt for a lot more and Senior Teams represent the School in a range of disciplines. The Department has very close links with the School's Dance Department, which has further specialist teachers. We maintain close links with schools and clubs across the county and wider and are fairly

regarded as punching well above our weight in competitions. In the academic year 2020/21 the sport provision has been subject to significant adjustment as the School responds to the limitations required to ensure compliance with regulation and advice in relation to the COVID-19 pandemic.

## **Facilities**

Sports facilities at QM include three Lacrosse pitches, a floodlit AstroTurf, athletics track, sports hall, six outdoor Tennis courts (which double as Netball courts), an outdoor and modern indoor (25 metre x 6 lane) Swimming pool, Cardio Suite, Personal Training room, Dance studio, and Squash courts. A Riding Stables is situated on School premises and Horse Riding lessons and livery are available for pupils at the School.

## **Teacher of PE – Maternity Cover**

A dynamic and effective full time teacher of PE with excellent communication skills is required from January 2021 for two academic terms (appointment ending 31 August 2021). There may be scope for an extension of this term or for the appointment to become permanent.

## **Teacher of PE: Job Description**

The Teacher of PE reports to the Head via the Director of Sport and the Senior Deputy Head or the Deputy Head (Academic) depending on function.

The appointee will be involved in the coaching and umpiring of games in curriculum and extra-curricular time across all age groups, the ability to coach Lacrosse and Netball to a high standard would be desirable.

The appointee will:

- have the ability to teach Academic PE to A Level
- support sports coaching and training squads
- coach and provide umpiring for School teams at fixtures and tournaments
- have the ability to umpire to a high level (in the desired sports)
- being able to contribute fully to the summer sports programme especially Tennis would be advantageous
- provide support for the department within the school to include designing practices, advising on and selecting teams, liaising to organise transport, preparing for games both home and away
- help ensure that girls are taught to their individual needs and abilities ensuring that girls develop at their own pace
- be prepared to work in the evenings and weekends to support the fixtures programmes across all sports
- promote professional standards of punctuality, discipline and sportsmanship, taking appropriate action where necessary
- adopt an approach that stimulates enthusiasm and raises the aspirations of our girls
- undertake administrative duties as required
- carry out any other reasonable task requested of her/him by the Director of Sport, the Senior Deputy Head and/or the Head

## **Teacher: Job Description**

### **1. Appointment**

The Teacher is appointed by the Head, subject to enhanced DBS clearance, receipt of satisfactory references and completion of a medical questionnaire (and medical examination where applicable), the costs of which will be met by the School.

### **2. Line Management**

The Teacher reports to the appropriate Head of Department on all matters. The Teacher may be allocated specific responsibilities within the department, e.g. leadership of a particular course, activity or club.

### **3. Teaching**

A full time teacher is expected to teach curriculum lessons for c22 hours each week. As a Teacher of PE there is flexibility to account for time spent outside the curriculum, for example on fixtures, training etc. A teacher is required to participate in a rota of cover for absent colleagues and to aim to cover departmental lessons from within the department as far as is possible and if appropriate.

### **4. Outside the classroom**

The teacher is expected to make a significant contribution to the extra-curricular life of the School and to carry out duties in line with the School's policy in this regard – this currently involves a full-time teacher in the delivery of other duties in an academic year. Such duties might include supervising private study, assisting with the running of a House by attending events and dinners, running clubs, organising travel plans or escorting girls to the station.

### **5. Committees**

The Teacher shall attend regular Department meetings and represent the department from time to time on school committees. He/She should also attend Staff Briefing and Staff Meetings.

### **6. Assembly and Chapel**

The Teacher shall be present, wherever possible and regardless of non-contact time, at all full School gatherings, including Assemblies, Chapel Services, Mark Reading and Speech Day.

### **7. Plan of Day, Diary and Bulletin**

The Teacher shall be aware of the School's Plan of the Day, term dates (including training days) and calendar entries, as detailed on the School website and refer to the regular bulletin updates.

### **8. Professional Development and Review**

The Teacher shall participate fully in the School's professional review process and seek opportunities to progress their development as a teacher through training, lesson observation and discussion.

### **9. Parents' Meetings**

The Teacher shall attend Parents' Meetings, regardless of whether they occur at times when the teacher would not normally be in School.

## **10. Mentoring**

The Teacher will be allocated a mentor (another member of teaching staff) with whom he/she should aim to meet regularly to discuss their work and role within the School. The Deputy Head (Academic) and the Senior Deputy Head will also be available to listen to concerns and be ready to give active and/or moral support.

## **11. Parental Contacts**

The Teacher shall write reports for girls, as instructed by the Head of Department, following School and Departmental policies at times as set out in the calendar. The Teacher should also be prepared to contact parents, under the guidance of the Head of Department on other specific matters, as appropriate.

## **12. Rewards and Sanctions**

The Teacher shall ensure that expectations regarding behaviour and attire are closely monitored and implemented and clearly communicated to girls. The Teacher should issue rewards and sanctions in line with the School Policy.

## **13. Conduct**

The Teacher shall be aware of and adhere to the School's Staff Code of Conduct.

## **14. Marketing**

The Teacher, like all other members of staff, is responsible for the marketing of the School through their contact with girls, parents, visitors and outside organisations and through the conduct and contributions they and any girls in their care make whether in or outside School. It is hoped that the Teacher will offer ideas, through their Department or at the Marketing Forum, regarding the marketing of QM.

## **15. Inspection**

The Teacher shall be prepared for inspection, either by the Deputy Head (Academic) or external Inspectorate, by reviewing and understanding School policies, up-dating lesson plans and documents and ensuring girls' work is marked and annotated with detailed feedback which enables girls to make significant progress.

## **16. Tutorial System**

The Teacher may be allocated a number of tutees, with whom they should meet each week. The Teacher shall keep records of the tutorials and attend Year Group meetings with other Tutors, as requested by the Senior Tutor (see 'Tutor: Job Description').

## **17. Request for Absence**

The Teacher shall make any request for absence during term time through the electronic absence form on the VLE. This is automatically sent to the Deputy Head (Academic), who will make consistent and transparent judgements based upon the best interest of the girls and the School. Sufficient notice must be given. If the Teacher is unable to come into school due to illness or other reason she/he should email [staffabsence@queenmargarets.com](mailto:staffabsence@queenmargarets.com) before 08:00 on the day of absence outlining the reason for absence with the cover work provided, where possible.

## **18. Salary and Pension**

Queen Margaret's has its own competitive salary scale. The salary for this post will reflect the responsibility attached to the role. The Teacher will be eligible for membership of the Teachers' Pension Scheme or such other scheme as the School may operate from time to time.



## **19. Meals**

Food and refreshments are provided during term time during the hours of duties when girls are in School.

## **20. School Fees Remission**

An appropriate School fees remission package is available for the daughter(s) of the Teacher, during their time at Queen Margaret's at the discretion of the Head.

## **21. General Duties**

The Teacher should have an interest in and willingness to support all School activities and should be available to listen to girls and to deal promptly with concerns and difficulties.

## **22. Safeguarding and Child Protection**

Queen Margaret's is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding policies and procedures at all times. Staff members must be aware of how to contact the Designated Safeguarding Lead and not hesitate in communicating concerns regarding Child Welfare to the DSL or DDSL as appropriate.

## **23. Health and Safety**

All staff at Queen Margaret's are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety, report all accidents and incidents, raise concerns through their line managers, and address minor physical problems by reporting them as maintenance requests through the School's internal ticketing system on the VLE.

## **24. Equality and diversity**

Staff at Queen Margaret's are expected to promote equality of opportunity for all girls and staff, both current and prospective, and to support an environment that values diversity.

## **25. Promoting British Values**

Queen Margaret's recognises the importance of placing emphasis on fundamental British values in the curriculum and all other aspects of School life. These values reflect the ethos of the School and all members of the community have a role to play in delivering the values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs. All subject areas, and all non-teaching staff, are responsible for promoting these values when opportunities arise.

## **26. Data Protection**

All staff at Queen Margaret's have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the School, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role at the School, shall not be kept for longer than is necessary for that purpose or those purposes in accordance with the Data Protection Act 2018 and the Queen Margaret's Privacy Policy.

## **27. Policy awareness**

All staff are required to be aware of the School's policies and procedures from time to time which are set out in detail in the Red Book on the VLE.

## **28. Notice**

The Teacher is required to provide one full term's notice to terminate his/her employment.

## **Terms and Conditions of Employment**

The following particulars do not form any part of an offer of employment terms and conditions will be confirmed in the successful candidate's letter of appointment.

- This is a full-time appointment. The appointee will receive a salary following the School's own pay structure for their role as Teacher of PE, paid in monthly instalments in arrears from the agreed date of appointment and is inclusive of holiday pay. All academic staff (whether full or part-time) are expected to attend INSET and staff meetings at the start of each term prior to the return of the girls.
- The appointee shall be entitled to the statutory minimum holiday entitlement (currently 28 days) calculated pro rata which is to be taken during the School holidays. In addition, and subject to all duties being fulfilled and responsibilities being met to the satisfaction, including attendance at Training Days and Results Days, as required, the appointee will not normally be required to work during normal School holidays.
- Commitments for members of the PE Department require work on Saturdays and/or Sundays and as such appropriate compensatory time off during the week is arranged.
- The School's Family Leave, Sick pay and Staff Behaviour (including whistleblowing) policies are available in the Red Book on the VLE and copies can be made available on request
- Smoking is not allowed in any of the School buildings or on the School site.

All employees of Queen Margaret's are responsible for promoting and safeguarding the welfare of children and young persons and must adhere to and ensure compliance with the School's Safeguarding Policy.

### **Queen Margaret's School**

Escrick Park

York YO19 6EU

[www.queenmargarets.com](http://www.queenmargarets.com)