

# BURNTWOOD

## AN ACADEMY FOR GIRLS

Principal: Mrs Helen Shorrock BSc PGCE

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Roll: 1,665 (Sixth Form 451)



## Recruitment Pack

# Join us

### PE Technician

Closing date: Monday 2 October 2023, 1pm

Start Date: October 2023

‘The best education today, for the women of tomorrow.’

## Job Advertisement

### Role: PE Technician

Full time/Part time: Term Time Only

Working Hours: 36 hours per week

Salary Grade: NJC Scale SC2, SP4 (actual salary currently £22,388 per annum)

Reporting to: Head of PE

**Commencing: October 2023**

Applications are invited for a reliable and organised PE Technician to join our successful PE department at Burntwood School. Working under the direction and guidance of the Head of PE, the successful candidate will provide a high level of technical and administrative support to the PE department.

This is an exceptional opportunity to fill a key role within a forward-thinking and dynamic department. The ability and commitment to work both independently and as part of a team with a flexible and versatile approach is essential to this demanding and varied role as are. Respectful relationships between staff and students are central to the school's positive ethos and make this an exciting and fulfilling school to work in.

Burntwood is a popular, highly successful, multi-cultural school. We put equality, safeguarding and inclusion at the heart of our ethos. Burntwood has a strong corporate identity characterised by our firm commitment to the UNICEF Convention on the Rights of the Child.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. The successful applicant will be subject to pre-employment checks including an enhanced DBS check.

### How to apply

To apply for this role, please select 'QUICK APPLY' on the TES recruitment website:

<https://www.tes.com/jobs/vacancy/-1915945> to complete and submit an application. CVs or any other form of application will not be accepted.

Should you require any other details please contact our HR team at [recruitment@burntwoodschool.com](mailto:recruitment@burntwoodschool.com)

The closing date for applications is **Monday 25 September 2023 at 1pm.**

The interview date is likely to be on Thursday 28 September 2023.

## School Information

### About Burntwood – An Academy for Girls

Thank you for your interest in working at Burntwood. We hope that the information provided here and on [our website](#) will help you with your application and give you a flavour of our school.

Burntwood is a highly successful academy for girls. We are an 11-19 comprehensive school with 1,665 students, of whom 451 are in our mixed Sixth Form. The majority of our students progress to our Sixth Form and the vast majority then on to university and higher education.

Burntwood was rated as “Good” by OFSTED at our last Inspection in January 2020 and we are very proud to be one of only two secondary schools in London (and one of only 16 secondary schools in the United Kingdom) to have been awarded the highest level of the UNICEF Rights Respecting School Award: Level 2. We also have Artsmark Gold, Sportsmark and Healthy Schools status as well as SMSC Quality Mark and International Schools Mark.

We work in partnership with a number of higher education providers, local schools, and other educational bodies to enable our staff to access a range of different learning opportunities. In recognition of the quality of our professional development we have been awarded the Professional Development Platinum Mark by UCL (Institution of Education).

At Burntwood, staff work in a harmonious atmosphere with students who get on well together and happily respect each other’s cultural backgrounds. They openly acknowledge and celebrate their different abilities and talents. Students enjoy a wide range of extra-curricular activities including choir, orchestra, shows and sporting activities.

Burntwood School was rebuilt in 2015 and the quality of the design of the School led to it winning the prestigious Stirling Prize for 2015. We are proud of our new state of the art learning environment which is fully equipped to enable us to continue to deliver an excellent education and broad and balanced curriculum to our students and the wider community.

As a member of Burntwood staff, you would join a team of dynamic and committed professionals who work to develop enquiring, informed and resilient students who are able to meet the demands of a rapidly changing world.

## Department Information

### Physical Education (PE) Department

The Physical Education department is part of the Physical and Arts Education cluster and consists of 4 members of staff, including a PE Technician and the Head of Department. The department has a lot of experience with regard to teaching PE and work very closely together to evaluate, plan and develop the curriculum and make a positive contribution to whole school initiatives. The department is continually developing its KS4 and KS5 provision and currently runs a Cambridge National PE course in KS4 and a Cambridge Technical PE course in KS5.

The core of the department has been stable in recent years, which has allowed strong curriculum, assessment and recording systems to develop. One of our many strengths is our links with the community, local sports clubs, and agencies, who work with students both in curriculum time and within our extra-curriculum enrichment programme. These include Spencer Tennis, Herne Hill Harriers, Surrey County Cricket, Lodge Scuba Academy and many others. The department also works closely with the Wandsworth Sports Development Team, Garrett Park and Southfields Specialist Sport College, through whom we support and work alongside our feeder primary schools.

The school participates in a range of interschool competitions. There are a number of competitive opportunities organised by Wandsworth, to which we make full contribution; our current strengths are athletics, rugby, netball and football. We have several very talented students with many reaching national standard, especially in athletics.

The school is fortunate enough to have facilities that can accommodate all lessons taking place onsite. We have extensive facilities which include a 25m swimming pool, sports hall, two gymnasia, a fully equipped fitness suite, a playing field and outdoor courts. These are taken full advantage of in curriculum time and for tournaments and competitions. This is an exciting time for the PE department and we are looking for a new team member who will complement the skills of the current team and help us in our aims to improve and develop the very successful curriculum we already have on offer.

## Person Specification

### Role: PE Technician

Full time/Part time: Term Time Only

Working Hours: 36 hours per week

Salary Grade: NJC Scale SC2, SP4 (actual salary currently £22,388 per annum)

Reporting to: Head of PE

**Commencing: October 2023**

The person specification below outlines the key knowledge, experience, skills and qualities required for this position. Candidates will be expected to demonstrate knowledge and understanding of each area and to show evidence of having applied (or an awareness of how to apply) this knowledge and understanding in the school context. The selection panel will assess each candidate against the below criteria listed.

	Criteria	Essential	Desirable
1	Ability to demonstrate recent knowledge and experience in a variety of PE and sports activities.	X	
2	Have a recognised lifeguard qualification or be willing to obtain the appropriate qualification.	X	
3	Ability to be able to work both independently and as part of a team.	X	
4	Ability to undertake general office and administrative tasks using a variety of software including MS Word, MS Excel, Teams, email and internet.	X	
5	Ability to communicate effectively with colleagues, students and their families both orally and in written format.	X	
6	Familiar with gymnasium and general PE and sports equipment, both indoor and outdoor.	X	
7	Willing to contribute to after-school activities and fixtures.	X	
8	Ability to use ICT and be willing to be trained in the use of any unfamiliar technology.	X	
9	Ability to work within all the school's policies, especially those relating to safeguarding, equal opportunities and health and safety.	X	

## Job Description

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Reporting to: Head of PE

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### General duties

- prepare, clean and maintain sports equipment for classes,
- prepare support materials and equipment as directed for a lesson,
- be responsible for the safe storage of materials and equipment,
- identify equipment faults,
- undertake a range of ICT duties: setting up equipment; capturing, editing,
- copying digital and video images; inputting and sorting data,
- create posters and PowerPoint presentations,
- promote clubs and update students via Teams,
- work with individual and small groups of students in lessons and in extra-curricular clubs,
- assist with the delivery of lessons, including swimming lessons,
- keep the PE inventory up to date.

### Administrative Support for the PE Department

- support administration staff with letters/emails to parents, other schools and outside agencies,
- photocopy/laminate,
- answer telephone and take messages,
- arranging/confirm fixtures and produce fixture lists,
- book transportation e.g. minibuses and coaches,
- send items for the website to the Website Administrator,
- help with the organisation of special events e.g. Celebration of Achievement/Reflections/sports day/open evening,
- participate in departmental meetings,
- liaise with grounds maintenance for PE requirements,
- liaise with external coaches who run after school clubs,
- maintain the competition noticeboard with information on results and photographs,
- collate articles and put together newsletter each term.

### Technical Support

- take photographs/videos,
- sort and return lost property to owners,
- deal with school PE kits and other sports clothing,
- wash school owned PE kits,
- stocktake.

### Other

- work towards and support the school vision and the current school objectives outlined in the School Development Plan,
- contribute to the school's programme of extra-curricular activities,
- support and contribute to the school's responsibility for safeguarding students,

- work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors,
- work within the school's Diversity/Equal Opportunities Policy to promote equality of opportunity for all students and staff,
- maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues,
- engage actively in the performance management process,
- adhere to policies and procedures as set out in the Governing Body's Regulations, Staff Handbook and as otherwise notified from time to time,
- undertake other reasonable duties related to the job purpose required from time to time,
- be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the position of PE Technician within the organisation,
- be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the role,
- ensure that the postholder's line manager is made aware and kept fully informed of any concerns which the postholder may have in relation to safeguarding and/or child protection.

### **Safeguarding**

- Be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the role within the organisation.
- Be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the role.
- Ensure that the Safeguarding Team, particularly the Designated Safeguarding Lead, is made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection.

### **Data Protection**

When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 2018 for the security, accuracy, and significance of personal data held on such systems. Be mindful of how data is handled and seek consent and guidance from line managers or designated leads before sharing or storing confidential information.

### **Equal Opportunities**

Actively support the School Equality Policies. To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

### **Health and Safety**

Employees are required to work in compliance with the school's health & safety policies and under the Health & Safety at Work Act, ensuring the safety of all parties they come into contact in premises or sites controlled by the school.

### **Safer Recruitment**

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check and satisfactory references. In line with [Keeping Children Safe in Education \(KCSIE\)](#), the school may consider carrying out an online search as part of due diligence on shortlisted candidates, in order to identify any safeguarding or suitability issues.

**Additional Information**

The main duties and responsibilities indicated are subject to the general duties and responsibilities contained in the written statement of particulars of employment (the contract of employment). Other duties of an appropriate level and nature may also be required, as directed by the Principal and Head of Cluster. Please note that the post holder may be required to work outside of normal school working hours for school events, meetings and emergencies. The job description may be reviewed annually in the light of those changing requirements and in consultation with the post holder and Principal.

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I have carefully read and understand the contents of this job description and person specification. I understand the responsibilities, requirements and duties expected of me (to be signed if appointed).

Print name:

Sign:

Date: