#

# APPOINTMENT OF HEAD OF GIRLS’ GAMES FOR THE

# PREPARATORY SCHOOL

Applications are invited for the post of Head of Girls’ Games for Yarm Preparatory School which falls vacant on Tuesday, 28th August 2018.

# *THE POST*

The current Head of Girls’ Games will be stepping down at the end of academic year 2017/18. Her successor will be in post for the new academic year which begins with staff inset on Tuesday, 28th August 2018.

The Head of Girls’ Games is directly responsible to the Head of the Preparatory School for the smooth running of the Games department in conjunction with the Head of Boys’ Games and PE. Line management is also undertaken by Yarm School’s Director of Sport, who is based at the Senior School but who has an overview of sports provision throughout the school.

***OUTLINE JOB DESCRIPTION***

This Job Description is not exhaustive and the Head of Girls’ Games should be prepared to be flexible in order to best meet the needs of the pupils and the Preparatory School.

* The Head of Girls’ Games will have a good knowledge of their subject and of educational practice in their subject. They will also have a range of leadership, management and organisational skills.
* The Head of Girls’ Games will be able to balance the demands made upon them by teaching, subject management and involvement in the life of the school.
* The School will support the professional development of the Head of Girls’ Games both within their own subject areas and, if required, in the skills and practice of management.

***KEY SKILLS***

* Be able to inspire children to take part in sporting activity
* Be an excellent classroom practitioner
* Be a competent sports player and have a working knowledge of a variety of major sports
* Maintain, organise and promote the school’s tradition of offering a range of extra-curricular sporting clubs and activities
* Organise a well-balanced and inclusive range of fixtures, tournaments and sporting tours
* Have the personal qualities necessary to liaise effectively with all colleagues, parents, pupils and the wider school community

***TEACHING***

* Plan and deliver class Games and PE lessons in accordance with school policy; daily, weekly, termly and long-term planning
* Update the Preparatory School PE and Games Policy and Scheme of Work on a regular basis, ensuring that progression and continuity is maintained between Key Stages
* Be willing to teach all forms from pupils in the Nursery, to pupils in Year 6 and take on a Form Teacher role if required
* Teach activity lessons (which could be sports based) and offer extra-curricular activities
* Attend professional development courses in accordance with guidance provided in the Staff Handbook and from the Director of Teaching and Learning
* Organise sporting activities for and attend Open Mornings, Open Evenings, Summer Fairs and other out of hours events
* Review pupils’ work within specified assessment frameworks so as to monitor and record their individual progress
* Be aware of provision for those pupils with special needs (including the most able)

***SPORTING FIXTURES AND EVENTS***

* Organise fixtures and events in keeping with the established school calendar
* Liaise effectively with the PE and Games staff and Estates team to ensure that fixtures run smoothly
* Produce tournament programmes in liaison with the Head or Deputy Head
* Ensure that all Girls PE and Games staff are fully involved in the preparation for fixtures and sporting events
* Be able to officiate at a variety of sporting events with some relevant qualifications
* Publicly introduce sporting events, present prizes and host spectators and visiting schools warmly

***THE WIDER COMMUNITY***

* Seek opportunities to take Preparatory School sport into the wider community
* Maintain links with local schools and organisations

***ORGANISATION AND ADMINISTRATION***

* Write letters communicating sporting events and commitments throughout the school year, and to have these approved by the Head in good time before circulation is required
* Take part in staff review and development
* Maintain good records
* Help to manage the PE and Games budget and order the required equipment and arrange for these to be stored and maintained in good condition.
* Produce sporting items for the weekly Phoenix Flier newsletter and communicate sporting notices and events through a variety of media
* Undertake, along with other colleagues, a duty rota within the Preparatory School
* Attend Parents’ Evenings
* Meet regularly with the Director of Sport
* Maintain local sports contacts

***HEALTH AND SAFETY***

* Ensure that there is a safe working and learning environment in which risks are properly assessed and minimised (refer to the Staff Handbook and departmental risk assessments)

# *CONTRACTUAL MATTERS*

1. The post is open to teachers who are university graduates or equivalent and who have an appropriate teaching qualification.
2. The successful candidate will be expected to take up appointment on Tuesday, 28th August 2018.
3. The Head of Girls’ Games salary will be commensurate with the responsibilities of the appointment and the qualifications and experience of the successful candidate; it will be reviewed annually.
4. Yarm School is committed to safeguarding the welfare of its pupils. This post, like all others in the School, will be subject to an enhanced DBS and other vetting checks including satisfactory references from the previous employer and another appropriate referee. Confirmation of the appointment will be subject to satisfactory completion of a medical questionnaire once the post has been offered.
5. The successful candidate will automatically be enrolled in the Teachers’ Pension Scheme.

# *CRIMINAL RECORDS CHECK*

Yarm School is required to seek a Disclosure from the Disclosure and Barring Service (DBS) in respect of successful applicants for all posts at the School where staff may come into contact with children. A criminal record will not necessarily be a bar to working in the School. Applicants who are invited to interview should provide details of any criminal record under separate, confidential cover to the Head of the Preparatory School before attending the interview. A copy of the School’s policy on the recruitment of ex-offenders and the DBS Code of Practice may be obtained from the Head of the Preparatory School. Before an appointment is confirmed checks will be undertaken to confirm identity and qualifications, etc.

# *APPOINTMENT PROCEDURE*

Applications will only be accepted on the application form provided by the School. This should be completed electronically. All questions must be answered. The candidate may also submit a Curriculum Vitae if he / she wishes but this is not a requirement. Applications should be submitted with a covering letter (again, by e-mail) explaining why the candidate and post are mutually suited.

***TIMETABLE***

Informal visits to the school are encouraged and can be arranged by contacting the school.

The closing date for applications is **9am on Monday, 19th March 2018.**

Interviews will be held in the week commencing **Monday,** **26th March 2018.**

An appointment will be made soon thereafter.

Applications should be e-mailed to the Head of the Preparatory School, Mr Bill Sawyer, **as soon as possible and no later than 9am on Monday, 19th March 2018.**

**e-mail: laura@yarmschool.org**

Yarm Preparatory School

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Yarm

Stockton on Tees

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Further information about the School, together with an application form and job description, can be found on our website on [www.yarmschool.org](http://www.yarmschool.org) under “vacancies”. Please e-mail if you have any difficulties or queries.

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