

Lancaster Girls' Grammar School



APPLICATION PACK



Apprentice PE Technician

Lancashire FA Apprentice Scheme

START: Monday 28th October 2019
(or as soon as possible after this date)

Welcome from Mrs Jackie Cahalin, Headteacher

Thank you for enquiring about the post of
Apprentice PE Technician.



LGGS is a selective girls' grammar school with Academy status. Whilst we have achieved outstanding judgements in our last four Ofsted inspections, we regularly analyse our performance and seek new ways to enhance learning opportunities for our students.

A major strength of our school is our welfare and support structure. Our students are supported by form tutors, heads of key stage, learning mentors and a student wellbeing co-ordinator. We also have access to other external support agencies. Behaviour and attendance are excellent at LGGS and our girls are highly motivated, keen and enthusiastic. They are warm, welcoming and have a good working relationship with staff, which is built on mutual trust and respect.

Each year, almost every student continues into the sixth form after Year 11 and we recruit new students to Year 12 from other secondary schools. Whilst Maths, Biology and Chemistry are the most popular A-levels, arts, languages and literature subjects are also common choices for our students.

Our intake into Year 7 is 140. We are heavily oversubscribed and admission is by an entrance test. On entry, girls are placed into five forms and are taught in forms for most subjects in Years 7-8. Sixth form students organise a host of

events for younger students including the annual drama & music festivals. All of our students belong to one of four houses which are named after Lancaster's twin cities.

Our examination results regularly place us in the top fifty state schools. The vast majority of our students make very good progress and we use a range of data measures in school to set challenging targets.

We pride ourselves on being outward-looking and have strong networking links. As an International school we value our links with a range of schools in Europe and further afield. LGGS is an exciting place to work. The ethos of the school is very friendly and welcoming. Staff have high standards both of themselves and their pupils. We have a large number of support staff who work alongside teachers and staff have many opportunities to develop their skills through research projects, participation in school development groups and working with staff from other schools.

This is an exciting opportunity for a highly motivated candidate to join this outstanding department. LGGS is a fantastic school to work in; the PE Department is particularly successful and has a supportive and encouraging ethos

The Application Process

Please complete the application form and provide a covering letter of application detailing your current position/education and any work experience.

Applications may be submitted by post, or by email to: applications@lggs.lancs.sch.uk

LGGS is committed to safeguarding and promoting the welfare of children. We expect all staff to share this commitment. Appointments made are subject to an Enhanced Disclosure and Barring Service check.

Please see the recruitment documents on the school website for further information

The Physical Education Department

Staffing and Facilities

The department currently consists of the Head of Department, one other full time teacher, two part-time teachers plus the Deputy Headteacher who teaches five hours a week of PE. All are specialist teachers who work closely together to deliver the PE curriculum and to facilitate the smooth running of a broad, imaginative and lively extra-curricular programme.

The sports field is five minutes' walk from school and boasts its own full sized AstroTurf pitch, an excellent outdoor facility. The sports pavilion includes a fully equipped classroom and changing rooms. In summer the field is marked out for Athletics and Rounders and the artificial surface is transformed into 12 tennis courts. Indoor activities take place in a small but well-equipped gymnasium. There is also a dance studio and fitness suite.

The department is forward-thinking and aims to keep abreast of all new developments and initiatives in Physical Education. In this respect it benefits from ICT provision in the form of TVs/ large flat screen, DVDs, video cameras, Apple TV and iPads. Each facility has a networked WiFi laptop. The department makes use of the interactive whiteboards in classroom situations and the school's Moodle is used in PE lessons.

The Curriculum in Years 7 - 11

Physical Education forms part of the core curriculum at Key Stages 3 and 4 and pupils are taught in groups of 29. In Key Stage 3 they have 2½ hours per week. They participate in Gymnastics, Dance, Hockey, Netball, Football, Pop Lacrosse, Tag Rugby, Cross-Country, Health Related Exercise, Athletics, Tennis and Rounders. At Key Stage 4 (Year 10) all pupils are given the option to complete the Level 1 Award in Sports Leadership, which involves developing the skills to be an effective leader and then putting them into practice by leading their peers in a sporting activity. They also participate in indoor games, outdoor sport and fitness to develop their teamwork and personal skills. In Year 11 the girls are given the opportunity to choose which

activity they take part in and are encouraged to take part on a recreational level; activities include Problem Solving, Netball, Hockey, Fitness, Tag-Rugby, Dodgeball, Benchball, Tennis and Rounders.

Participation levels are outstanding, only injury or illness prevents the girls from taking part. Enthusiasm and enjoyment of lessons is excellent and is one of the main aims within the department

GCSE PE is offered as an option. Results are excellent (2018 76.9% 9-7) with some of the best value added in the school.

The Curriculum in Years 12 -13

There are currently a small number of students studying A level PE in year 12. The AQA syllabus is taught.

As part of Sixth Form Wellbeing lessons various physical activities are offered to Year 12 students in order for them to focus on something other than their academic studies for an afternoon a fortnight.

Other Aspects Of The Department

All clubs are well attended and are open to students of all abilities. Our clubs take place at lunch time and after school. The PE department successfully runs a number of incentive programmes to encourage participation. The department have worked hard to increase the number of sporting activities on offer and to encourage participation. Sports week in March is a popular event in the school calendar with pupils able to try out a variety of new sporting activities. Our sports teams of all ages perform to a high standard within the District. Matches are arranged midweek and on some Saturday mornings. They take place both locally and further afield in Lancashire and Cumbria, and we compete against both State and Independent schools.

A full programme of Inter-House competitions gives many girls the chance to represent their House and experience competitive sport. This includes events such as Dance, Gymnastics Hockey, Netball, Cross-Country and Swimming.

PE Technician (Apprentice) - Job Description

Position: Apprentice PE Technician
(Lancashire FA Apprenticeship scheme)

Responsible to: Head of Physical Education

Salary: Apprenticeship minimum wage dependent upon age.

Contract: Fixed Term for 24 months until completion of Apprenticeship.
Probationary period of 3 months
Reviews at 1, 3, 6 and 12 months

Holiday: School holidays

Working Hours: 37 hours per week, term time plus 5 INSET days (45.05 weeks per annum)

Purpose of the Post

We are seeking to appoint a highly motivated, enthusiastic and committed person to work within our highly successful PE department. The Apprentice PE Technician will work as part of a team to support a range of practical, technical and administrative duties.

Principle responsibilities:

Technical Support

- To support the delivery of PE lessons across all age groups (11-18 year olds)
- Work with small groups on specific interventions
- To support children to reach their potential in PE
- To manage equipment and ensure facilities are ready for use
- Assisting teachers in lessons with video technology for live analysis within lessons
- Ensuring PE/Sport facilities and equipment are safe for use
- Demonstrating sporting techniques and use of equipment
- To support and manage teamsheets and transport consent for school fixtures

Administrative support for PE department

- Creating displays on the department's display boards
- Sending news items to the website and collating articles for the termly sports newsletter
- Sending a weekly sports bulletin to parents/carers via the school ParentPay platform
- To help in the maintenance of first aid kits and upkeep pupil Health Care Plans
- Assist in administration of the LGGS online learning platform - Moodle
- To identify and report any potential health and safety issues to the nominated member of staff
- Photocopying/laminating
- Helping with events such as sports presentation evening, sports days, inter-school district competitions, open evening
- Attending departmental meetings and taking minutes
- Maintaining and ensuring safe storage of equipment
- Managing lost property

PE Technician (Apprentice) - Job Description

Wider Contribution - we are also looking for a person who will make a contribution to the school and the department by:

- Assisting with the running of intra and inter school sports competitions
- Contributing to the running of the extensive lunchtime and after school sports clubs timetable
- Acting as a sporting role model
- Adopting and work within School policies and procedures
- Participating in the Performance Management appraisal programme.
- Completing any other reasonable tasks, as directed by the Head of PE or a member of the Senior Management Team.
- Supporting and contributing to the school's responsibility for safeguarding students.
- Maintaining high professional standards of attendance, punctuality, appearance, conduct, and positive, courteous relations with students, parents and colleagues.

The role also includes the study and completion of the Lancashire FA's training programme.

Lancashire FA Framework Training will include:

Year 1

- NVQ Level 2 in Activity Leadership
- Level 2 Certificate in Supporting Learning in Physical Education and School Sport
- Level 2 in Employment Awareness in Active Leisure and Learning
- Level 2 Award in First Aid for Sport
- Level 1 Functional Skills Maths/English (If Required)
- 1st 4sport Level One Award in Coaching Football
- Level 1 in Principles of Coaching
- FA CRC disclosure

Year 2

- NVQ Level 3 Diploma in Supporting the Delivery of Physical Education and School Sport
- Level 3 in Employment Awareness in Active Leisure and Learning
- Level 2 Functional Skills Maths/English (If Required)
- 1st 4sport Level 2 Certificate in Coaching Football

This will be a fixed term contract in the first instance from 28 October 2019 until 27 October 2021. The successful applicant will require DBS clearance.



Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • 5 GCSEs or equivalent including English and Maths 	<ul style="list-style-type: none"> • A level qualifications • Sport GCSE or equivalent • Sports Leadership Award or equivalent
Experience	<ul style="list-style-type: none"> • Evidence of participation in sporting activities • Evidence of previous learning or participation in sporting activities 	<ul style="list-style-type: none"> • Experience of working with or caring for children
Knowledge and Skills	<ul style="list-style-type: none"> • Committed to working in a safe environment • Ability to relate well to children • Demonstrate a clear understanding of the role of PE within school and beyond • Have an ability to motivate young people 	<ul style="list-style-type: none"> • High level of IT competence. • Ability to plan and deliver a variety of sports coaching sessions.
Personal Qualities	<ul style="list-style-type: none"> • Good attendance and punctuality record (reference from School or previous employer) • Willingness to see projects through • Have excellent interpersonal and communication skills • Flexible attitude to work • Ability to work to deadlines • Willingness to continue to learn and develop experience in all areas of sport • Keen to further own skills • Be a team player and have an ability to work collaboratively • Have high expectations • Ability to prioritise, plan, organise well to achieve objectives • Have energy, tenacity and the ability to work under pressure 	<ul style="list-style-type: none"> • Ability to prioritise workload • Ability to work independently

The post holder will work at Lancaster Girls' Grammar School and attend Leyland Lancashire FA once a week over two years to complete their course. The post holder is likely to be required to work, on occasions, during the evening for school functions, such as the annual Sports Presentation Evening.

Please Email applications to applications@lggs.lancs.sch.uk, alternatively return written applications to: Mrs D Burns, PA to Headteacher, Lancaster Girls' Grammar School, Regent Street, Lancaster, LA1 1SF.

Application Closing Date

The closing date for applications is Thursday 3rd October 2019 at noon.

Shortlisted candidates will be contacted after this date. Interviews will be held on Friday 11th October 2019. If you have not heard from us by this date please assume your application has been unsuccessful.

School & Local Area Information

The School

Established in 1907 at the Storey Institute, LGGS has occupied the current site between Regent Street, High Street and Lindow Square since 1913. The School is situated in the City Centre with Lancaster railway station and bus station a five minute walk away. Regular train connections to Morecambe, Preston, Chorley, Ulverston, Windermere and Barrow-in-Furness are available.

Most staff act as Form Tutors or are assigned to a particular year group for support tutoring and

mentoring. There are many opportunities to get involved in clubs, activities and visits. One member of staff recently said "join LGGS and see the world!"

The original stone building comprises a large part of the main school with a neighbouring science block, technology building and art block. There is also a sports field a short walk away from the main school. A new dance studio and fitness suite was built in 2010 and a brand new sixth form building was completed in Autumn 2012.



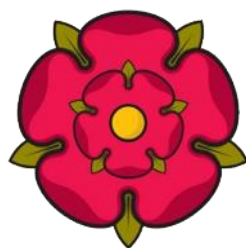
The Local Area

Lancaster is a small, but thriving city with a population of around 130,000 and a large number of outlying small towns and villages. The nearby coastal towns of Morecambe and Heysham are mixed with rural countryside.

House prices are affordable and there is a rich mixture of flats, small houses and larger family homes, particularly in the outer reaches of the city. Average house prices for a semi-detached house are £180,000 - £190,000.

The city centre has a range of chain stores, independent shops and restaurants with Preston only 30 minutes away (20 minutes by rail). The Trafford Centre is only an hour's drive away and there are also regular train services across the Pennines to Bradford and Leeds. There are two theatres in the city as well as cinemas and other entertainment venues in and around the city centre.

The majority of staff live in and around Lancaster or in the outlying villages. Others live further afield thanks to the excellent transport links to the City Centre. Car parking is available at the School although space is limited owing to our City Centre location.



For more information, please contact
Miss Leanne Sharples, Head of Physical Education:

Tel: 01524 581661

Email: l.sharples@lggs.lancs.sch.uk

Lancaster Girls' Grammar School, Regent Street, Lancaster, LA1 1SF

Tel: 01524 581661

Fax: 01524 846220