

Teacher of PE

Information for Candidates



Queen Margaret's
School for Girls

Escrick Park, York

Welcome to Queen Margaret's

On arriving in Queen Margaret's School you are immediately struck by the warm, welcoming atmosphere, the strong community spirit, and the kindness and openness of girls and colleagues, not to mention our beautiful environment at Escrick Park.

In our all-girls, perfectly sized, nurturing environment, every girl flourishes and self-belief thrives. We are committed to our boarding ethos for all - whether full, weekly or flexi boarders, or day girls, girls enjoy the value-added of our full boarding days. In our small class environment, every girl can be supported and challenged to achieve her best through a highly personalised approach.

Life at QM is busy - girls work hard and play hard and the rich opportunities open to them are down to the dedication and care of our incredibly committed staff team. Teachers at QM are much more than teachers - they nurture, inspire, challenge, guide and teach - in the classroom, in tutoring, in enrichment activities, in the boarding houses.

There is a strong culture of participation with many girls competing on the sports field, playing or singing in a musical ensemble, acting on stage, and of course focusing on their academic studies! We should never underestimate what students are capable of achieving and with the perfect balance of support and challenge through school, QM girls leave school with the self-belief, independence and open mindset to look forward to bright futures.

If you are excited by the opportunity to become part of our QM community and throw yourself into the busy life of this very special school, we would love to hear from you.

Nicola Dudley
Head

Working at QM

We are an equal opportunities employer and actively seek applications from candidates of all genders and all backgrounds. We employ around 150 staff and the majority of staff live within 30-45 minutes of the school including York, Hull, Leeds and Harrogate.

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 and our term dates are shorter than schools in the state sector, although we adhere wherever possible to the half term dates of the local authorities in order to support our staff with children of school age.

Most girls stay at school after their lessons finish each day, 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.

The Sports Department

The QM Sports 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 and Badminton. There is an opportunity to participate in a wide range of other sports and fitness associated activities.

Curriculum

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 also offer GCSE and A Level courses in Physical Education, following the AQA specification.

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 riding lessons and livery are available for pupils at the school.

Job Description

A dynamic and effective full time teacher of PE with excellent communication skills is required from September 2025. The Teacher of PE reports to the Head via the Director of Sport and the Senior Deputy Head. The appointee will be involved in the coaching and umpiring of games in curriculum and extracurricular 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 24 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 up-dates.

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 Director of Studies 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 & 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 before 8am 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 salary scale. The salary for this post will reflect the responsibility attached to the role. The Teacher will be eligible for membership of the Royal London Pension Scheme.

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 1 full term's notice to terminate their employment.

Terms and Conditions

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) 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 operates a non-contractual sick pay policy full details of which are available in the Red Book.
- Smoking is not allowed in any of the school buildings or on the school site.

Benefits of Working at QM

- Outstanding setting in a rural location
- Friendly staff team
- Free meals during working hours
- Small class sizes
- Free onsite parking
- Free staff swimming sessions on site

How To Apply

All applicants must complete the school's official application form, available via this link to our website <https://queenmargarets.com/careers>, providing a full career history and names and contact details for two referees. Completed application forms should be returned to: recruitment@queenmargarets.com.

Queen Margaret's is committed to safeguarding and promoting the welfare of children and young persons and candidates must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service and will be asked to bring certain documents to interview to confirm their identity.

Candidates should be aware that, in compliance with statutory guidance, as part of the shortlisting process the school will consider carrying out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview.