



# The Latymer School

Founded 1624

## CANDIDATE PACK



**Vacancy:** Female Second in Charge Physical Education Department

**Deadline** Monday 9 March 2026





# Welcome

## Qui Patitur Vincit

Thank you for considering applying for the role of **Female Second in the PE Department** at The Latymer School, North London. We are seeking an exceptional candidate who is passionate about Physical Education and committed to maintaining the highest standards of teaching and learning within the department, ensuring excellent outcomes for our students. The successful candidate will also play a central role in reinforcing and further developing the school's already strong academic position.

As a selective state grammar school, our students achieve impressive outcomes placing us as one of the top state schools in the country for academic achievement. Our students progress to a range of competitive destinations, including a high number of students securing places at Oxbridge or on medical related courses. However, we are not solely academic, but are also driven by a desire to ensure we offer rich opportunities for personal development, including ones focused on building confident and considerate young people. Our school motto translates as 'Who endeavours win' which reflects our key values of hard work, dedication and grit. The successful candidate will have a firm grasp of how an established personal development and extracurricular programme can support academic success.

The Latymer School is a high achieving selective grammar school with a great tradition of success. We aim to provide a first class education for all students. In the academic year 2024/25 our GCSE results were outstanding, with 36.9% of students achieving a grade 9, 65.1% achieving level 9/8, and 84.4% achieving level 9/8/7. At A Level 30.7% of grades were A\*, 65.1% were A\*/ A, and 86% were A\*/ B. As in previous years, the majority went on to attend the country's top universities, and a large number were successful in their applications to Oxford or Cambridge.

While we are committed to developing pupils' intellectual abilities and celebrating academic achievement. We want students to have a real thirst and love for learning so that they are well equipped for life after Latymer. However, the school prides itself on much more than its exam results. As our mission statement asserts, we aim to provide 'a first class liberal education', develop 'lively enquiring minds', and encourage students to 'achieve their full potential and show consideration for others'. Staff at Latymer foster an academic environment that takes students well beyond the classroom curriculum offering a wide array of exciting and worthwhile extra-curricular activities in areas such as music, drama, sport, and chess.

Although we expect applicants to demonstrate excellent subject knowledge, prospective applicants should not be daunted by working with high-ability students. We are an incredibly caring school and value our staff highly, as demonstrated through the excellent CPD and support we provide. If you would like to find out more about the school, we would be happy to arrange a visit prior to applying.

We look forward to welcoming you to our inclusive community and receiving your application for the post.

**Joseph Gilford, Headteacher.**



# The Role

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**Role:** Female Second in Department - Physical Education

**Required:** 1 September 2026

**Scale:** MPS1 (£37,870) Outer London - UPS5 (£56,154) Outer London with TLR £5878 (2b)

**Contract:** Full Time, Permanent

We are seeking to appoint an enthusiastic and dedicated Female Second in Charge of the Physical Education Department at The Latymer School. The successful candidate will set high expectations for both students and themselves, inspiring and motivating female pupils, in particular, to achieve their very best. You will possess exceptional subject knowledge and the ability to deliver dynamic, engaging lessons that promote participation, performance, and a lifelong appreciation of physical activity.

This post would suit a dedicated and inspiring teacher who is keen to support the Head of Department within The Latymer School's thriving Physical Education Department. The role offers an exciting opportunity to contribute to its development and success, take on a leadership position, and work with enthusiastic students who are eager to learn and achieve their best, while also playing a key role in the continued growth of girls' sport within the school.

You will be joining The Latymer School at an exciting time as we work towards completing the build of our new modern and impressive Library and Learning Resource Centre. Moreover, as we enter our 402nd year, we are extremely proud of our history and tradition, whilst also seeking to continue to modernise and ensure every aspect of our school prepares our young people well for life in modern Britain.

The PE Department is a well resourced department and provides a supportive and professional working environment for staff. PE is part of the curriculum at Key Stage 3 and 4 and is also a popular choice at examination level for GCSE. The school offers pupils the opportunity to take Physical Education as an examination subject at GCSE. In 2025, 86.2% of the cohort achieved a grade 7-9. In addition, a large proportion of students take part in an extensive range of extra-curricular activities. The PE department is well supported by staff from other subjects and runs; before school, lunchtime and after school activities to cater for all interests and to support students' wellbeing. Our main sports for Girls' are; Netball, Football and Basketball in the Winter term, and Athletics, Cricket and Tennis in the Summer term. Netball is both popular and strong, and the successful application will be expected to play a key role in its continued development. Girls' Football is well established, but continues to grow, and we would love to hear from applications who believe they could make a significant contribution to the continued development of more than one sport, including the summer sports Athletics and Cricket.



# PE Department

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## **Staffing & Facilities**

The Physical Education Department is led by the Head of Physical Education, who oversees Boys' and Girls' PE across Key Stages 3 and 4, Sixth Form PE, extracurricular activities, Sports Day, ECTs, and the PE Technician, as well as liaising with the Site Manager.

The department comprises six experienced staff, including a PE Technician. Within the team there is a Senior Assistant Headteacher responsible for care, guidance, and support, a Head of Department, the Second in PE (currently a vacancy), and two teaching staff with pastoral responsibilities in the school. We have a number of colleagues who support us with fixtures, teams, and clubs, so the wider PE team totals 16 colleagues, which allows us to offer an extensive extra-curricular programme of activities for students to enjoy.

The school has extensive playing fields. In the winter, the fields are marked into numerous training grids and two grass football pitches. We also have an all-weather astro turf pitch which includes floodlights. In the summer, the fields are transformed into a 300m grass running track with jumping pit and a throwing cage, an artificial cricket square, six rounders pitches, and two softball pitches. We also have six artificial cricket nets on site. The playground provides five netball courts and eight tennis courts.

Indoors, there is a gymnasium and a four-badminton-court sports hall. In addition, there is a fitness suite, a PE-specific classroom, and dedicated changing and office facilities. These excellent resources provide a wonderful opportunity to deliver a wide-ranging curricular and extra-curricular programme.

## **Teaching**

Key Stage 3 - Pupils have three 80-minute Physical Education lessons over a two-week cycle. They are taught in ability sets, and most classes are single sex. Boys and girls follow a gender-neutral curriculum including athletics, badminton, basketball, cricket, dance, football, gymnastics, handball, health-related fitness, hockey, lacrosse, netball, rounders, rugby, table tennis, tennis, volleyball, and House sport.

Key Stage 4 - Pupils have one 80-minute Physical Education lesson over a two-week cycle. They are taught in ability groups, and classes are typically single sex. In addition to KS3 activities, pupils can participate in more diverse activities including American football and dodgeball, and have access to the school fitness suite.

The school offers pupils the opportunity to take Physical Education as an examination subject at GCSE. Students follow the OCR syllabus, which is a popular option in Year 10 and 11. We currently have one class in Year 10 and two in Year 11. In 2025, 86.2% of the cohort achieved a grade 7-9.

## **Extra-Curricular Sports Teams**

The Latymer School has a well-developed House system, in which House Sports Competitions take place during lessons, and pupils compete in a wide range of activities. A highlight of the school calendar is Sports Day, held in the summer term, which involves the whole school. The school also has its own field/activity centre in North Wales, where numerous outdoor adventurous activities take place.

We offer an extensive range of extra-curricular clubs, providing pupils with opportunities to participate in sport both recreationally and competitively. The following popular clubs run across the week during the school year, before school, at lunchtime, and after school, and includes athletics, badminton, basketball, cricket, fitness, football, netball, rugby, table tennis and volleyball.



# The Role & Job Description...

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This job description sets out the duties of the post at the time it was drawn up. The Headteacher may vary the duties from time to time, in consultation with the post holder, without changing the general nature or level of responsibility of the role.

<b>Title of post</b>	Female Second in Department – Physical Education
<b>Reporting to</b>	Head of Physical Education
<b>Job Purpose</b>	<p>The core purpose of the role is to provide and support the Head of Physical Education in leading and managing the department, ensuring the highest standards of teaching, learning, and student engagement. The role involves inspiring and motivating students in particularly female pupils to achieve their best, delivering a broad and dynamic Physical Education curriculum, and contributing to a wide-ranging extra-curricular programme. The post also includes taking on leadership responsibilities within the department, fostering a culture of excellence, participation, and lifelong appreciation of physical activity.</p>
<b>Main Areas of Responsibility</b>	<p><b>Leadership &amp; Management</b></p> <ul style="list-style-type: none"> <li>• Promote a productive working environment in which pupils and staff are encouraged and able to fulfil their potential in learning and teaching, with particular focus on Girls' PE.</li> <li>• Provide guidance and support to department staff and assist in the induction of new or Early Career Teachers (ECTs).</li> <li>• Contribute to the creation and execution of the departmental improvement plan, setting clear targets, timescales, and success criteria.</li> </ul> <p><b>Curriculum &amp; Teaching Oversight</b></p> <ul style="list-style-type: none"> <li>• Plan, prepare, deliver, and monitor courses and educational experiences that meet National and School requirements.</li> <li>• Ensure departmental assessment policies are adhered to and that summative grades are awarded at the end of each unit of work.</li> <li>• Lead the Girls' PE curriculum and the GCSE PE course for Year 10.</li> </ul> <p><b>Resource Management</b></p> <ul style="list-style-type: none"> <li>• Ensure the effective deployment of both human and material resources within the department.</li> </ul> <p><b>Timetabling &amp; Planning</b></p> <ul style="list-style-type: none"> <li>• Liaise with the Head of PE regarding the timetabling of the Key Stage 3 and Key Stage 4 curriculum, ensuring continuity across Boys' and Girls' PE.</li> <li>• Ensure a fair and realistic distribution of teaching load in accordance with guidance from the Deputy Head of Curriculum.</li> </ul> <p><b>Policy &amp; Compliance</b></p> <ul style="list-style-type: none"> <li>• Ensure all department staff are familiar with and follow school and departmental policies, including report writing, grading, disciplinary procedures, and the setting and marking of work.</li> </ul> <p><b>Extra-Curricular Leadership</b></p> <ul style="list-style-type: none"> <li>• Promote girls' participation in extra-curricular sport and play a key role in its planning and provision.</li> <li>• Take responsibility for House sport and the organisation of Sports Day.</li> </ul>



# Person Specification

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It is essential that your application includes evidence of your experience against the requirements of the person specification, and the interview process will be designed with a view to assessing this evidence.

## Qualifications

- Degree in Physical Education, Sport Science, or closely related subject
- Qualified Teacher Status (QTS)
- Recent and relevant professional development and/or higher-level study
- Strong academic and practical background in Physical Education, including experience at Key Stages 3 and 4

## Experience

- Teaching experience across the full age and ability range of an 11–18 school
- Teaching Key Stage 3 and GCSE Physical Education
- Experience as a form tutor
- Proven record of students achieving high standards of learning, performance, and attainment in PE
- Experience and understanding of supporting both high and low achievers
- Practical understanding of SEND and inclusion in high attainment settings, including adapting lessons and practical activities
- Strong understanding of evidence-based teaching methods, retrieval practice, and skill/concept mastery in PE.
- Leadership and Management
- Experience of managing a team and leading colleagues
- Understanding of effective line management, coaching, and staff development structures
- Ability to support, guide, and mentor colleagues professionally
- Experience of working with others to develop teaching and learning innovations
- Planning, Organisation, and Administration
- Ability to plan strategically, monitor effectively, and evaluate analytically
- Ability to plan, manage, and prioritise own workload and commitments
- Ability to delegate tasks appropriately and manage resources efficiently
- Experience in using ICT effectively in teaching, assessment, and departmental administration
- Knowledge of curriculum design principles in a PE context
- Professional Knowledge and Skills
- Knowledge of safeguarding, health and safety, risk assessment, and relevant PE guidance
- Understanding of GCSE PE specifications, assessment objectives, and examiner expectations
- Knowledge of competitive sports pathways, elite programmes, and performance development opportunities
- Awareness of strategies to improve participation, engagement, and representation in PE
- Communication and Relationships
- Excellent oral and written communication skills
- Ability to work independently and as part of a team
- Ability to build strong professional relationships with students, staff, and parents.
- Enthusiasm to inspire in students a desire to learn and participate



# Person Specification Continued...

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## Skills and Attributes

- Ability to motivate and inspire staff and students, promoting an ambitious and positive culture in Physical Education.
- Excellent practice in both practical and theoretical PE sessions, with strong behaviour management
- Strong analytical skills, able to interpret data and translate insights into meaningful actions
- Skilled in resource creation, assessment design, and curriculum development for PE
- Confident in quality-assuring teaching and providing developmental feedback
- Excellent organisational and prioritisation skills
- Strong communication skills with students, staff, parents, and senior leaders
- Inclusive and reflective, sensitive to the needs of diverse learners
- Experience mentoring/coaching ECTs or mentoring trainee staff
- Experience delivering departmental CPD or leading curriculum reform
- Committed to promoting Physical Education through enrichment, competitions and sports clubs
- Strong commitment to safeguarding and duty of care, particularly in practical and outdoor PE settings
- Professional, supportive and approachable
- Good record of attendance and punctuality
- Willingness to reflect on their experiences in a critical and constructive manner

## Personal characteristics

- Approachable
- Committed
- Empathetic
- Reliable
- Reflective
- Collaborative
- Enthusiastic
- Organised
- Resourceful
- Resilient



# Candidate Application

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To find out more about The Latymer School, please visit our website by clicking [here](#).

## **How to apply:**

Please click on the [link](#) to create an account on MyNewTerm and submit your application.

We expect **interviews** to take place during the week commencing 16 March 2026.

**Closing date:** 10 AM on Monday 9 March 2026.

If you have any questions, would like to discuss the role further, or wish to arrange a tour, please contact the PA to the Headteacher at (HeadteachersPA@latymer.co.uk) to schedule a call and date.

We reserve the right to shortlist and interview strong candidates as applications are received and to make an appointment to the post before the closing date. Therefore, we encourage prospective candidates to apply as early as possible.

The Latymer School is committed to safeguarding and promoting the welfare of young people. We expect all staff to share this commitment. Any offer of employment is subject to a satisfactory 'Enhanced with a Barred List Check' through the Disclosure and Barring Service.

As part of our selection and appointment process, and in accordance with Keeping Children Safe in Education guidance, we are required to conduct online searches on all candidates in order to identify any incidents or concerns which are publicly available online. By submitting and signing your application, you acknowledge that such searches will be conducted as part of the selection and appointment process.

The Latymer School is an equal opportunities employer.