



PE Technician Candidate Information

September 2023



**CHELTENHAM
BOURNSIDE
SCHOOL**

Empowering lives
through learning



Welcome to Bournside

People are at the heart of Bournside.

Rating us as “Good” in all areas, OFSTED saw that “staff well-being, as well as curriculum knowledge, are paramount”. Our staff and students are **Ambitious, Purposeful, Proud, Respectful, Curious,** and **Supportive**. These are our values and whilst you’ll see them written on our website and on our corridor walls, where you’ll really see them is in the way we work together, the way we talk to one another, the way teachers teach and students learn. All that leads to what OFSTED called “a harmonious school”.

Bournside is a large school with over 200 staff and nearly 1,800 students. That means we have the resources to provide a wealth of opportunities: a sports centre and 4G sports pitches; a fully equipped Drama studio, a large library, specialised English and Maths blocks, 12 science labs and specialist design, technology, computing and media rooms. Our highly successful sixth formers have their own large base with numerous study rooms.

No one gets lost in the crowd, however. Indeed, in their 2022 report, OFSTED commented on the “strong sense of community for both staff and pupils” and that “pupils are ready for learning and engage well with teachers and other adults.” Everyone is a member of one of our six houses; coupled with our vertical tutor group model, the house system aims to nurture and enhance that sense of family and community, strengthen home/school communication, and provide opportunities for older students to act as role models for younger students, enabling them to have meaningful conversations about school life and their future aspirations.

It’s not at all unusual for several generations from the same family to have been part of Bournside School. We’ve been part of the community of Cheltenham for many years having moved to our present site in Warden Hill in the early 1970s. Our value to the local community is developed in many ways: working closely with our neighbouring schools, taking the arts into the community, being the central hub for very many local sports teams, and, of course, being the school of choice for families in our part of Cheltenham and beyond.

If you have any questions regarding the position please contact Ollie Winterbottom, Head of PE Department on ogw@bournside.gloucs.sch.uk. I would also very much encourage you to visit our school so you can see for yourself why it is a wonderful place to work.

There is a wealth of information about our school on our website, along with an application form should you wish to apply. We also ask for a supporting statement (maximum 2 sides of A4) outlining how you feel your experience, skills, and attributes would enable you to make a significant impact in the role. The deadline for applications is 9:00am on Wednesday 12 July 2023.

I look forward to receiving your application to join us in [empowering lives through learning](#).

Steve Jefferies
Headteacher



CHELTENHAM BOURNSIDE SCHOOL

PE Technician

Start date: 4 September 2023
Salary: E4 – E8 £18,184 - £19,547 actual (Based on FTE £21,189 - £22,777) (pay award pending)
Contract: 37 hours/week, 39 weeks, permanent

A fantastic opportunity has arisen to work within the PE Department of Cheltenham Bournside School.

We are an established 11-18 single academy trust with a good reputation (Ofsted 'Good' rating 2022), wide catchment, and a strong presence in our community. Our school is consistently oversubscribed with a PAN of 300, and most of our students choose to stay with us for their post-16 study.

We wish to appoint a PE technician to join our PE team. The role represents an exciting opportunity for any candidate who is eager to be part of a department that is looking to secure the highest standards, both academically and physically, across the full range of age and ability.



Empowering lives through learning

Applications by:
9:00am
Wednesday 12 July 2023

You will support the provision of a positive learning environment by maintaining a high standard of support under the leadership of the Head of Department. The candidate should have a genuine love of PE and be able to inspire our students to ensure a positive learning environment.

The post would be an ideal opportunity for a new graduate in a sports related subject who is considering teaching as a career although the position would be equally attractive to a more experienced colleague.

We are an equal opportunities employer and value and respect diversity across our whole school community. Bournside is committed to safeguarding and promoting the welfare of children and young people. All posts are subject to an enhanced DBS check. We reserve the right to interview and appoint prior to the closing date.

Application pack:

www.bournside.gloucs.sch.uk/school-information/careers-at-bournside/

Warden Hill Road, Cheltenham, GL51 3EF | recruitment@bournside.gloucs.sch.uk |



Job Description

PE Technician

Post title: PE Technician

Responsible to: Head of Department

Hours per week: 37 hours per week

Working days and hours: Monday to Thursday 8.45am to 4.45pm and 8.45am-4.15pm on Friday with 30 minute unpaid lunch break each day

Working Weeks: 39 weeks per year

Contract Type: Permanent

Salary: E4 - E8 £18,184 - £19,547 actual salary pro rata

This school is committed to safeguarding and promoting the welfare of children and young people according to child protection and safeguarding guidelines and expects all staff to share this commitment. A satisfactory enhanced DBS check is required for all Employees.

Purpose

- To support the smooth and safe operation of the PE Department.
- To support the organisation and planning of co-curricular activities within the PE department.

Specific responsibilities

- Planning and organisation of fixtures throughout the year. including liaising with other school to set up fixtures and booking transport where needed.
- Preparing for fixtures on a daily basis to ensure matches are ready to start at the end of the day.
- Support the co-curricular programme by leading teams and taking fixtures after school.
- Set up house events alongside the Head of PE
- Equipment maintenance – Regularly checking the facilities and equipment to ensure they are safe for use.
- Using safety cloud to log any health and safety issues and complete audits termly.
- Assist in the set up and clearing up of large equipment where necessary to facilitate learning.
- ICT support – set up ICT when needed for lessons.
- Promote school sports events through the bulletin and social media.
- The maintenance of the departmental displays in collaboration with the Head of PE.
- Undertake photocopying, general administration and correspondence for department.
- Support the department with any additional administrative needs.
- Preparation and tracking of orders for the department.
- Collection of deliveries, liaising with suppliers, school finance office and school reception.
- Support for teachers during specific lessons including working with small groups of students.
- Meeting with visitors, staff and students.
- Any other duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training.



Health and Safety

To ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger the post holder or others; to report to the line manager any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.

Special conditions

This job description sets out the main duties of the post at the date it was drawn up. However, it is not intended to be an exhaustive or definitive list. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. You may be required to carry out other duties commensurate with your role.

Person Specification

PE Technician

Bournside School will use this person specification as the selection criteria for the post, gained from applications, references, and interviews.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Level 2 qualifications including literacy and numeracy Evidence of further professional development 	<ul style="list-style-type: none"> GCE/GCSE or equivalent qualification in a PE subject or relevant experience Coaching qualifications/experience in a variety of sports Knowledge of safeguarding procedures First-aid certificate Driving licence with D1 or a willingness to train for minibus
Experience, understanding, and knowledge	<ul style="list-style-type: none"> Experience in sporting environment Effective use of ICT A commitment to professional development 	<ul style="list-style-type: none"> Experience of budget/stock management
Personal qualities	<ul style="list-style-type: none"> A positive, can-do attitude Ability to work as part of a team Good problem-solving skills Enjoy working with young people Be able to work calmly under pressure Be flexible and able to manage time effectively Good communication skills Reliable and punctual Self-motivated and enthusiastic Ability to work both independently and collaboratively Commitment to professional development 	



Settling in at Bournside

We will fully support you with your transition to Bournside. The HR department oversees the provision for new staff, including your induction to support you in understanding your new role.

Induction day

Depending on your start date, you may be invited to an induction day prior to joining us. Alternatively, this will typically be your first day. This training provides information about the aspects of Bournside school life which will be needed as soon as you start, such as:

- School Leadership Structure – who to see for what
- School communication and meeting systems
- Induction procedures, performance management, and professional development
- ICT
- Health and safety procedures
- Safeguarding training
- Key policies
- Introduction to basic training requirements.

Your mentor

You will also be allocated a mentor – probably your line manager – who will meet with you regularly to ensure you have the support you need.



Continuing Professional Development

Bournside is forward-thinking in its approach to Continuing Professional Development (CPD). We use a variety of activities to engage staff with sharing best practice including whole staff training options, departmental development time, focused workshops, and time for performance management and review.



Employee Benefits

Support Staff

General

- Provision of all necessary IT equipment.

Lifestyle and wellbeing

- Attractive salary and pension
- Generous annual leave entitlement
- Free one-to-one wellbeing support
- Family friendly policies
- Onsite parking facilities and cycle storage
- Free access to the school's Gym
- Cycle to work scheme
- Discounted gift cards via Voucher Store
- Techscheme – save money on the latest tech from Apple and Currys PC World
- A comprehensive range of staff social events throughout the year
- Our dining centre and Pit Stop Cafe are open between 8:00am and 1:30pm every day.

Professional development

- Support to complete further academic study and professional qualifications.

Statutory and other benefits

- A wide range of statutory benefits including sick pay, maternity, parental, and adoption leave
- Enhanced Paternity Leave Policy
- We will honour your continuity of service in other state funded schools in relation to sick pay and pension rights.



We are...

PURPOSEFUL

We persevere to achieve our goals and aspirations

PROUD

We celebrate everyone's effort and achievements

RESPECTFUL

We care about each other and believe in equality and kindness

CURIOUS

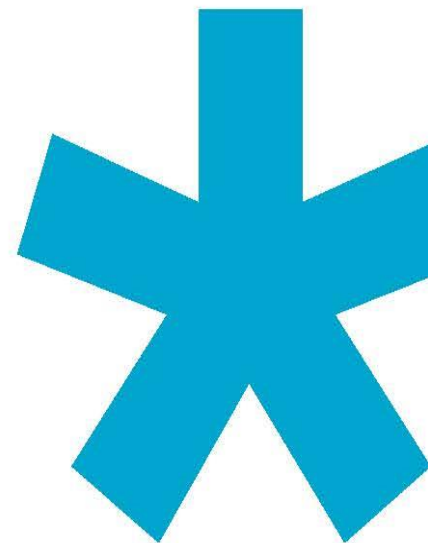
We have enquiring minds and are not afraid of challenge

SUPPORTIVE

We make a positive difference to each other's lives

AMBITIOUS

We aim for the very best in all we do



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