



# Teacher of PE & Sport

## Information for prospective staff

### Department Information

#### Vision

The vision of Freeman's SPORT is to *Develop character and change lives through sport.*

#### Mission

Our operational mission is to *Deliver a meaningful, balanced and competitive sporting education*

#### Values

Freeman's SPORT is a values-based department, supported by the following sporting values.

- S** - Sportsmanship
- P** - Progress
- O** - Opportunity
- R** - Resilience
- T** - Teamwork

**Staffing:** The Sports Department is under new leadership and has recently re-structured. The department currently has 10 PE teachers who are well supported by a number of external coaching staff and staff from the academic faculty. The department is led by a Director of Sport and a strategy team including two Assistant Directors of Sport (Academic and Games & Performance). The department has a passion for learning from each other and a high level of experience in both coaching and teaching. The school's core sports are each led by a Head of Sport, who is responsible for the pathway and direction of pupils throughout the school. The department is well equipped to be successful in the pursuit of our vision.

**Facilities:** The sports facilities at the school are fantastic. We are on a 58 acre site, with a large sports hall (6 x badminton/pickleball courts), a state-of-the-art swimming pool, a modern gym, an all-weather pitch, indoor and outdoor cricket nets, two squash courts, multi-activity room, a PE classroom and 4 cricket pitches that are used by the school, outside clubs and high performance pathways (Surrey CCC & Surrey Netball).

**Core PE:** The PE curriculum is diverse and progressive, focusing on fundamental movement skills, physical literacy and swimming in Key Stage 2 & 3. As pupils progress up the school a broad range of sports and activities are covered with pupils changing activity every half term. Freeman's Sporting values and opportunities are woven into the curriculum and supported throughout each learning cycle.

**Academic PE:** The department regularly achieves strong academic results offering both GCSE and A level PE. We currently follow the AQA curriculum and have a regular flow of pupils across all 4 examined year groups.

**Games:** Every year group has one Games afternoon a week, supported by a plethora of squads before and after school. The major sports are football, rugby and cricket/tennis/athletics for boys and hockey, netball and cricket/tennis/athletics for girls. The department is currently facilitated by many coaching staff, allowing the school to provide a wide and varied coaching provision in all sports. The staffing for sports has increased in recent years, allowing a great deal more breadth quality in provision. Currently, pupils have a limited choice (which extends in Year 11 and into 6<sup>th</sup> form), allowing pupils to experience different sports such as badminton,

volleyball, Pilates, fitness and swimming. Year 7-14 play the vast majority of their block fixtures on a Saturday morning, and the Junior school play midweek.

**Co-curricular Sport:** Each year group in the school has access to co-curricular sport throughout the week with a large contribution made by PE, coaching and the wider teaching staff. Team squads are facilitated in the co-curricular space, allowing additional training for fixtures. Currently the school plays fixtures in 16 different sports across the school year.

## Information about the role

### General

This is a wonderful opportunity for a well-motivated and enthusiastic teacher of PE to establish themselves in a leading Surrey Independent school. Freeman's SPORT is a friendly, competitive and ambitious department looking to develop the depth and scope of the team.

### Person Specification

Candidates should:

- Demonstrate a passion for, and have expertise in, their subject and be able to inspire the students they teach
- Have worked in a school / Academy / Professional sporting pathway
- Have experience in PE teaching and, ideally, be able to coach and officiate traditional school sports to a high standard
- Have the ability to coach a number of Freeman's core sports and be able to evidence success with coaching children
- Hold a good honours degree in a relevant subject
- Hold either QTS and demonstrate a track record of success or possess the willingness and ability to become a qualified teacher
- Be willing and able to contribute to all parts of school life
- Have awareness of, and a commitment to, the needs of young people in a school setting; be someone who shares the School's commitment to promoting the welfare and safeguarding of children
- Be an enthusiastic and dynamic teacher, able to motivate and inspire pupils and staff to achieve the highest standards
- Be able to build and maintain professional relationships, striking the right balance between formal and informal channels
- Possess good time management skills, and be able to cope with the demands and life of a busy leading independent school
- Be an expert communicator. The ability to communicate in all directions is essential
- Have integrity and be a team player and forward leaning in their approach to departmental aims
- Have good ICT skills and the ability to deal with the administrative routines

### Teaching, learning and assessment

- Promoting and supporting the school's aims and policies
- Preparation and planning of lessons in accordance with departmental schemes of work
- Demonstrating a range of teaching methods and keeping abreast of developments in the subject area at K2-4
- Ideally, have had experience in teaching GCSE / A Level PE
- Carrying out assessment according to departmental and school policies. Recording assessment (grades/reports etc) within deadlines set and keeping clear records
- Setting and marking of class work and homework according to relevant school and departmental policies (if teaching academic PE)
- Reporting to parents on progress at parents' evenings or on reasonable request from parents
- Setting and marking/moderating examination coursework where appropriate (if teaching academic PE)
- Providing pupils with appropriate challenges

- Recognition of the specific needs of each pupil and of classes as a whole. Setting an appropriate pace for lessons and adapting teaching methods to the needs of pupils
- Establishing a structured learning environment conducive to learning and where pupils know that high standards are always required
- Managing the learning environment effectively, with appropriate use of sanctions and rewards in accordance with departmental and school policies
- Motivating pupils to learn and establishing a rapport with pupils conducive to learning
- Attending departmental meetings and sharing departmental responsibility; attending staff meetings and school or departmental INSET; seeking opportunities for professional development; participation in the School Professional Review (appraisal) scheme; participation in induction arrangements

## Job Description

**Reports to: Assistant Director of Sport (Academic) overseen by the Director of Sport**

### Purpose of Post

To teach PE and Games as part of the school's sporting curriculum.

### Main Duties & Responsibilities

- Dynamic delivery and driving forward the Sports programme in accordance with the school's aims and policies.
- To ensure the highest standards of teaching & coaching are adhered to at all times
- To teach PE and Coach games for Freeman's (ideally to examination classes)
- To ensure that the highest standards of Freeman's sporting values are promoted among pupils
- The development and delivery of appropriate and balanced training plans and SoW for pupils at every age level in line with the training needs of the school
- Identifying, mentoring and motivating talented players and assisting them in gaining representative honours at club, academy and national levels Team selection and administration
- Promoting and leading a culture of wholesome and healthy sporting activity
- Ensuring pupils observe the highest standards of behaviour on and off the field
- Linking with and understanding NGB and HMC guidelines and dealing with discipline and safety aspects on or off the field.

### Fixtures Tournaments and Competitions

- Overseeing and allocating pupil selection to ensure a balance of participation and excellence across the sports programme
- Organising teams in competitions and tournaments, including hosting events by the school and House competitions
- Teaching / coaching teams during squad sessions before and after school
- Being available for fixtures Monday to Saturday, and sports tours in the UK or overseas in accordance with school policies and procedures.

### Leadership and Management

- Liaison with all members of staff, as appropriate, on all matters concerned with any specific sport
- Regular and frequent liaison and feedback to Heads of Sport and Assistant Directors of Sport regarding the success of sports provision at Freeman's
- Supporting and contributing to the scholarship process and talent development
- Attending regular meetings with Games/PE staff
- Ensuring professional development is up to date, in line with the internal and external CPL programme
- Being a form tutor and part of the pastoral team.

### Administration and Communication

- Liaison with the Assistant Director of Sport (Games and Performance) regarding communication to parents on all sport specific matters, and when required, engaging with concerns of parents relating to the sport
- Dealing promptly with all administrative matters and meeting deadlines

- Responsibility for communication within the school's communication policy and department's social media feed and checking photo consent

### **Safeguarding, Health and Safety**

- Candidates must have a genuine appreciation of risk (physical, reputational, financial, cyber, safeguarding etc)
- To demonstrate a commitment to safeguarding and promoting the welfare of children and young people
- Ensuring that all risk assessments in relation to the sport are read and understood
- Ensuring that all health and safety policies in relation to sport are rigorously adhered to in the interests of the safety and welfare of pupils and staff
- Ensuring that the pitch and playing areas are safe; generating strong links with grounds staff
- Complete the Head Case course and remain up to date with concussion protocol and personal first aid
- Regularly check Return to Play and that all pupils have relevant consent from parents

### **Revision of Job Description**

According to the development and requirement of the School, job descriptions may need to be reviewed and updated periodically after consultation with the job holder

### **Other**

- Actively seeking to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post; at all times giving due regard to the health and safety of both themselves and others when carrying out their duties.
- Reporting all accidents to the City's Incident Report Helpline, details of which are on Common Room noticeboards
- Informing the COO of any concerns regarding Health & Safety and safe working practices
- Reading and acting upon, or in accordance with, all the relevant school and Year Group policies
- Actively seeking to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post
- Undertaking any other duties that may reasonably be requested appropriate to the role
- Carrying out the normal supervision duties as laid down in School policies.
- Upholding public trust in the profession and the reputation of the school by maintaining the highest standards of ethics and behavior, within and outside school. Showing tolerance of and respect for the rights of others and not undermining Fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs. Ensuring that their personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

## How to Apply

Applicants should send a completed application form to the Headmaster via **CLFS-Recruitment@cityoflondon.gov.uk** by **Monday 11<sup>th</sup> May 2026**.

**Interviews will take place at the school on Friday 15<sup>th</sup> May 2026**. Candidates are asked to note that Freeman's retains the right to interview and appoint at any time during the application process.

Freeman's acknowledges receipt of all applications; if you have not received confirmation of the safe receipt of your application within two working days, please call the school or email **CLFS- Recruitment@cityoflondon.gov.uk** to check on its status.

The successful candidate must be able to satisfy the City of London's health requirements and a confidential medical assessment by the City of London's Medical Officer is required.

City of London Freeman's School is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment.

The successful applicant must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (Enhanced Disclosure).