



APPOINTMENT OF:

PHYSICAL EDUCATION TECHNICIAN

September 2023

Full-time

Completed applications should be returned to recruitment.academic@johnlyon.org



ABOUT JOHN LYON

John Lyon is an academically selective independent day school, based in Harrow-on-the-Hill in North West London. Having educated boys from Harrow and surrounding areas since 1876, John Lyon welcomed its first girls as pupils in September 2021. The School has moved from being a senior school to an all through 3-18 school, following an amalgamation with Quainton Hall in 2021.

Academic excellence is at the very heart of what pupils who study here seek to achieve. Pupils' academic standards and personal development were both rated the highest possible 'excellent' in our most recent ISI school inspection.

“ The school community transcends cultural difference and exudes an ethos of inclusivity through natural acceptance.

ISI Inspection Report, January 2020



With the opportunity to explore this broad curriculum and gain a solid grounding in all the major academic subjects, pupils work alongside dedicated teachers to develop learning skills, creativity and the ability to fully apply themselves in all areas of life. They perform well from the point they join and go on to achieve excellent results in public examinations at GCSE and A-Level. Most students are rewarded for their hard work by gaining places at leading UK universities, before progressing into the workplace in a huge and varied range of valued professions.

John Lyon pupils also gain from their time outside the classroom. The School has a strong reputation for opportunities and success in Music, Art, Drama and Sport. Add to this an exciting Co-Curricular Programme focusing on a sense of community, achievement and wellbeing, a range of more than 100 extra-curricular activities, and pastoral care that is second to none, a John Lyon education is designed to nurture high-achieving and happy children.

The John Lyon School campus is spread across six buildings at the senior school, the Quanton Hall school site, and a 28-acre mixed sporting facility a short walk away at Sudbury Fields and is part of John Lyon's Foundation which includes the Harrow Family of Schools. We have a clear set of values that are vital to our community. These values shape who we are, what we do and how we do it.

“ Pupils recognise and appreciate that staff have high expectations and allow them sufficient independence to develop self-control and self-motivation.

ISI Inspection Report, January 2020 ”



THE COMMON ROOM

John Lyon has a very friendly and diverse Common Room with a mix of colleagues living locally, in London and as far afield as Hertford, Bucks, Berkshire, Essex and Surrey. Many academic staff join the School straight from university whilst more experienced staff have taught in either independent schools, state Schools or both. The Common Room runs a termly programme of wellbeing activities which is well supported by academic and support staff. This includes theatre trips, celebratory meals, yoga, charity quiz nights and fixtures in archery, football, cricket, hockey and golf.





“ Pupils have outstanding levels of competency in information and communication technology (ICT) and its application to other areas of learning. ”

ISI Inspection Report, January 2020

THE DEPARTMENT

The John Lyon Physical Education and Sports Department fosters a 'Sport for all, with the pursuit of Excellence' approach to delivering a diverse spectrum of sporting opportunities to all our pupils. The Department enables a culture in which all pupils will be inspired to enjoy, engage and compete in physical activity and promotes a 'Healthy Lifestyle' throughout the School. Whether aspiring to be a top-class sportsperson or just enjoying the social and recreational sporting activities on offer, the department recognises the significant mental and physical benefits that are gained through regular participation and competition in sport. A key area of focus for the Department is to provide a fully integrated multisport experience at all ages and across all abilities. The department is currently staffed by the Director of Sport, Head of Prep Sport and four PE teachers, a Sport's Technician, and a Sports Graduate along with specialist swimming teachers and a range of professional coaches and peripatetic sports staff across both the Senior and Prep Schools. Staff in the Department come from a variety of sporting backgrounds and include experienced teachers, ex-professional sports men and women with international and/or county experience across a range of sporting disciplines. The School has wide expertise across a number of sports including (but not limited to) football,



“ Pupils demonstrate an excellent grasp of numeracy as they confidently apply their numerical knowledge in mathematics and in other subjects.

ISI Inspection Report, January 2020 ”

cricket, netball, hockey, tennis, table-tennis, archery, climbing, golf, swimming and athletics, which all help ensure that our pupils are provided with every opportunity to excel.

Our extensive fixture programme is carefully organised to ensure we maximise the potential of all our pupils, giving as many as possible the opportunity to play competitive sport at their level. The Department are incredibly hard working and supportive and are keen to provide opportunity outside of the classroom through before and after school coaching sessions, which form part of the extensive Extra-Curricular Programme. The School has some fantastic sporting facilities, including a 25-metre swimming pool, multi-use sports hall, fitness studios and a floodlit all-weather practice pitch as well as our superb 25-acre sports ground at Sudbury Playing Fields which includes a state of the art all weather floodlit AstroTurf and numerous cricket, football and other sporting pitches. There is also a further swimming pool, sports MUGA, sports hall and training area at the Prep School. As part of the same foundation, the School has a close relationship with Harrow School and therefore benefits from use of some of its facilities such as the athletics track, squash courts and golf course.

“ Pupils show a strong aptitude for reading and write effectively for a wide range of purposes.

ISI Inspection Report, January 2020 ”

RESPONSIBILITIES

The PE Technician currently reports to the Director of Sports and the following duties and responsibilities are intended to give an outline of the tasks covered by the PE Technician and Sports Coach role.

PETECHNICIAN

- To ensure that all areas of the sports centre are correctly set up to meet the requirements of PE lessons and sports clubs.
- Creatively planning, organising and editing the School's new Sports Publication to meet deadlines, working closely with the Schools Marketing team.
- Plan, organise and assist with the Co- curricular programme.
- Assisting and taking on key roles within major sports dates throughout the year, including: Cross-Country, Sports Day and Festival of Sport.
- Contribute to the School's Sports Website and Virtual Learning Environment with the latest fixture details, sports results and news headlines.
- Organisation of minor sports including liaising with opposing Schools and NGB's, taking fixtures and extra- curricular clubs.
- Responsible for updating sports noticeboards, fixture boards and displays regularly.
- Liaise with Sports Teaching staff and Director of Sport in matters concerned with pupil performance and discipline.
- To undertake administration tasks to support Physical Education and School sport.
- To provide first aid and assist with emergency responses for all accidents, incidents and emergencies, reporting and maintaining corresponding records as required.
- Participate in and assist with the organisation of trips, tours and activities to enhance the teaching and learning of PE/Sport within the School.
- To assist with the setting up and packing away of whole school sports events and activities.
- Maintain all sports equipment and ensure that storage rooms are kept clean and tidy and that



“ Pupils achieve superb results in Sports, Performing and Creative Arts. ”

ISI Inspection Report, January 2020



equipment is stored in a safe and orderly fashion when not in use.

- Attend department meetings, training courses and other staff meetings as required.
- To keep the Director of Sport and the School's 'Head of Estates and Health & Safety' regularly and fully informed on any matters concerning the management, upkeep and administration of the Sporting facilities.
- To undertake such other duties as may be determined from time to time by the Director of Sport.

SPORTS COACH

- Planning, organising assisting and or leading PE lessons, games sessions and team training for pupils, whilst providing feedback and goals to aid pupil's physical development.
- Planning, organising and leading extra-curricular sports clubs and intra-school sports tournaments before and after school and at lunchtimes.
- Ensuring that assessment is both regular and thorough and that full records of pupils are kept as directed by the Director of Sport.

- Support Sports Scholarship programme include leading activities, mentoring pupils and assisting with assessment days.
- Complete and provide pupil feedback in the form of School reports, grades and attendance to parent evenings.
- Coaching and leading School Sports teams as directed by the Director of Sport and the relevant Head of Sport.
- Sports Coaches are expected to play a full role in the life of the School, including weekend commitments and duties.

It should be noted that a job description is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the grade of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary.

PERSON SPECIFICATION

In making an appointment at John Lyon we look for the person who, at interview and by virtue of their application, qualifications and experience best demonstrates proven skills and abilities in the following areas:

	ESSENTIAL	DESIRABLE
EDUCATION/ QUALIFICATIONS		
A sports-related degree or a good level of education in sports coaching	X	
First Aid at Work Certificate		X
Hold a minimum of Level 2 Coaching certificate in at least one of the Schools major sports or equivalent relevant coaching experience		X
Hold a level 2 in instructing Exercise and Fitness or willing to work towards		X
Qualified to lead and assist in other areas of the PE curriculum		X
Full UK Driving Licence	X	
SKILLS & EXPERIENCE		
Organised and able to deliver planned outcomes as directed	X	
ICT skills with the ability to use Word, Excel, Outlook and various social media applications	X	
Ability to work as part of motivated and thriving team	X	
Previous experience in the leisure, coaching or education sector		X
Ability to introduce styles of learning to motivate and help pupils learn.	X	
Ability to lead coaching sessions and sports teams across both Prep & Senior School	X	
Ability to report on pupils' progress	X	
Proven ability to manage varied workload and use own initiative to problem solve	X	
Ability to remain calm under pressure showing tact and common sense	X	
PERSONAL QUALITIES		
Flexibility to work different hours or cover lessons as required	X	
Enthusiastic and committed	X	
Methodical approach to coaching	X	
Proven ability to work unsupervised	X	
Self-starter and proactive with a "can do" attitude	X	
Empathetic and able to deal with pupils, staff, parents and others in a friendly but formal manner	X	
Ability to lift (with assistance where appropriate) items of maintenance and sports equipment		X
A desire for professional development whilst in the role (the School will consider assisting motivated and enthusiastic individuals)		X

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SCHOOL BENEFITS



Membership of the competitive Harrow Coporation DC Pension Scheme - details on page 10



Competitive salary, above that of the maintained sector



Surface Book for every member of teaching staff



Use of the School's Sports Centre (including swimming pool)



Commitment to professional development



Discount membership to Harrow School's Golf Club



Fees remission for children of staff



Complimentary lunch during term-time



Cycle to Work Scheme

Academic Staff Pension Scheme

Teaching Staff at John Lyon School have access to a defined contribution scheme, provided by Aviva for the John Lyon's Foundation



Salary enhanced by

6%



An employer's pension contribution of

14.5%



An employee's pension contribution of

6% or more if desired



Provision of Death in Service cover worth

3x the annual salary



Provision of Income Protection, based on

50%

of earnings (increasing in line with RPI, capped at 5%) to State Retirement Age



Provision of Health Cover via access to a subsidised Medical Cash Plan



Option of making a tax-efficient **Salary Sacrifice** for pension contributions, which generates **National Insurance savings** for the employee as well as the employer, with

50% of the School's saving added as an **additional pension contribution** for the individual

For more information on the scheme, please email recruitment.support@johnlyon.org



QUINTON HALL
JOHN LYON'S PREP SCHOOL



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