



NOTTINGHAM  
HIGH SCHOOL

# CANDIDATE INFORMATION PACK

## PE INTERN

*To start ASAP*



## COME AND JOIN US!

Nottingham High School has a vacancy for a paid PE Intern to join the school from **1 September 2022** or **ASAP after** for the school academic year to mid-July 2023.

Completed application forms should be sent electronically to [jobs@nottinghamhigh.co.uk](mailto:jobs@nottinghamhigh.co.uk) no later than **noon on Friday 26 August 2022**, with interviews to take place in the following week.





# THE SCHOOL

We are a School with a rich history dating back to 1513, we pride ourselves on developing happy, confident and driven students with a love of learning.

Nottingham High School is not your average School, we have a very strong academic reputation and achieved the best examination results in the region last summer. We were named the East Midlands Independent Secondary School of the Decade by The Sunday Times Good Schools Guide 2021 and ranked first for academic results in the East Midlands by The Sunday Times Independent Schools Guide 2022.

The High School is an independent day school (HMC) for Boys and Girls aged 4 to 18. Our Junior School, Senior School and Sixth Form are based on-site at Waverley Mount and our Infant School is based across the road at Lovell House.

Development of teaching and learning is a key emphasis of the School, seeking to develop our pedagogy to deliver lessons that are challenging and inspiring. We are looking for dynamic, forward-thinking subject teachers who engage with learning and teaching initiatives, share best practice and who are willing to adapt to new technologies as appropriate. Our remote learning programme has been crucial to our success and one of the strongest around, we look to develop this in the coming years.

Our teachers are at the forefront of the School's success, we work hard to make Nottingham High School a place that people love to work. Our teachers and support staff work closely to achieve the aims and objectives of the School. The Nottingham High community is at the heart of our culture.

Students come from a wide range of backgrounds and the School is committed to maintaining a representative entry, supporting this with generous bursary and scholarship funds. Together, these mean that about a fifth of students receives some form of financial assistance. Entry is by competitive assessment in the Spring Term.

As well as our academic success we put a strong focus on our extra-curricular programme, with over 40 clubs and groups we offer students the opportunity to try a whole range of activities including beast club, board games, music and sport to name a few.

# VIRTUAL TOUR

Take a look inside our Schools!

[Infant School tour](#)

[Junior School tour](#)

[Senior School & Sixth Form tour](#)

THE SUNDAY TIMES

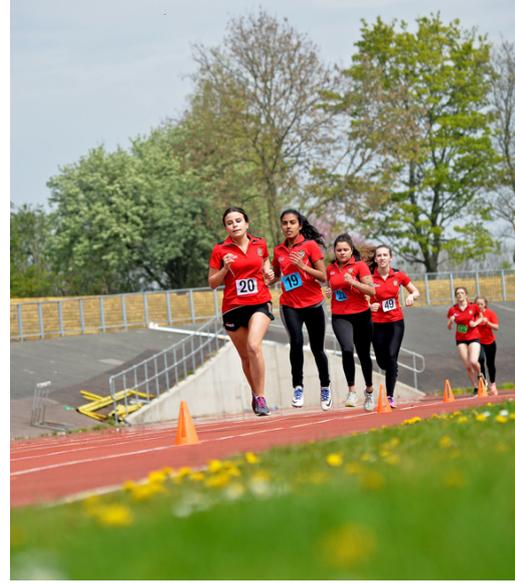
**SCHOOLS  
GUIDE  
2021**

**EAST MIDLANDS  
INDEPENDENT  
SECONDARY  
SCHOOL  
OF THE DECADE**

THE SUNDAY TIMES

**INDEPENDENT  
SCHOOLS  
GUIDE  
2022**

**RANKED FIRST  
FOR ACADEMIC  
RESULTS IN THE  
EAST MIDLANDS**



# THE DEPARTMENT

Nottingham High School has a strong tradition in Physical Education, with sport playing a vital part within the life of the school.

Teams represent the school in a variety of sports. The main Autumn Term sports are hockey for girls and rugby for boys, in the spring term netball for girls and hockey for boys and in the summer term cricket for girls and boys. Other teams are organised for swimming, athletics, badminton, handball, cross-country, tennis and football (for Sixth Formers not involved in the major sports).

Facilities include a fully equipped sports hall with a recently developed fitness suite. A climbing wall, gymnasium and a 25m swimming pool complete the facilities on site. Playing fields are situated 2 miles away at Valley Road and have an enviable reputation for the fine surfaces that are prepared by the four grounds staff. In addition to 3 permanent cricket squares, 4 artificial strips and 8 artificial cricket nets, there are 6 rugby pitches, 6 netball/tennis courts, full athletics facilities including grass 400m and 200m tracks and also 2 football pitches. Our Hockey programme is based at the Nottingham Hockey Centre, where following the addition of our two new pitches is the largest Hockey centre in the UK. We utilise other sports facilities in Nottingham including West Bridgford Tennis centre, Nottingham Squash club and the Harvey Hadden Athletics stadium. A new Junior School Sports Hall was completed in 2018.

The department also works closely with local and national sports organisations to develop links and coaching opportunities. Nottingham High School has supported an U15s hub for Loughborough Lightning netball for the last 3 seasons and hosts the MCCF Nottingham Cricket Hub. In addition, we work closely with local schools to provide football and cricket festivals at Valley Road as a part of our outreach programme.

There are currently eight full time members of the PE department including, an athletic development professional and a graduate teaching assistant. All staff teach both in the senior and junior school with three members of the department delivering the A level course. The department is fortunate to have at least another 30 teaching staff who help to deliver the games curriculum and assist with co-curricular sport. Currently, at least 25 staff assist with running school teams across a wide co-curricular programme.

In addition to curriculum PE the department teaches A Level PE. This is becoming ever more popular as a subject with students wishing to study all kinds of subjects at university from Physiotherapy to Medicine.

As part of a thriving PE and Games department it is essential that the successful candidates are available to run sports practices after school and are available on Saturdays to run / manage sports teams throughout the academic year.

The department is looking forward to running sports tours again once the pandemic situation improves. Consequently, the successful candidates may have the opportunity to be a part of these tours during both term time and school holidays. In the past the department has toured the UK and taken tours to South Africa, New Zealand, Argentina, the Caribbean and the USA and hopes to do so once again.



# THE ROLE & THE INTERNS

The people appointed will be joining a dynamic innovative School. Our Sports offer is extensive and our website contains links to Twitter accounts for various parts of the School including our Sports and PE department.

The successful candidates will be dynamic, responsible and positive individuals who are prepared to throw themselves into our busy School community with commitment and enthusiasm. They will need to relate well to young people, whilst retaining a suitable professional distance. They will be able to work on their own or as part of a group, lead activities as required and follow the School's expectations of staff in terms of behaviour as outlined in the staff code of conduct and other School policies.

They will be positive, forward-thinking and collaborative.

They will be able to reflect on the curriculum for Sport with regard to Diversity and Inclusion. Across all Departments, they will be able to engage in current debates and scholarships around it for KS3, and also be confident in contributing in a positive way on the matter with subject colleagues and in wider School life.

The successful candidates will support the department in a number of ways, including, but not limited to:

- Assisting in setting up of PE and Games lessons.
- Assisting qualified staff in the delivery of PE to pupils in both the Junior and Senior School.
- Assisting with the coaching of the School's Games programme.
- Assisting with the running of age group teams both after normal school hours and on weekends as required.
- To take responsibility for the coaching and management of a major sports team in all three terms.
- Umpiring/refereeing School matches, where appropriately qualified.
- To assist with the School outreach program.

The successful candidates should each be able to show a high level of competence and ability in at least 2 of the following sports: Netball, Hockey, Rugby, Athletics, Cricket, Rounders, Swimming, Cross Country, Tennis, Strength and Conditioning. The School is particularly looking for candidates with strengths in Swimming and Netball.

They will demonstrate a willingness to attend Departmental Meetings and general Staff Meetings, and participating in smaller working groups as appropriate.

They will understand the importance of being a role model and attending assemblies and, as often as is reasonable, other School and Departmental activities, events and trips, playing an active part in wider aspects of School life.

Full induction training and involvement in our INSET training days is provided and attendance expected. Topics are varied but as a core include; Health and Safety, Manual Handling, Child Protection/Safeguarding and other Pastoral and Academic sessions. The School will support the successful candidates if they wish to achieve coaching qualifications relevant to their position at the School and their future career aspirations, by funding the course, subject to time and availability.

This list is not exhaustive and is subject to change. All staff are expected to fulfill any reasonable request made by the Head or their Head of Department.



## SAFEGUARDING

### Child Protection

Nottingham High School is committed to doing all it can to ensure the safety and wellbeing of its students.

All adults who work at the School must recognise that there is an absolute duty to respond to any issues that are brought to their notice and as such, this post is subject to an enhanced DBS check. The post holder's responsibility for promoting and safeguarding the welfare of children for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Child Protection and Safeguarding Policy at all times. Any safeguarding concerns must be reported to the School's Designated Senior Lead.

Mandatory training in safeguarding children is given to new members of staff.

All posts in School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

As a part of our pre-employment checks, your past and current employers will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although a current employer may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons.

## BENEFITS OF SERVICE

### Professional Development

The High School believes in, supports and resources an extensive system of continuing professional development and all teachers and non-teaching staff participate in it throughout their careers. The School has developed an Appraisal Scheme for all staff. Each member of staff has a Line Manager with whom they have Professional Review or appraisal meetings for their individual personal development. In this case, the Head of Department is the line manager.

### Working Environment

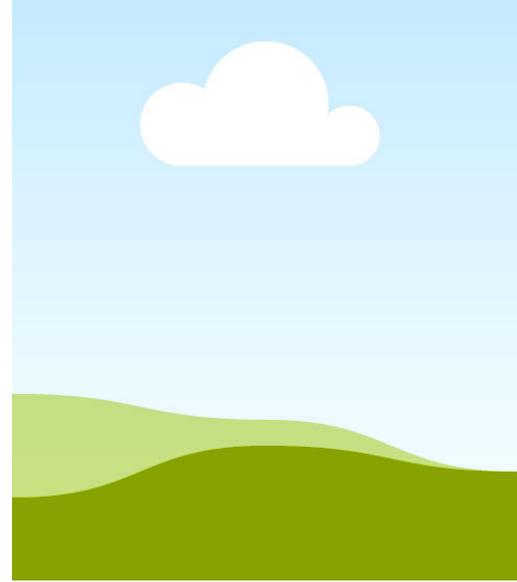
This is an enjoyable and stimulating place to work. We offer a wide and varied range of staff benefits including free refreshments and school lunch during term time. Staff organise a series of social events during the year including an annual Christmas event. Many of the facilities of the School are open to staff and their families, including the gym and swimming pool.

For PE internships the School offers breakfast, lunch and dinner through school catering on weekdays during term-time, plus food as provided at fixtures.

### Living in Nottingham

Good quality housing in Nottinghamshire and the surrounding counties is affordable and as a result many of our staff have a good choice of areas to live in and experience a good quality of life. Most live within a twenty-minute commute of school. There are many attractive villages surrounding the city as well as good quality housing in the city. In the centre there has been considerable development of high-quality apartments.

The School is well served by public transport and is on the tram network. In addition, there is car parking available on site.



## HOW TO APPLY

### The Application

Candidates should complete the School's application form electronically and email this to [jobs@nottinghamhigh.co.uk](mailto:jobs@nottinghamhigh.co.uk). Applications will only be considered from candidates completing the form in full. We will acknowledge receipt.

Before interview, we will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or DfE Children's Safeguarding Operation Unit.

### Equal Opportunities

Nottingham High School seeks to recruit individuals of the highest calibre. We welcome applications from all sections of the community.

The High School recognises its responsibility to treat equally each person who comes into contact with the School. All members of the School are equally valued so that they can develop a sense of self-esteem. No-one is discriminated against because of actual or imagined differences.

This policy applies to both staff and students, and it is the responsibility of all staff to promote practices which overcome prejudice in our society.

The School is committed to Diversity and Inclusion. Our statement on this can be [found here](#) on the School website.

### Informal Queries

If you have any questions about this internship prior to applying, please email our Director of Sport, Stuart Whitehead: [whitehead.sd@nottinghamhigh.co.uk](mailto:whitehead.sd@nottinghamhigh.co.uk) and he will be pleased to assist you.



## INVITATION TO INTERVIEW

### Interviews

It is intended that interviews will be held during the week commencing 29 August 2022.

At interview all candidates must bring with them or be able to show certificates confirming any education and professional qualifications that are necessary and relevant to the post. Where originals or certified copies are not available, candidates must provide written confirmation from the relevant awarding body.

In addition, all candidates need to show their birth certificate & valid passport to confirm their identity. Originals of these documents are required, we cannot accept photocopies. If you are being interviewed online a member of the HR team will ask to see your documents on screen before your interview starts.

### Pre-employment checks

Any offer of employment will be conditional upon:

- receipt of satisfactory references
- verification of identity and qualifications, including successful completion of statutory induction and QTS for teaching staff (applies to those who obtained QTS after 7 May 1999)
- evidence of the right to work in the UK
- a Barred List check and a check of the list of individuals prohibited from teaching
- a satisfactory Enhanced DBS disclosure (original certificate must be shown to HR) and a Staff Suitability Self-declaration
- where the successful candidate has worked or been resident overseas in the previous ten years, such checks and confirmations as the School may require in accordance with statutory guidance
- verification of medical fitness in accordance with DfE Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training
- satisfactory completion of the probationary period