

# PE APPRENTICE

## Candidate Pack



# HEADTEACHER'S WELCOME



Thank you for your interest in applying to Dame Alice Owen's School. Though much of the information we have about our school is available on our website, we know you are busy so have put some key information in this pack to help you understand who we are and what we do.

Our school was founded over 400 years ago by Dame Alice Owen, a remarkable philanthropist with an unusually modern vision for education. She established the first school in Islington and, as demand outstripped space, it moved to its current setting, in the Hertfordshire countryside, in 1976.

Today, Owen's is an exciting place to work where *"staff overwhelmingly feel well cared for"* and behaviour is *"exemplary."* [Ofsted December 2023] Ours is a school where teachers love talking about teaching and learning, where relationships between students and staff are positive and strong, and where we do what we can to keep workload manageable. We are never complacent; we are always looking for marginal gains in order to keep what we do reasonable, but exciting. It is the combination of interested students, dedicated staff, supportive parents, a rigorous and empathetic Governing Body and school leadership team (staff and student) which makes our school such a special place to be.

Dame Alice Owen's School is a mixed, partially selective secondary school with approximately 1,460 students including over 400 in our vibrant and highly successful sixth form. Our school benefits from some of the most able students in the country. In the 2024 A level examinations, 63% of all A level grades were A\*-A with 87% of grades being awarded A\*-B. In GCSE examinations, students achieved an average Attainment 8 score of 74.2 and a Progress 8 score of 0.93 with 34% of all grades awarded at level 9 and 94% of students achieving 5 or more grades 9 – 4 including English and Maths. Many of our school leavers from Year 13 have offers from top universities to choose from, including an average of 24 places at Oxbridge each year.

We were delighted to be recognised as 'The Sunday Times Regional School of the Decade' in 2020 and the country's highest ranking non-fully selective *state school of the year* many times over, including for 2025! Securing a place at Owen's has been described as *"winning the lottery"* in the Good School Guide, *"the golden ticket"* in Tatler and Ofsted judged us *"outstanding"* in all categories in December 2023, with no areas for improvement.

If you'd like to come and join us, we would love to meet you and talk to you more. Please call to arrange a chat, if you would like to, or just send us your completed application pack. I look forward to meeting you

**Hannah Nemko**  
Headteacher





# PE APPRENTICE

**Temporary contract for 13 - 15 months  
Required for September 2025**

35 hours per week, term time only (including some hours at Saturday fixtures)  
Qualification offered: Level 3 Teaching Assistant with PE focus  
Apprentice rate: £7.55 per hour

Closing date: 9am, Monday 16 June 2025  
Interview date: Thursday 19 June 2025

*We reserve the right to make an appointment before the closing date, so early applications are encouraged.*

The governors of this highly successful, partially selective, mixed school invite applications for the post of PE Apprentice. We seek a highly motivated and energetic apprentice to join our very successful PE Department. The successful candidate will receive comprehensive training and ongoing support leading to a nationally recognised Level 3 qualification provided through the Educational and Sport Futures (ESF) programme. Whilst you are training with us, you will be considered a member of the PE department and will work with our students for the practical applications of learning. The work experience is particularly suited towards a career within a school or sports organisation. This apprenticeship will be fully funded so there is no cost to the candidate. Full details of the course can be found [here](#).

You will be released to the apprenticeship provider, Education and Sporting Futures (ESF), for the taught part of this course and will also be invited to central training on a half termly basis with all PE apprentices on the same course. ESF are based in Stevenage and training sessions will be a mix of virtual and face to face input. You will be provided with a mentor, a member of our PE department, and they will support your progress by meeting with you frequently, conducting reviews and observations.

This is an exciting opportunity to work in a well-resourced and energetic PE and Sport Department. The PE curriculum aims to provide students with a breadth of activities which foster confidence, competence, resilience and an understanding of the benefits of a healthy, active lifestyle. Within each activity, a positive learning environment is created where students learn a range of skills that ultimately lead to an improved overall performance. Our teaching strives to instil a life-long love of sport in every student, whilst also building foundations towards higher level competition and academic PE. Extracurricular sport is a fundamental part of life at Owen's and the successful candidate will be expected to contribute fully to this area. Commitment to after-school and Saturday morning fixtures is essential. We aim to encourage mass participation whilst maintaining our high level of sporting achievement. The sports facilities at the school are superb, with excellent field space, an astro turf, five netball/tennis courts, an indoor gym, a sports hall, a dance studio and a fitness suite fully equipped with cardio and strength machines.

You can find out more about the PE department by following this link: <https://damealiceowens.herts.sch.uk/departments/pe/>



# WHY WORK AT OWEN'S

At Dame Alice Owen's, we appreciate that when staff are well looked after, and conditions are right for learning, students and staff thrive.

Owen's has a relaxed, supportive environment, the atmosphere is friendly and collegial and staff are nurtured and supported. Students at Owen's are engaged, well-motivated and behavioural issues are rare and well managed. The Senior Leadership team are fully aware of the importance of a good work life balance and are mindful of this when supporting the teams they line manage. Meetings are kept to a minimum. There are regular, whole staff and departmental social events throughout the year, and, with a nod to our 400 year old traditions, Owen's is often a fun and interesting place to be.

Working at Owen's is not just a job; it's a fulfilling and rewarding experience that goes beyond the classroom, positively shaping both students' futures and the careers of all those who work with them. If you would like to work in a school where your passion for supporting young people and contributing to their future success can truly flourish, Owen's is the perfect place for you.

In addition to this we also offer a variety of benefits including:

- Access to an Employee Assistance Package, which provides staff with a wide range of health and wellbeing services including 24 hour access to a GP;
- Excellent facilities and resources including a Fitness Suite which is open to all staff for certain hours outside of the school day;
- Free on school site parking;
- Staff child places, in line with our admissions procedures;
- A great location - the school is situated on an attractive 35-acre site in the Green Belt. Central London is easily reached, in 15 minutes, by rail from Potters Bar and the school is close to motorway links.

Hear from members of our Staff in the [video here](#) about why they enjoy working at Dame Alice Owen's School.



# JOB DESCRIPTION

**Post Title:** PE Apprentice  
**Responsible to:** Director of Sport

## **Purpose of the Role:**

You will provide support for the teachers in the busy PE Department both in their timetabled lessons and extra-curricular programme. You will also complete your Level 3 Apprenticeship by attending the course run by Educational and Sporting Futures.

## **Key responsibilities:**

- To assist in the smooth running of PE lessons;
- To lead extra-curricular sports practices and fixtures in various sports but specifically netball, including Saturday mornings (to be included in the 35 hour week).

To assist the existing PE Apprentice in their role which includes:

- Assisting, wherever possible, members of the PE Department and Head Teacher in supporting pupils' learning;
- Providing IT support in relevant PE lessons;
- Ensuring equipment is ordered and in good order for lessons;
- Alerting the Director of Sport to any issues with facilities/equipment;
- Checking, updating and re-stocking First-Aid kits;
- Maintaining and updating the PE network on Google Drive;
- Maintaining and updating notice boards in PE;
- Updating fixtures website (SOCS sport website) on a weekly basis;
- Ensuring details of practices and fixtures are communicated appropriately to parents and carers;
- Co-ordinating weekly results and ensuring they are announced in relevant assemblies;
- Co-ordinating the half-termly PE newsletter and latest PE news on the school website;
- Arranging and returning PE lost property items including footwear;
- Being responsible for the laundering of the Sports Kits in the School's Laundry Facility;
- Booking minibuses for away fixtures.



# PERSON SPECIFICATION

Qualifications and Training	Desirable/ Essential
Good standard of literacy and numeracy	E
5 GCSEs or equivalent including grade C or 4 in English and Maths	E
PE related qualification e.g. Coaching	D
First Aid Qualification, or willingness to undertake first aid training	D
General requirements	
Experience of working in a school environment	D
Working with children in a sporting capacity	E
Playing with a variety of sports to a competent level	E
Willingness and clear commitment to be involved in extracurricular activities	E
IT competency	D
Skills	
Able to prioritise and manage allocated workload	E
Able to work without direct supervision	E
Able to work effectively in a team, understanding classroom roles and responsibilities	E
Able to undertake clerical/administrative duties	E
Able to communicate effectively at a range of levels, e.g., with students, parents, other professionals, etc.	E
Other	
Effective communication skills	E
Knowledge of equal opportunity issues for students and staff	E
Clear commitment to the safeguarding of students	E
Good interpersonal skills	E
A good sense of humour!	E

# HOW TO APPLY

Applications will be accepted by completion of an application form via MyNewTerm on our vacancies page - <https://damealiceowens.herts.sch.uk/introduction/vacancies/>. We are not able to accept CVs for any posts based in school.

To arrange a tour or informal discussion about this position, please contact Stephen Fry, Deputy Head, via [frys@damealiceowens.herts.sch.uk](mailto:frys@damealiceowens.herts.sch.uk)

The school is committed to safeguarding children, young people and vulnerable adults and promoting the welfare of children and expects all staff to share this commitment. Please take time to read our [Safer Recruitment](#) and [Safeguarding and Child Protection](#) policies.

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and applicants will be required to declare any convictions, cautions, reprimands and warnings that are not “protected” (as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020)). Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, scrutiny of the information provided in your application form and an enhanced Disclosure and Barring Service disclosure check.

We fully appreciate the time and consideration which go into applying for a new job. If there is anything we can do to help you through this process or if you have any general enquiries, please do not hesitate to ask via [recruitment@damealiceowens.herts.sch.uk](mailto:recruitment@damealiceowens.herts.sch.uk)

