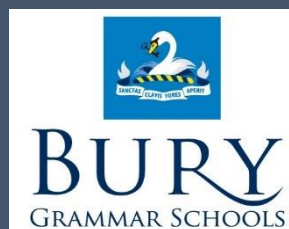


BURY GRAMMAR
SCHOOLS

DIRECTOR OF
SPORT

APPLICATION
PACK

OCTOBER 2017



Bury Grammar Schools

The Bury Grammar Schools are a family of independent, selective, day schools for girls and boys aged 3 to 18, which combines a strong tradition of academic excellence with the best of modern educational practice. The Schools are situated in the heart of Bury and are widely recognised as one of the top independent schools in the North West of England. In all, there are five Schools in the Bury Grammar Schools Foundation; a Senior Girls' School, a Senior Boys' School, a Junior Girls' School, a Junior Boys' School and a co-educational Infant School and Nursery. Currently there are over 1,300 girls and boys on roll, most living in the town of Bury, its suburbs and the surrounding area of North Manchester, including towns such as Bolton and Rochdale.

Exam results are very strong. In 2017 a truly impressive 65% of Bury Grammar School Girls GCSE grades were at the coveted A*/A level, and an astonishing 90% of grades were at A*-B. They also say a 100% pass at A Level examinations; 28% of grades were at the elite A/A* level, 64% of grades were at A* to B. In the Boys School they are also celebrating another successful year of GCSE results with a phenomenal 44% of grades at the coveted A/A* level. In A-levels they also excelled with a stunning 45% of grades at A*/A (set against a national average of 26%) and 71% of grades at A* - B

Both schools have been rated as Excellent by the Independent Schools Inspectorate and are proud of the outstanding standard of education provided. Bury Grammar Schools are also members of HMC and GSA.

As an employer we are focused on creating an outstanding place for all our staff to work so that we can attract, retain and engage talented individuals, who have a desire to transform the lives of others.

More information regarding the Schools and their history can be found on our website at <http://www.burygrammar.com/welcome-to-bury-grammar-schools>

Our Facilities

The Bury Grammar Schools date back to 1570 but the current campus was established in 1903. The Schools later expanded in the 1950s and 1960s when a new Boys' School was constructed and since then several fantastic new buildings have been added across the campus, the most recent being a brand new joint Sixth Form centre which was opened in November 2014 and Boys Sports Complex which opened in September 2016. We continually strive to improve our facilities and give our staff and pupils the best possible environment to work and learn in.



The Post

The Physical Education Department believes that every pupil is given the opportunity and encouragement to achieve their potential in a stimulating, informative and safely controlled environment. With this rationale we believe that Sport for All and Elite sporting performance can flourish side by side.

The Physical Education curriculum and extra-curricular activities offer a comprehensive range of learning experiences to meet the needs of individual pupils and encourage active involvement by all, while at the same time, challenging and supporting pupils in their pursuit of excellence in both team and individual disciplines. The department promotes a 'Sport for All' policy and actively seeks to motivate everybody to join in, recreationally or competitively in the hope of students fostering a positive attitude towards health, fitness and physical recreation. Teamwork, communication and fair play are at the heart of all PE lessons at Bury Grammar School. Pupils are given the opportunity to sample a wide range of both traditional and non-traditional school sports and activities.

During the course of an academic year all pupils in Years 7-9 will follow a balanced programme of activities for a minimum of 2 hours 20 minutes per week, it's a time for building foundation skills across a range of activities and allowing time for exploration and experiment. Pupils have the opportunity to balance both theory and practice given the GCSE and A level opportunities. Pupils explore the analysis and evaluation of physical activity as a performer and research methods of optimising performance whilst evaluating contemporary issues within sport. We also look at the effects of leading a healthy and active lifestyle and optimising practical performance in a competitive situation.

We are looking for an individual to continue to develop our excellent sport at Bury Grammar Schools and join our fantastic sports department. You must possess a high level of motivation, be committed to delivering excellence and have the ability to communicate effectively and inspire others. You must have a flexible approach towards learning as you will be accountable for the strategy, leadership and outcomes of the Department of Sport. You must be driven by a desire to raise the standards of student progress and attainment and to closely monitor and support student achievement. You will be responsible for ensuring that a robust and sustained strategy for improvement and to implement clear and appropriate evidence-based Department improvement plans and policies, monitoring, evaluating and reviewing their impact.

In return you will have a pivotal role in a fantastic school and team, that will support your career and development as we work together to ensure an excellent sport provision at Bury Grammar School Boys.

Please note that although this post is currently based in the Boys school at Bury Grammar Schools, you may be required to teach and work in either the Boys or the Girls school.

The Department

The School has top quality sports facilities including an 18-metre indoor swimming pool and new 3G all-weather pitches for football, rugby, cricket and hockey. There are full-sized volleyball and basketball courts, four tennis courts, a 50 metre sprint track and facilities for high jump, long jump and triple jump, all set within the School campus.

BGS has recently undergone a large regeneration of the sporting facilities which now includes: a new 3G surface for football and rugby; an astro-turf for hockey/tennis/football, and a multi-use games area for basketball and five-a-side. This regeneration is set to continue with the development of new changing and hosting facilities at our extensive football and rugby pitches.



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The PE Department is made up of three full time teachers (including the Director of Sport), coaches, interns and support staff who work together to offer an excellent PE/Games/Swimming and extra-curricular programme. In the last year, BGSB have become national champions in ESFA (England Schools Football Association) and ISFA (Independent Schools Football Association) at U14 and U16 level respectively and continue to be extremely competitive at local and regional level in a variety of sports. The school offers weekend fixtures for football and rugby in the winter and cricket in the summer. Basketball and Swimming fixtures also take place during the working week. More information regarding our facilities, including a video can be seen here <http://www.burygrammar.com/sports-and-fitness>



Salary and Benefits

The starting salary will be dependent on experience and will be discussed at interview.

- All individuals who join Bury Grammar Schools will automatically become members of the Teachers' Pension Scheme unless they decide to opt out of the Scheme.
- Fee remission will be offered for children to attend Bury Grammar Schools from reception onwards; children of staff must meet the academic requirements of the School
- Childcare voucher scheme
- Eyecare scheme
- Cycle to Work scheme
- Access to free telephone counselling
- Free use of after school club for children who are pupils at the Schools between set times.
- Daily lunch allowance at the School canteen during term time.
- Free parking on-site
- Training and Development Opportunities will be offered

Guidance Notes for Applicants

We advise you to read carefully all available information for this job before you start completing the application form. This pack includes a job description and a person specification which details the skills, qualifications and experience which are required for the job.

All shortlisting decisions will be based initially on essential criteria. We interview those candidates who are the closest match to the identified criteria.

Rehabilitation of Offenders/ Disclosure and Barring Service

A criminal conviction will not necessarily be a bar to employment. The Bury Grammar Schools (BGS) comply with the Disclosure and Barring Service's Code of Practice and will consider the suitability of all applicants on merit and ability.

The Rehabilitation of Offenders Act 1974 entitles people who have been convicted of a criminal offence carrying a sentence of up to 30 months' imprisonment and who have completed the appropriate period of rehabilitation to regard their conviction as 'spent'. 'Spent convictions' can then be regarded as never having occurred.

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, however, exempts certain types of employment such as working in a school from the provisions of the Act. In addition, the Police Act 1997 requires Police checks for all posts that come into contact with under 18s and vulnerable adults on a regular basis. Appointment to this post will require the post holder to undergo checks by the Disclosure and Barring Service before commencing any duties which could bring them into contact with children.

Any information disclosed will be kept in strict confidence and used only in consideration of your suitability for the job for which you are applying. If you fail to disclose relevant information requested at any stage of the recruitment process, then your employment could be subject to withdrawal of contract, dismissal or disciplinary action in accordance with Bury Grammar Schools policies.

Application Form

Please complete all sections of the application form. If a section does not apply to you, please just write 'not applicable' in the box.

Incomplete forms and CVs sent without an accompanying completed form will not be accepted.

Applications for the role will only be accepted from those who complete application forms. CVs will not be accepted in substitution for completed application forms.

If you need to attach a continuation sheet to any section, please ensure that your full name is included at the top of the page. NB: If you are planning to submit your application electronically, all documents, including any attachments, must be sent in Microsoft Word format.

Evidence of permission to work in UK

Prior to being permitted to commence employment with BGS, you will be required to produce documentary evidence of permission to work in the United Kingdom. You could provide, for example, either a British passport or a passport or National Identity Card from an EEA Country or Switzerland; alternatively, a document showing your permanent UK National Insurance Number and your full UK Birth Certificate.

A full list of acceptable documentary evidence is available on request. Original documents must be seen before you start working for BGS.

For further information, please refer to the Home Office website www.bia.homeoffice.gov.uk.

Useful information on living and working in the UK can be found at www.britishcouncil.org/eumobility

Employment

Please give us details of your complete work history since leaving school/tertiary education. This should include information on your current and past employers, job title, dates employed and salary. Please explain any breaks in employment when detailing your full work history.

In your accompanying letter, you need to demonstrate clearly how your experience, knowledge, skills and abilities match those required in the job, as detailed in the Person Specification. Where possible you should give examples of when you have used specific skills and abilities or needed to develop competencies in the relevant areas. You can draw on elements from any aspect of your life, such as education, work, home or community life, as long as you focus on its relevance in comparison to the needs of this job.

References

Please give details of 2 referees who can comment on your suitability to do this job. At least one reference must be from your current or latest employer and the references given should span at least the last three years of employment. It is BGS policy to request references prior to interview. If you do not wish for your current or latest employer to be contacted before the interview, then please make this clear on the application form. BGS reserves the right to contact your current or latest employer following the interview and prior to offering a contract of employment.

In providing the names of referees, you are agreeing that the Bury Grammar Schools may ask their opinions on your character in relation to this application. These opinions, given in trust, will remain confidential.

General

If you do not receive an invitation to interview within four weeks of the closing date, then you may assume that your application has been unsuccessful.

By signing and returning our application form you consent to Bury Grammar Schools using and keeping information about you provided by you, or by third parties such as referees, relating to your application or future employment. In the case of unsuccessful candidates this information will be retained for six months from the closing date. Information provided by successful candidates will be transferred to their personnel file.

How will we keep your information secure?

Personal and Monitoring information is treated as strictly confidential and will be dealt with in accordance with the Data Protection Act (1998) and our Data Protection Policy.

Whom can I contact if I need help in completing the form?

Please contact us at our email: vacancies@burygrammar.com

Please send your completed application to: Freya Dicks, Head of HR, Bury Grammar Schools, Farraday House, Bridge Road, Bury, BL9 0HG or email to: vacancies@burygrammar.com

Closing date for applications: 12noon Friday 17th November 2017

Safer Recruitment

The Bury Grammar Schools operate an equal opportunities policy, and are committed to safer recruitment and safeguarding pupils. Any appointment will be subject to successful DBS clearance, satisfactory references and confirmation of medical fitness for the post.

Thank you for your interest in a career at Bury Grammar Schools.



Job Description: Director of Sport

Reporting to: Head of Teaching and Learning

Responsible for: Administration and strategic development of Sport at Key stages 2-5 and management of Sports staff

Overall purpose of the job:

Key responsibilities

- To be accountable for the strategy, leadership and outcomes of the Department.
- To drive the raising of standards of student progress and attainment within the Department and to closely monitor and support student achievement.
- To ensure a robust and sustained strategy for improvement within the Department and to implement clear and appropriate evidence-based Department improvement plans and policies, monitoring, evaluating and reviewing their impact.
- To lead by example, develop and enhance the pedagogy and practice within the Department.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum within the Department which is supported by Schemes of Work for all ages.
- To manage and deploy effectively staff, financial and physical resources to support Department and School Strategic Development Plans.
- To undertake an appropriate programme of teaching and tutoring as well as participate in supervisory duties, as required. A commitment to the school's co-curricular programme is also expected.
- To self-evaluate the department against the Departmental Regulatory Standards and to regularly update this document.
- To produce a Departmental Handbook as set out in the Departmental Regulatory Standards.
- To participate in and contribute to the school quality assurance processes.
- To attend all meetings as required to perform the duties of a Head of Department.

Subject Specific (Sport)

- To promote sport throughout KS2-5 at Bury Grammar School Boys and to ensure there is close cooperation with BSGS.
- To have an understanding of how sport is crucial to the effective marketing of the school.
- To carry out appraisals of departmental staff as required.
- To arrange a series of fixtures with other Schools and colleges.
- To liaise with external agencies as required.
- To be responsible for the production of sport specific risk assessments.
- To produce a development plan each year for sport.
- To ensure that coaching qualifications within the department are up to date and valid.
- To arrange departmental CPD as required.
- To produce a weekly sports report for Headmaster's assembly.
- To oversee the awarding of colours in sport.
- To assist the Headmaster in the appointment of new staff to the Sport department.
- To ensure equality of opportunity in sport and a culture of inclusion.
- To oversee the facilities and ensure that damage is reported and addressed as soon as possible.

General Duties

- Work flexibly to meet the School's requirements including on occasion working in other departments as directed by your line manager. This requirement is likely to be particularly relevant during holiday periods as well as at key events in the School calendar where you may be expected to work evenings or weekends.
- Comply with all School policies and procedures. Within these boundaries, staff are expected to use initiative to resolve problems and address issues.
- Be committed to safeguarding and promoting the welfare of children at all times
- Ensure the quality standards and performance measures applying to your area of work are met and facilitate continuous improvements in all aspects of the post.
- Maintain a safe environment by working within Health & Safety guidelines and being aware of your responsibilities for health and safety.
- Value diversity and promote equal opportunities
- Participate in appraisal activities as required. Undertake further training as needed to ensure up to date knowledge and implementation of best practice.
- All Bury Grammar Schools' employees are expected to act as ambassadors for the Schools and promote the organisation and its services positively as well as behave in a manner consistent with the Schools' Values at all times.
- Undertake any other duties and tasks appropriate to the grade and character of work as may reasonably be required.

The details contained in this job description reflect the content of the job at the date the job description was prepared. However, over time, the nature of individual jobs inevitably change; existing duties may be lost and other duties gained without changing the general character of the duties or the level of responsibility entailed. Consequently, the Schools will expect to revise this job description from time to time and will consult with the job holder in so doing.

Person Specification: Director of Sport

Qualifications	Desirable/ Essential
<ul style="list-style-type: none"> Degree 	E
<ul style="list-style-type: none"> Qualified Teacher Status 	E
<ul style="list-style-type: none"> Sport Coaching qualifications 	E
Experience	
<ul style="list-style-type: none"> Experience of teaching PE across KS2 - 5 	E
<ul style="list-style-type: none"> Demonstrated outstanding, sustained, and successful experience as a teacher 	E
<ul style="list-style-type: none"> Knowledge of PE National Curriculum 	E
<ul style="list-style-type: none"> Knowledge of accredited PE and Sports awards 	E
<ul style="list-style-type: none"> An understanding of the needs of pupils with SEND and associated difficulties 	E
<ul style="list-style-type: none"> Experience of working with teaching assistants and other adults 	D
<ul style="list-style-type: none"> Ability to teach swimming, football, rugby, gymnastics and cricket 	E
<ul style="list-style-type: none"> Ability to teach basketball 	D
Knowledge	
<ul style="list-style-type: none"> Experience of developing and sustaining a learning culture that has the Every Child Matters five outcomes at its core, including high expectations and standards of achievement 	E
Skills	
<ul style="list-style-type: none"> High level of motivation towards excellence 	E
<ul style="list-style-type: none"> Ability to communicate effectively and inspire others 	E
<ul style="list-style-type: none"> Flexible approach 	E
<ul style="list-style-type: none"> Good inter personal skills 	E
<ul style="list-style-type: none"> Passionate about improving the potential of pupils through Physical Education 	E
<ul style="list-style-type: none"> Excellent organisational skills. 	E