

**DRAFT**



**Sadiq Public School**

Since 1954

## **JOB DESCRIPTION**

# **PHYSICAL TRAINING INSTRUCTOR (PTI)**

## **Dear Candidate,**

On behalf of Sadiq Public School, its staff and pupils I would like to thank you for expressing an interest in our vacancy for a Physical Training Instructor (PTI).

Sadiq Public School is an independent boarding and day school. It comprises the Junior School, the Prep School (Boys), the Senior School (Boys), the Prep School (Girls), the Senior School (Girls) and the Progressive School and offers education to nearly 2900 pupils aged 3 to 20 years old.

A distinctive feature of Sadiq Public School is its House System, with all pupils, whether day or boarding, being members of a House. Boarding numbers at present stand at circa 700 pupils with an intention to increase to approximately 1200 plus within a couple of years. It aims to be a truly world-leading academic institution, sharing and teaching the values and spirit of the School's founder.

Against the backdrop of a beautiful 450 acre campus the School is now entering a period of ambitious growth and development in terms of its curricular and pastoral provision and also in terms of its physical facilities for teaching and boarding with a capital development programme now planned to include the construction of a Teaching Centre, Boarding Houses, Sports Complex, Auditorium and Library.

Underpinning everything that we do is the aim that each pupil not only gets fulfilment and enjoyment from their school years but leaves the School with an understanding and value of self and with the necessary skills and knowledge to succeed at university and in the wider world. That success depends not only on high academic and extra-curricular achievement but also on having acquired the necessary human skills and values that will enable them to operate in a global society.

In this pack, you will find information about the School, the post and the appointment process. We hope this will tell you everything you need to know, but if you do have any questions or if you would like to arrange an informal visit, please contact me via email at [principal@sps.edu.pk](mailto:principal@sps.edu.pk)

We look forward to receiving your application.

David Dowdles  
Principal and CEO



## **The School**

His Highness Sir Sadiq Muhammad Khan Abbasi, the Ameer of Bahawalpur, laid the foundation stone of Sadiq Public School on 4th March 1953, provided 450 acres of land and financed the entire construction. His Chief Minister, Makhdoomzada Hassan Mahmud, supervised the project.

On January 18th, 1954, His Highness Sir Sadiq Muhammad Khan Abbasi inaugurated the School with 37 students and 7 teachers. The initial structure consisted of the Main Academic Block, 2 Boarding Houses and 5 Staff Houses, with Khan Anwar Sikandar Khan as the first Principal. Sadiq Public School began as an institution for girls and boys. In the next two years, one swimming pool, a hospital and 12 staff houses were built by the Public Works Department.

In 1957, the first batch of students appeared for Senior Cambridge. In 1958 students appeared for Matriculation and in 1966 for Intermediate and in 1994 students appeared for Cambridge A Levels.

In 1966, the admission of girls was stopped. A separate Girls' Section started in May 2003 with 9 girls and has since grown to more than 700 girls with 120 boarders. The new academic building for girls, donated by His Royal Highness the ruler of Abu Dhabi and President of UAE, was completed on July 25th, 2008 for girls classes (Class 6 to 12). Lessons for girls in the new building began on October 6th, 2008.

Today, Sadiq Public School is the embodiment of its Founder's vision - a school providing an outstanding public school education to students not just from the Bahawalpur region, but from all over Pakistan. The School's facilities as well as the environment are good but a major programme of development is now underway. The opportunities for students are unlimited. The curriculum is based on the 5-pointed star of the School's emblem: discipline, academics, sports, clubs, societies, and community service.

Sadiq Public School students gain admission to the world's best universities and make strong and valued contributions to their beloved Pakistan.

Significant investment has taken place in recent years to modernise boarding and redevelop parts of the site. The School has an ambitious estates development plan which will see further investment in the next three years.

## **Job Description**

The Physical Training Instructor (PTI) is vital in fostering physical fitness, discipline and a positive environment within the school. The PTI is responsible for supervising physical education activities, maintaining student conduct and ensuring safety throughout the school day.

## **Key Responsibilities**

### **Morning duties**

- **Morning PT:** Ensure that all the boarders of Prep and Senior Sections join the morning PT and report the absentees to the respective Housemaster.
- **Early arrival:** Arrive at the School academic block before the morning assembly to prepare for the day's activities.
- **Classroom inspection:** Ensure all classrooms are clean and organised before students' arrival.
- **Assembly supervision:** Oversee the transition of students from classrooms to the assembly area after roll call, ensuring timely attendance.

### **Class and morning assembly management**

- **Post-assembly supervision:** Ensure that all students return to their classrooms promptly after the morning assembly.
- **Discipline maintenance:** Uphold discipline during academic hours to foster a conducive learning environment.

- **Permission protocol:** Ensure that no student leaves the classroom without permission from the subject teacher.

### **Reporting and communication**

- **Incident reporting:** Promptly report any incidents of misconduct or undisciplined behaviour to the respective Section Head.
- **Clearance reporting:** Provide a clearance report to the respective Section Head, confirming that the academic block is clear of students after dismissal.

### **Dismissal and after-school procedures**

- **Orderly dismissal:** Ensure students leave for boarding houses and homes in an orderly manner after school dismissal, particularly in the parking area.
- **Monitoring after-school activities:** Supervise students during after-school activities and evening sports, ensuring safety and discipline.

### **Student interaction and conduct**

- **Professional boundaries:** Maintain a professional demeanour, avoiding personal friendships with students to uphold respect.
- **Conduct during events:** Enforce discipline during school functions, including Founder's Day, the Swimming Gala, etc.
- **Preparation of Founder's Day events:** Preparation, supervision and presentation of all the Founder's Day events, including Parade, Gymnastics, Mass PT, Dumbbell Drill, Karate, etc.
- **Proper turnout:** Ensure students are appropriately outfitted for sports and physical activities and adhere to the School's dress code.

### **Behavioural standards**

- **Violation prevention:** Monitor and prevent violations, including mobile phone usage, smoking/vaping, class bunking, fighting, bullying and use of abusive language in the School.
- **Reporting violations:** Immediately report any irregularities or violations to the respective Section Head.
- **No corporal punishment:** Ensure that no physical or corporal punishment is administered to students and refrain from using abusive or indecent language.

## **Additional responsibilities**

- **Guidance for parents and visitors:** Assist and guide parents and visitors during open days and school functions.
- **Event participation:** Perform vigilant duty at all the School events, including Sadiq MUN, SES, SNPDC, Moot Court, APDC, etc.
- **Board/University Examinations duty:** Escort students to examination centres during BISE and Cambridge examinations, ensuring they arrive safely and on time.
- **Evening Sports:** Support the organisation and supervision of evening sports, competitions and other physical activities.

## **Other Duties**

- **Assigned tasks:** Carry out any additional duties as assigned by the respective Section Head and/or Principal and CEO.
- **Policy adherence:** Comply with all school policies and procedures, adapting to changes as directed by the School administration.

## **Skills**

Strong communication, leadership and organizational skills; ability to work effectively with students and staff.

## **Military or civil experience**

Previous experience in a military or civil organization will be preferred.

## **Note**

This job description is subject to change at the School's discretion to align with the evolving needs of the institution.

## **Pay and allowances**

A competitive salary package, negotiable based on qualifications and experience

## **Application Process**

### **Timeline for appointment**

- Job description finalised March 2025
- Advertisement of the Post 22 March 2025
- Closing date 29 March 2025
- Review of applications w/b 3 April 2025
- Interviews and visit to SPS April
- Appointment confirmation April
- Start date April 2025

### **Terms and conditions**

The terms below do not form part of a contract and are for information only.

### **Hours of work**

Such hours as shall be necessary to properly discharge your duties

### **Contract**

Initial 3-year contract

### **Probationary Period**

This appointment will be subject to the satisfactory completion of a probationary period of 1 year

### **Notice Period**

1 full academic term

### **Confidentiality**

The need for absolute confidentiality and discretion, both within the School and the wider community, must be understood and applied

## How to apply

Please submit applications using the application form provided on the School website: [www.sadiqpublicschool.com](http://www.sadiqpublicschool.com). Applications should be sent by courier service or post for the attention of Mr David Dowdles, Principal and CEO Sadiq Public School. In addition, a covering letter of no more than two pages should be prepared and sent with the application.







# **Sadiq Public School**