



# Part-Time PE Teacher (Maternity Cover) (with Form Tutor Responsibilities) Job Description

Thornton College, Convent of Jesus and Mary, Thornton, Milton Keynes, MK17 0HJ

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Charity No. 247358

## THORNTON COLLEGE

Thornton College is a leading independent Catholic day and boarding school for girls offering a warm and nurturing educational environment alongside a rigorous and exciting curriculum.

There are approximately 320 children in our Pre- Reception, Pre-Prep, Prep and Senior departments, aged from 3-19. Over 50 girls board on a weekly or termly basis and many more take advantage of our occasional boarding option.

The School is part of the wider Jesus and Mary Trust that educates young people in 30 countries across the world. It is set within 25 acres of beautiful parkland just outside Buckingham and within easy reach of Milton Keynes and conveniently located between Oxford & Cambridge. Children of all Christian denominations, of other faiths and of no faith are welcome in our school. All are equally valued, and all are equally important.

Thornton is a school that parents and girls can trust to deliver the highest standards of education coupled with outstanding pastoral care. We are dedicated to blending academic excellence with a richness of opportunity beyond the classroom. We believe that teaching and learning should be both challenging and enjoyable for pupils of all abilities and we aim for the highest possible standards. Our academic results are testament to the way the girls are challenged and motivated to give their best in all they do.

The provision of single-sex education during formative years enables students to grow in confidence, whilst enjoying an education that is specifically tailored and that recognises the different ways in which girls learn.

There is an exciting School Development Plan, which has the continued strengthening of the school's academic standing as the priority. In October 2022, the school received 'Excellent' in all areas in its ISI inspection and in May 2024, the CSI judged the school to be 'Outstanding' in all areas noting the school's 'commitment to the flourishing of every member of the community.' Our most recent ISI inspection commented positively on the 'rapid' academic progress made by students across the school and the 'high levels of self-esteem and self-confidence' evident amongst students. Thornton College is an accredited NACE (National Association for Able Children in Education) school and received accreditation from the British Council with the International Schools Award 2025-2028. In 2025, the school was shortlisted as Independent Girls' School of the Year.

## **Job Description:**

The Teacher of PE is expected to support and nurture the Catholic ethos of the school, as outlined in the Mission Statement and Aims of the School. He/she will be expected to contribute to the work of the PE department.

The Teacher of PE will contribute to the spiritual, academic, social and personal development of each student and seek to ensure that each student achieves her potential. [He/she] will have a key role in raising academic standards and contributing to the life of the school. The quality and standard of work in the department depends on the inspiration, dynamism, guidance and example of the teacher.

The Teacher of PE should inspire departmental colleagues and all students who study in their curriculum area with a love for their subject, leading them to explore it and value it for their whole life.

All teachers at Thornton College are expected to contribute outside the classroom, within the co-curricular provision.

## **Key Responsibilities:**

### **Spiritual**

- To lead and facilitate opportunities for spiritual growth and development: prayer, reflection, collective worship and assemblies.
- To promote trust and respect in your relationships with colleagues and pupils based upon the Gospel Values of Peace, Justice, Truth and Love, in accordance with the Mission Statement of the College.

### **Academic**

- To contribute to the excellent standards of teaching and learning in the department.
- To plan, prepare and deliver the curriculum as relevant to the age and ability of the students being taught and to take account of other relevant initiatives and the school's policies.
- To plan for progression across the age and ability range of classes being taught, designing effective lessons/programmes of work in accordance with the needs of individual learners e.g. SEND or Most Able and Talented.
- To teach using a wide variety of strategies to maximise achievement for all students including those with special educational needs and high achievers and to meet differing learning styles.
- To assess and record the progress of pupils' learning to inform next steps in your planning, teaching and monitoring of progress.
- To teach lessons in accordance with the relevant policies.
- To advise and work collaboratively with members of the department on the preparation and development of teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements as appropriate.
- To support and promote the Catholic ethos of the school.
- To create a stimulating and safe learning environment.
- To be a positive role model in terms of behaviour, work and attitudes.
- To set high standards of work and behaviour in the class and all other areas of the school.
- To encourage students in developing self-esteem and respect for others.
- To demonstrate a commitment to equal opportunities and use a variety of strategies and practices to promote acceptance of a diverse range of cultures, religious practices and ethical approaches.
- To write academic reports as required by the reporting schedule.

- To make a valuable contribution to the Catholic life of the school and the co-curricular provision of the department by planning, leading and staffing trips and clubs.
- **Form Tutor Responsibilities**
- To lead in the pastoral responsibility for tutees (or to share this responsibility if part time)
- To be responsible for maintaining accurate registration of tutees and to communicate with parents / guardians regarding any absences
- To manage the administration of the form class, including ensuring timely collection and distribution of letters and responses.
- Where appropriate, to ensure monitors / prefects / representatives are carrying out duties efficiently and reliably.
- To contribute to the Assembly rota by leading and/or overseeing assemblies as scheduled
- To monitor and sign weekly diaries.
- To write Form Tutor reports as required by the reporting schedule.

### Safeguarding

- To promote and safeguard the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact.
- To adhere to and ensure compliance with the relevant Safeguarding and Child Protection Policy and Procedures at all times.
- To log all concerns as appropriate on CPOMS.
- To report any serious concerns to the School's Designated Safeguarding Lead.

### Wider Responsibilities

- To contribute to the Appraisal process.
- To complete appropriate training courses as requested.
- To carry out reasonable teaching staff duties as required.
- To attend all full school assemblies and meetings and contribute towards them either as an individual or as a member of a particular group (e.g. department, year group or house).
- To attend school functions as arranged across the staff as a whole or within particular departments.
- To participate in the wider life of the School, supporting events; such as shows, concerts, the Summer Fete, Christmas Fayre, Open Days, information evenings etc.
- To attend and participate in all INSET and staff meetings
- To provide cover for absent staff when necessary.
- To assist where possible, in promoting the School.
- To liaise with parents and the Head of Year regarding unauthorised absences.
- To attend, where relevant, Parents' Evenings. Part Time staff are expected to attend all relevant Parent Evenings, including those held on days when they are not scheduled to teach during the day. Where this is not possible, reports or recorded telephone meetings will be required for all students expected to attend the evening.
- To be available in school from 8.00am-6.00pm in term time, making good use of the time before and after school lessons to support students, and to liaise with parents and colleagues.
- As a full time teacher with tutor responsibilities to teach up to 36 periods (including study) during term time (pro-rata for part time)

## Health & Safety

- To pay due regard to the School's Health & Safety Policy, including one's own H&S needs and those of others; particularly those for whom you have a duty of care.

**It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead.**

**Thornton College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and an Enhanced DBS and barred list check by the Disclosures and Barring Service. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.**

**Please do not hesitate to contact Miss Taryn Robinson, PA to the Head, should you have any queries.**

**Email: [trobinson@thorntoncollege.com](mailto:trobinson@thorntoncollege.com)**

**All staff are required to undertake whatever else may be reasonably required by the Headteacher in support of the Aims of the School. Job Descriptions are subject to annual review.**