



The Academy at St James

PE, Physical Activity & Outdoor Learning Lead

Permanent Position

37 hours per week, Term Time only + 5 days

Application Pack





Dear Candidate,

Post: PE, Physical Activity & Outdoor Learning Lead

I would like to thank you for showing an interest in the above opportunity at our school. This is a crucial role in our school, where we take PE and physical activity really seriously, recognising the positive effect it has on all of our children. We are extremely proud of our track record, and our school has won multiple awards – most recently the Active School Award 2022, at the Bradford Sports Awards. Our school is a PE Centre of Excellence for Yorkshire, and we're looking for someone who wants to build on our current success.

If you are a keen practitioner who would like the chance to support PE, host Forest Schools and develop innovative and forward-thinking practice, this will be the role for you. We are looking for someone who can promote a holistic approach to activity and PE, and wants to work beyond the traditional parameters of primary school PE provision and competitive sport.

We can offer you a supportive environment as part of a forward-thinking Academy Trust in an exciting and innovative school.

As a Headteacher, I firmly believe that every moment matters! Our job is to provide an engaging and exciting curriculum for all our children; it is to develop their literacy and numeracy skills so they can be successful in later life and it is to work hard with parents and our local community to raise aspirations for all. I am very excited about the opportunity to develop and strengthen our existing team, to give people opportunities to grow and develop valuable experience which will benefit you and our setting. If you want to see more of our day to day life in school, you can see us on our website, or @church_prim on Twitter. We are also very proud of our latest Ofsted report which rated the Academy as Good, with Outstanding Leadership and Management.

Our Academy is a member of Bradford Diocesan Academies Trust (BDAT), which means all our schools and employees can access great support from an experienced and caring Trust. There is more information about BDAT later in this pack.

Everyone can achieve at the Academy St James and through working in partnership we can create many magical memories. I have been at St James for over six years and we have seen so many positive changes that I believe this is an amazing time to join our team as we aim to get better and better. By joining our team, you will have the opportunity to get valuable experience and work with an amazing team.

The closing date for applications is noon on Friday 8th September 2023. We are hoping to find a special person who can join our school in the Autumn term.

Yours sincerely

Chris Tolson
Headteacher

About the Academy at St James

The Academy at St James is a 1 ½ form entry school serving the community of Allerton. We are lucky to have a large and well-equipped school building with extensive grounds and opportunities for learning, including dedicated cooking, music, DT and Art rooms, a Forest School and much more. We also run a popular nursery for children aged from 2 years old and onward.

We are dedicated to providing a bespoke and exciting curriculum for our children, and our recent visit from Ofsted in May 2022 graded the school as Good, with Outstanding Leadership and Management. Ofsted recognised that our school is a happy place, where the school community cares for each other and praised the breadth of our curriculum and high standards of behaviour across the school.



At the Academy at St James, we strive to provide our children with the very best to ensure they can be successful in whatever they choose to do. We encourage everybody to work hard, accept challenges and take risks in order to be the best person you can be. We have high expectations for our children and ask them to persevere, collaborate and use their imagination to fulfil their dreams. At St James nothing is impossible and our slogan is: **Aspire, Achieve, Believe!**

Our 5 ways of being are:

1. Show you care
2. Always be yourself
3. Contribute to your community
4. Confident communicator
5. Knowledgeable and expert learners

These five ways of being complement our ethos and encourage our children to do their very best.

We ask our children, parents and local community to aspire to the very highest standards possible in all that they do. We do this to provide a platform for the children to achieve their very best and develop into responsible and thoughtful citizens. Our aim is to provide the children with the knowledge, skills and attributes to be successful lifelong learners. We really believe that giving our children as many experiences as possible is a key driver in improving pupil outcomes and allowing our children to achieve. From the ice bucket challenge to opening our school for a Christmas Extravaganza with visiting reindeer, we aim to give the children memories they will never forget. Have a look at our twitter account (@church_prim) and our website for more details. Come and join us- it is a great place to work and learn!



In and around Bradford



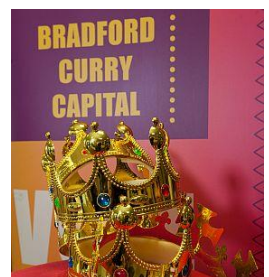
Bradford has a rich and fascinating history from Roman remains to Victorian grandeur. With a long industrial heritage, Bradford is proud to have once been the wool capital of the world which led to pioneers such as Sir Titus Salt to build businesses in the area. You don't have to go far to find out more, simply walk the streets and look up at the architecture or learn more about Bradford's history at [Bradford Cathedral](#) and [Bradford Industrial Museum](#) or visit the magnificent [Bolling Hall](#) a 17th century mansion house.



Nearby Saltaire, a model Victorian village and a UNESCO World Heritage site is a joy to visit and make sure you join a guided walk to learn more about the village's past. Mill owner Sir Titus Salt built the village for his workers and today Saltaire attracts millions of visitors to its magnificent architecture. Bradford was awarded the title of the world's first [UNESCO City of Film](#) due to the city's rich film heritage and its inspirational movie locations. Bradford has been a film location since the beginning of cinema, with its indigenous film industry being traced back to the years around the First World War. To this day Bradford district is still chosen and featured in top films and TV series. Bradford was also the birthplace of the famous artist David Hockney, and you can be enthralled by his works at [Salts Mill](#) and [Cartwright Hall](#).

Bradford is home to over 200 Asian restaurants and is proud to be Britain's Curry Capital of Britain for the last six years. There are a number of award winning restaurants which serve authentic Asian cuisine, so you will definitely find something that will tickle your taste buds, why not use our [Curry Guide](#) for inspiration.

Although we have a reputation for serving fantastic Asian food we also have an amazing selection of other cuisines. The Michelin starred [Box Tree](#) is one of Yorkshire's top restaurants, serving sophisticated British cuisine, served in even more sophisticated surroundings. If you are on a smaller budget Shipley and Saltaire have a great selection of restaurants. From [Yo Yo's](#) serving Chinese, Japanese and Thai to the [Tapas Tree](#) and the [The Terrace](#) a French style Cafe bar and bistro.



The Alhambra Theatre is regarded as the North's premier touring venue and regular visits are made from prestigious companies such as the Royal Shakespeare Company, Northern Ballet, Disney Theatrical, the National Theatre, Matthew Bourne's New Adventures and David Ian Productions.

PE, Physical Activity & Outdoor Learning Lead

37 hours a week, Term Time Only + 5 days

SO1 SCP 23-25

Actual Salary £26,291 to £27,921 (pay award pending)

Starting in Autumn 2023

We have a fantastic opportunity for a dedicated PE and outdoor specialist to join us at the Academy at St James to lead our award winning provision. If you are a passionate and innovative expert, who relishes the chance to engage children in a range of energetic, outdoor and wide-ranging activities we would love you to join our team.

Our ideal candidate will be a team player. You should have a track record of building positive relationships with pupils in order to support them to make exceptional progress, be committed to developing your own practice and share the school's high expectations for all pupils.

We are looking for the following qualities from the successful candidate:

- Someone who has children at the core of their profession
- Someone who can deliver, plan and support other staff in the teaching of P.E
- A dedicated practitioner who wants to be part of our exciting school and grow as an individual as school continues on its journey of success
- Develop and lead our purposeful play across school
- Develop our exciting Outdoor Learning and Forest School provision
- Ability to work with every child and every member of staff, treating them all with the same respect
- Have a positive and polite attitude with a sense of humour

You will:

- Play a fundamental role in shaping the direction and future of our children
- Have huge enthusiasm to work with our children during lunchtimes
- Be part of a highly successful network of schools both locally and nationally
- Receive bespoke training and support in order to be the very best you can be
- Have the capacity to bring innovative ideas to the outside area of school's facilities
- Continue to deliver the high standard of sport within school
- Join a team which is innovative, exciting and who works with and for its local community

Closing date: noon, Friday 8th September 2023

Interviews: Week commencing 11th September 2023

To apply, please read the job pack and complete the application form on mynewterm.com, or access the vacancy through our vacancies page at <https://academystjames.com/about-us/vacancies/>

We are committed to safeguarding and promoting the welfare of all our children and we require all our staff to share this commitment. This post is subject to an enhanced criminal records check via the Disclosure and Barring Service (DBS). Please see our Safeguarding and Child Protection policy on the BDAT website www.bdat-academies.org/bdat-business/bdat-policies/



Working with BDAT

The Academy at St James is an academy within Bradford Diocesan Academies Trust. If you are successful in being appointed, the Trust will be your employer.

General Information and Background

Bradford Diocesan Academies Trust (BDAT) is a Multi-Academy Trust (MAT) supporting a number of primary and secondary academies in Bradford. BDAT is the only Church of England MAT operating in Bradford and is part of the Diocese of Leeds. BDAT is a charity, governed by a board of trustees who are responsible for, and oversee, the management of the company. The Memorandum and Articles are available on the Trust's website at www.bdat-academies.org.

Our mission statement

"The Trust's mission is to provide an education of the highest quality within the context of Christian belief and practice." We believe every child only has one chance at a good education.

In practice, as a Trust, we seek to work with and alongside the academies in our Trust to provide a good quality of education to all children in our academies. The Trust does this through operating a light touch support role for academies at times of challenge and by establishing collaborative structures and processes to enable them to work together and share good practices. As our family of academies continues to grow, we are constantly looking at how we can continue to improve to establish effective and efficient ways of partnership working. We believe this means we are big enough to achieve business economies of scale whilst being small enough to retain our family of schools approach where we are truly able to know, understand and support each other.

Our Christian ethos

BDAT is a proudly Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical, and spiritual opportunities and development for each member of its academies. Whilst robust Christian principles underpin the work of the academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor Non-Church of England academies, as well as those within the faith.

ICARE

At BDAT we have considered the importance, effectiveness and sustainability of how we tackle issues like racism and other types of discrimination across all areas of our MAT and within each of our schools. We have led a Trust wide consultation to ensure we understand what we mean by inclusion and to look at what we can do differently centred around the Trust values: "ICARE". To download our ICARE consultation documents please [click here](#)

BDAT People: Our Faculty of Professional and Career Development

The BDAT Faculty of Professional and Career Development brings together into a single entity all that we currently do to recruit, develop and retain our staff. The Faculty provides the strategic direction to ensure that our professional and career development supports school improvement and drives our vision of BDAT as an employer of choice. By bringing all our work in this area under 'one umbrella' it ensures our staff know about BDAT's development offers and how they can be accessed. <https://bdat-people.org/>

PE, Physical Activity & Outdoor Learning Lead

Job Description

MAIN PURPOSE

To continue to drive our umbrella of Physical Education & Physical Activity provision to support the physical, social and emotional development of all pupils.

The practitioner will lead colleagues and engage pupils by:

- Planning, preparing and delivering high quality curriculum PE lessons
- Identifying and supporting pupils through targeted Outdoor Learning/ Forest School provision
- Constructing an effective and successful playtime and lunchtime provision in partnership with SLT and Teachers
- Leading and developing whole school 'Physically Active Enrichment'
- Planning and collaborating with BDAT PE leads opportunities for Competitive Sport
- Leading support staff to increase our offer of After School Clubs

The practitioner will be expected to:

- Plan, prepare and deliver PE lessons.
- Ensure accurate and current records of pupil assessment, progress and attainment are recorded and maintained.
- Administer first aid at the highest level when appropriate
- Write and adhere to risk assessments, policies and procedures at the highest level

KEY ACCOUNTABILITIES/TASKS

- Collaborate with Class Teachers to determine objectives to be used for own effective planning of a sequence of lessons and resources.
- Evaluate pupil responses to activities through planned observation, systematically recording progress and achievements in lessons/activities, reflecting and adapting as required, with evidence to demonstrate the level of progress and attainment of all pupils in-line with school policy and process.
- Use appropriate strategies to encourage excellent behaviour across the school such as positive feedback and praise; instil school rules and procedures with clear expectations, raising concerns and determining a positive action plan with the Class Teacher to address any behavioural concerns.
- In liaison with the SLT and Teachers, establish constructive relationships and communications with staff, parents, carers and external agencies/professionals, including multi-agency working to support the achievement and progress of pupils; attending meetings and training when required;
- Assist with special activities (e.g. sports days, plays, concerts, open days), accompany children on school visits, and where appropriate, be involved in extracurricular activities (e.g. clubs)
- Participate in meetings, employer training and development and in performance management, contributing to the identification of their own and of team development needs
- Work with all staff to promote and develop the sense of community we believe is essential at St James to deliver high quality outcomes for all our children.

KNOWLEDGE AND SKILLS

- See person specification

EFFORT DEMANDS

- Work within the school policies, under the direction and guidance of senior staff and within an agreed system of supervision, making decisions using initiative where appropriate within established working practices.
- Promote positive values attitudes and good pupil behaviour dealing promptly with conflict and incidents in line with established policy.
- Use good common sense and initiative when dealing with the conduct and behaviour of individuals, groups of pupils and whole classes; the correct use and care of materials by individual and small groups of pupils; the safety, mobility (if required) and hygiene and wellbeing of the pupils.
- Provide care and education through the provision of stimulating enjoyable and constructive activities appropriate to the Child's age and abilities to ensure physical social emotional and intellectual development, taking into account diversity (e.g. language, culture, ability, race and religion).
- Establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher to support the achievement and progress of pupils.
- Have excellent numeracy and literacy skills as well as excellent oral communication skills and the ability to communicate effectively at all levels.

RESPONSIBILITIES:

- Supervise and support children at all times including school visits, trips and out of school activities
- Support children in their learning both inside the setting and in outdoor play areas; recognising and responding to their individual needs, ensuring all children are engaged in appropriate activities.
- Determine the need for, prepare and maintain equipment and resources including specialist resources, and help the children in their use (e.g. Outdoor or indoor play equipment); being responsible for the care of all equipment and materials within the setting.
- Deal with any immediate problems or emergencies using the school's policies and procedures, liaising with the teacher where required (e.g. an injured or sick child).
- Supervise whole classes and groups in the absence of teaching staff, planning, preparing and delivering PE lessons and Forest School activities, maintaining the planned range of activities in the classroom and/or outdoor play areas in accordance with the short term planning.
- Monitor and evaluate the children's responses to learning activities as part of the planning cycle.
- Liaise sensitively and effectively with Parents/Carers as agreed with the teacher within your role/responsibility and participate in feedback sessions or meetings with parents promoting the policy on parental involvement.
- Prepare accurate feedback and detailed records, recording children's physical, care and educational progress and achievements against pre-determined learning objectives, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating systems as agreed with SLT, contributing to reviews of systems as requested.
- Perform allocated tasks with limited supervision.
- Take delegated responsibility in the supervision and guidance of students on work placement, trainees and voluntary helpers.

ENVIRONMENTAL DEMANDS/WORKING CONDITIONS:

- Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions/parents evenings/special events etc. outside of usual hours.
- Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
- The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.
- This post will require a high level of physical activity, leading PE lessons, clubs and Forest school throughout the day, and the post holder should be confident of meeting these physical requirements.
- This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.
- Report all concerns to an appropriate person.

SPECIAL CONDITIONS OF SERVICE:

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

OTHER CONSIDERATIONS

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Designated Safeguarding Lead or the Headteacher.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.

Fluency Duty

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the Intermediate Threshold Level

Intermediate Threshold Level

The post holder should demonstrate:

They can express themselves fluently and spontaneously with minimal effort and,
Only the requirement to explain difficult concepts may hinder a natural smooth flow of language.

PE, Physical Activity & Outdoor Learning Lead Person Specification

	Essential	Desirable	Evidence
Experience	<ul style="list-style-type: none"> • Skilled and knowledgeable PE practitioner with the ability to plan and deliver age appropriate and well differentiated lessons • Skilled Outdoor Learning Practitioner in a range of age-appropriate outdoor learning activities • Enjoy working with children from a range of backgrounds and commitment to supporting their physical, social and emotional development through PE, Outdoor Learning and outdoor play activities • Experience of working with hard to reach families • A good communicator, friendly and polite and able enthuse and motivate others • Good planning and organisational skills and able to work to deadlines • Proactive at prioritising, problem solving and getting things done • Able to use judgement and intellect to work on own initiative • Friendly and polite with excellent people skills and a sense of humour 	<ul style="list-style-type: none"> • Experience of developing innovative approaches to physical activity amongst primary age children 	Application form
Qualifications / Training	<ul style="list-style-type: none"> • Minimum of GCSE English and Mathematics at grade C or above (or equivalent) 	<ul style="list-style-type: none"> • Forest School Level 3 qualification including up to date Outdoor First Aid qualification • Degree level qualification in Physical Education <p>or</p> <ul style="list-style-type: none"> • AfPE Level 4 Supporting Pupils' Wellbeing Through Physical Education <p>or</p> <ul style="list-style-type: none"> • AfPE Level 5 Primary PE Specialism 	Application form Interview

	Essential	Desirable	Evidence
Knowledge / Skills	<ul style="list-style-type: none"> • Knowledge of the national curriculum for PE • Knowledge on how PE supports the development of the whole child • Knowledge of the benefits of physical activity for children • Knowledge of the Creating Active Schools framework • Knowledge surrounding how fundamental movement contributes to Early Years outcomes 	<ul style="list-style-type: none"> • Have further relevant qualifications. • Able to balance work and personal life and is considerate of the well-being of others 	Application Form, Interview, References and Selection testing
	<ul style="list-style-type: none"> • Ability to relate well to pupils and adults. • Ability to work constructively as part of a team. • Ability to remain calm under pressure. • Demonstrate good co-operative, interpersonal and listening skills. • Demonstrate a commitment to working with children of the relevant age. • Good sense of humour. • Flexibility and willingness to accept change. • Willingness to share expertise, knowledge and experience. • Approachable, courteous and able to present a positive image of the school to callers and visitors. • Maintain confidentiality in matters relating to the school, its pupils, parents and carers. • Ability to prioritise conflicting demands and pressures 	<ul style="list-style-type: none"> • Ability to identify own training and development needs. 	
CIRCUMSTANCES - PERSONAL	<ul style="list-style-type: none"> • Will not require holiday leave during term time. • Must be legally entitled to work in the UK (Asylum and Immigration Act 1996). 		

	Essential	Desirable	Evidence
	<ul style="list-style-type: none"> No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required). 		

PE, Physical Activity & Outdoor Learning Lead

Selection Process Guidance

Our aim is to ensure that we recruit the right person for the job. We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, gender, marital status, sexual orientation or gender identification. The person specification sets out the criteria used to assess candidates through the selection process.

We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure from the Disclosure and Barring Service.

Visits to the school

Visits to the school are warmly welcomed by prior arrangement, you will not be disadvantaged if you are unable to visit. However, please note that the school is closed for the summer holidays during the advertising period for this vacancy. We will be delighted to show you around when we return, in the meantime, please enjoy looking at our website and twitter feed, where you can see more of the Academy at St James in action!

Applications

Please ensure that all parts of the application are completed using our recruitment website mynewterm.com. We do not accept CVs as part of the selection process. Please ensure that you demonstrate how your experience and skills make you suitable for the position and fill in all parts of the form.

Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel of senior staff and governors. We carefully check all applications for anomalies.

Candidates who best meet the person specification will be invited to an interview. We will notify you by telephone with e-mail confirmation to follow. If you have not heard from us within 3 days of the shortlisting date, you have not been successful at this stage.

References

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or last, employer.

Interview Day

The interview day will consist of several tasks and activities including a formal interview. These are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of qualifications and identity on the day.

Final Selection

Following the tasks and formal interview, we will use the person specification as a guide to select the most suitable candidate for our school. We will then telephone each candidate to inform them of the outcome. We will give brief feedback during this telephone conversation.

Offer of Employment

We will make a verbal offer of employment by telephone on the day of the interview and this will be confirmed in writing. Any offer is made subject to:

- References satisfactory to us
- A satisfactory DBS check
- Satisfactory online checks
- Provision of proof of identity and qualifications

Key Dates

Closing date: noon, Friday 8th September 2023

Interviews: Week commencing 11th September 2023

How to contact us:

The Academy at St James

Chelwood Drive

Bradford

BD15 7YD

Tel: 01274 777095

Email: office@stjames.bdat-academies.com