



MALVERN ST JAMES GIRLS' SCHOOL

POST OF

DIRECTOR OF SPORT

Required from September 2018 or January 2019

**Permanent
Full Time**

Malvern St James Teachers' Pay Scale



MALVERN ST JAMES LTD

Malvern St James is a leading independent boarding and day school for girls between the ages of 4 and 18. There are approximately 400 pupils split equally between boarders and day girls.

The School is located in the heart of Malvern in Worcestershire, only two hours from London and one hour from Birmingham the school has excellent transport links, with Great Malvern station situated just opposite the main school building. The MSJ bus service covers five counties to pick up and return girls each day.

Aspiration, personal development and achievement lie at the heart of the School and each pupil is treated as an individual. Our aim is to promote excellence and innovation in teaching and learning throughout the school. Our commitment is to provide each girl with the challenges and support offered by a bespoke education which will allow her to develop her talents, character and academic abilities to the full. We prepare girls for the most competitive UK and international universities and pathways. In addition, we aim to foster and encourage a wide range of extra-curricular interests. This individual emphasis is complemented with teamwork and a sense of collective responsibility.

We offer pupils full, weekly and flexible boarding and day places, allowing both parents and daughters to choose the option that is right for them. Senior girls remain in school until 6.10pm each day and participate in the busy activities programme or supervised homework sessions.

Girls benefit from first class facilities which include an award-winning Science and Mathematics Centre which has been expanded to provide greater laboratory space and Mathematics teaching space, a Drama Studio, four ICT suites and a multi-media Language Laboratory. Our £4.4 million Sports Hall – opened in October 2008 – continues to expand both its facilities and services offered to the girls and staff for personal training and fitness. The School has a dedicated Sixth Form Centre for Day Girls and Boarders opened September 2014 featuring a lively Café Culture recreational area.

We offer staff who come to work at the school:

- the opportunity to teach highly motivated, talented pupils
- commitment to your professional development
- convenient location in Malvern with excellent transport links
- competitive salary scale

Malvern St James is committed to safeguarding and promoting the welfare of children.

Applicants must be willing to undergo child protection screening appropriate to the post including checks with pas employers and the DBS.

Offer of appointment is subject to satisfactory references and DBS checks.

MALVERN ST JAMES ENTERPRISES LTD

Malvern St James Enterprises Ltd is wholly owned and run by Malvern St James Ltd. It was established in 2008 to develop non-fee income to support new initiatives for the School. The organisation's development team promotes the lettings of School facilities to the public and the community and also runs a variety of summer/holiday School lettings and functions.

Further details are available on our website: www.malvernstjames.co.uk



Malvern St James has a reputation for the excellent range and quality of its sport. The School regularly attracts pupils, including elite athletes who compete at national and international level, because of its quality provision and commitment to sporting excellence, alongside its strong reputation for academic achievement and pupils' personal development.



Person Specification

The Director of Sport will have a genuine passion for and commitment to girls' Physical Education and Sport. This is a key appointment that will help to shape the School's wider curriculum offer: the successful candidate will have significant responsibilities in leading the School's PE and Co-curricular Sports provision to ensure excellent opportunities in a range of sports and support for every pupil's enjoyment, development and success in sport.

The Director of Sport will develop a strategic vision for participation and performance in sport that challenges each pupil to achieve her personal best and to find fulfilment in sport, whether at a competitive or recreational level. The leader will be an inspiring role model to pupils who believes and can demonstrate that with excellent teaching and relevant support, all girls can go beyond any limits they may place on themselves.

We require someone who can provide inspirational and innovative leadership to an energetic and committed department and who has clear ideas about developing girls' sport in view of the changing nature of school sport. Excellent organisational, management and interpersonal skills are essential as is the ability to build effective relationships and inspire confidence with students across the school, their parents, the department and the wider local community to be effective in role.

He/she should have a strong track record in teaching girls' sport and curriculum PE up to and including A level or BTEC and will lead by example. He/she will offer their own contribution to the co-curricular sports programme with a high level of expertise in at least one sport, ideally

in lacrosse, hockey or netball. He/she will have appropriate coaching and umpiring/referee certificates and a First Aid Certificate.

The Role

The Director of Sport is accountable to the Headmistress via the Deputy Head.

He/she will have a reduced teaching timetable and will direct a department currently numbering eight staff, including a Second in Department, specialist teachers in Netball, Hockey and Lacrosse, Sports Boarding Graduates and a team of external specialist coaches. Administrative support is also available.

Key responsibilities, alongside those of all Heads of Department include:

- overseeing/managing all aspects of Sport and Physical Education in the Senior School and Prep Department to ensure continuity throughout the age range, consistency in the quality of provision and match preparation, and development of physical potential through a broad range of competitive and recreational opportunities whether team based or individual;
- line-managing all members of the department and developing their expertise and skills in providing high quality teaching and learning in PE and Sport at all levels;
- promoting a culture within the department and wider school that encourages positive attitudes towards physical fitness and self-image and a lifelong healthy and active lifestyle;
- developing and managing an innovative and balanced Physical Education programme which includes regular evaluation of pupil progress to help inform teaching and learning, useful pupil feedback both formal and informal, and effective communication with parents;
- working with the Deputy Head, the Sports Centre Manager and Directors of Expressive Arts and Music to coordinate successfully and ensure the smooth running of the School's co-curricular programme;
- working with the Director of Marketing and Admissions to develop and promote positive community links with feeder Prep. and local primary schools by sharing best practice and organising quality Outreach activities and events;
- working with the Directors of External Relations/Marketing to raise awareness of the School's sporting achievements and successes, and to communicate fixture/competition results regularly to maintain the wider profile of the department;
- ensuring that up to date policies and effective resource allocation is in place and shared within the department to optimise opportunities for all pupils to enjoy PE and School Sport;
- overseeing the allocation of sports awards and scholarships, and ensuring that an effective elite programme is in place to develop sporting talent in all sports disciplines;
- working with other Heads of Department to promote cross-curricular links and whole-school thinking on effective teaching and learning practice;
- supporting the School Leadership Team in recruiting, developing, appraising and retaining high quality staff through effective CPD and INSET programmes;
- encouraging non-specialist PE staff to support and contribute to the co-curricular sports programme of the School;
- overseeing a co-ordinated fixture programme, working with the Deputy Head and Calendar Committee, appropriate to the needs and levels of teams/year groups;
- organising and co-ordinating a programme of Sports Tours/Trips (domestic and overseas) such as the School Ski Trip and Lacrosse/Netball tours, working with the Deputy Head and Calendar Committee;

- keeping abreast of current developments in School Sport and fostering/maintaining links with the GSA and ISA network, local clubs, leading university departments and national organisations to ensure the provision is relevant and reflects current best practice;
- developing among pupils a coherent set of sporting values and important life skills such as leadership, resilience, perseverance, determination, self-discipline and motivation, personal responsibility, teamwork, encouragement of others, tolerance and fair play;
- ensuring that School policies with regards to all other Head of Department responsibilities including concern for pupil safeguarding and welfare, relevant health and safety measures, facilities and equipment maintenance, budgeting and effective financial planning, are fully implemented.

These responsibilities should be read alongside the job description for Heads of Department.

Curriculum:

PE is taught at all levels and GCSE and BTEC are offered in the Senior School, alongside the Sports Leaders Award. Level 1 Sports Leaders Award has recently been introduced to Year 9 as an option. Curriculum PE offer is broad and the department is open to new ideas about its future development.

A very busy weekly schedule of extra-curricular activities takes place each lunchtime and evening, from Archery and Horse Riding to Trampolining and Badminton. We have close links with Hartpury College for more advanced Riding. We also participate in a wide range of fixtures and tournaments during the evenings and at weekends. The School is a member of ISA, GSA and various specialist local, regional and national networks for competitive sport. We host regular community days for Multi Skills and Pop Lacrosse, for example, where visiting schools enjoy participating in varied and challenging activities.

We are very fortunate to be able to use qualified Sports Centre staff to deliver a range of alternative classes to our older girls. Opportunities such as Spinning and Sculpt are popular with Sixth Formers; Malvern St James offers a rare opportunity for them to experience these activities as part of their curriculum. They are also able to request individual training sessions to help them when using the Fitness Suite.

Our elite performers (those participating at national and international level in their chosen sport) are also offered their own Personal Trainer, to assist/monitor and help them with their progress, often supporting programmes set up by external specialist coaches. Golf, Tennis, Athletics, Badminton, Kayaking, Riding and Lacrosse are just some of the areas in which Malvern St James girls are making a national and sometimes international impact.

Our Facilities

The Sports Department has excellent facilities:

Within our purpose built Sports Centre, the PE department has its own office with a range of resources for both staff and pupils for academic and practical use. There is a dedicated PE classroom nearby which is equipped with a desktop computer and an overhead projector to enhance the use of ICT and enable us to access resources. ICT plays an important role in the delivery of PE, particularly at examination level, as well as providing the opportunity to watch up-to-date games and tactics.

Outdoor facilities include: 300m Athletics Track, 4 Rounders Pitches, 3 Lacrosse Pitches, 1 full size Grass Hockey Pitch; 4 Tennis Courts (hard courts), 12 Tennis Courts (Astroturf), 4 Netball Courts, 1 Floodlit Astroturf and a Football Pitch.

Indoor facilities include: 6 Badminton / Volleyball Courts, Basketball Court, 2 Practice Netball Courts, Indoor Hockey and Football, 1 International size Netball Court, 1 Tennis Court, Trampolining, Climbing Wall, fully equipped Fitness Suite, Dance Studio and 1 Indoor heated Swimming Pool.

The Dome: 3 Badminton Courts, 1 Netball Court, 1 Basketball Court, 1 Tennis Court and 2 Squash Courts

Our Commitment: We offer support for continuous training and development with effective CPD and INSET provision. In addition, we offer a competitive salary and the Teachers' Pension Scheme, the opportunity to work with highly motivated pupils and staff, remission of fees for a daughter attending the School, free school meals whilst on duty, and a childcare voucher scheme.

Essential requirements:

- good degree in Physical Education (or closely related subject)
- experience of teaching Physical Education throughout the school to girls including GCSE, BTEC or A level, including evidence of a range of teaching and learning strategies
- ability to lead, inspire, empower, motivate pupils and staff, putting other people first
- capacity to be a proactive member of a successful team of enthusiastic senior leaders and managers
- strategic thinker with an ability to develop a stimulating, imaginative and challenging programme of lessons and co-curricular activities to promote sporting excellence across the School
- high level expertise and proven track record in at least one sport, ideally in lacrosse, hockey and/or netball
- umpiring and coaching certificates in key school sports
- a good communicator who is keen to promote the department within and outside the School and to raise the profile of the department across all Key Stages
- excellent organisational, teamwork and planning skills
- ability to work with colleagues to co-ordinate co-curricular programmes effectively
- ability to prioritise the workload of self and others and to work flexibly to tight deadlines
- effective pastoral skills and commitment to the safeguarding of children
- a positive attitude to self-development and own learning
- proficient in the use of IT in the classroom
- First Aid Certificate
- commitment to organising matches, trips and extra-curricular activities on a regular basis and willingness to work on Saturdays to support this programme
- commitment to the boarding ethos.

Desirable:

- An understanding of independent education and girls' boarding.
- a Teaching qualification

All School staff are expected to:

- a. Work towards and support the School vision and the current School objectives outlined in the School Development Plan.
- b. Support and adhere to School Safeguarding and Child Protection Policies.
- c. Contribute to the School's programme of extra-curricular activities.
- d. Regularly review own practice, set personal development targets and take responsibility for own continuous professional development.
- e. Work within the School's Health and Safety policy to ensure a safe working environment for staff, students and visitors.
- f. Work within the Equal Opportunities Policy to promote equality of opportunity for all students and staff, both current and prospective.
- g. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- h. Engage actively in the performance review process.
- i. Adhere to policies as set out in the Staff Handbook/Teacher Standards and Regulations.
- j. Undertake other reasonable duties related to the job purpose required from time to time.
- k. Support and contribute to the School's boarding ethos.



This job description is not necessarily a comprehensive definition of the post; it is to be enabling rather than restrictive. It will be reviewed at least once every two years and it may be subject to modification or amendment at any time after consultation with the post holder.

TERMS AND CONDITIONS

The successful candidate will be subject to DBS checking and references will be taken up before the appointment is confirmed.



Benefits of Working at Malvern St James Girls' School

Malvern St James Girls' School prides itself on its warm, friendly and welcoming environment where all Staff are encouraged to play a part in a successful and supportive community.

Pay

We offer a competitive salary, taking into account previous experience and relative skills and abilities. Teaching salaries are paid on Malvern St James Teachers' Pay Scale which is currently 3% above the National Teachers' Pay Scale.

Pension Scheme

After completing three months' employment with Malvern St James, Support Staff will automatically be enrolled into our Pension scheme, to which the School also contributes, this is subject to satisfying certain eligibility criteria and subject to the rules of such scheme as amended from time to time.

Teaching Staff are automatically entered into the Teachers' Pension Scheme.

Annual Leave - Support Staff

Full time Staff will be entitled to 25 days annual leave in addition to Bank Holidays. A pro rata calculation is provided for Part time Staff.

Leave - Teaching Staff

Teaching Staff are entitled to longer holidays than the maintained sector to allow for proper rest and time for planning and preparation of resources together with other requirements relating to the Academic Year.

Professional Development

A commitment to professional development is important and Staff are acknowledged for their commitment, skills and personal qualities through which the continuing success of Malvern St James is maintained.

Sport

MSJ Sports & Fitness Centre promotes flexibility as a key attribute to create fitter, healthier employees. Discounted membership for staff includes gym and swim and a wide range of classes. Membership contributions are taken by direct debit.

The Sports Club provides many activities for members. These include a wide range of sports, organised tours and regular competitions.

Childcare Voucher Scheme

The *KiddiVouchers Childcare Voucher Scheme* allows all Staff to save money through a salary sacrifice scheme, which provides tax-free childcare benefits.

Location

Malvern St James Girls' School is set in an area of Outstanding Natural Beauty at the foot of the Malvern Hills. We are based in a convenient location in Malvern, with excellent transport links and direct trains running to Birmingham, Hereford, Worcester and Cheltenham.

