

SEVENOAKS SCHOOL

JOB DESCRIPTION



Appointment of Sports Coach Part-Time *(12 month Fixed Term Contract)*





The School

Sevenoaks School is a large, co-educational HMC school. Founded in 1432 by William Sevenoke, the school has over the last 50 years developed an international reputation for innovation and academic success. There are just over 1000 pupils from age 11 to 18, including well over 400 in the Sixth Form.

The school is situated on Sevenoaks High Street, surrounded by fine views. The 100-acre site, which includes a number of listed buildings, is beautifully landscaped and adjoins the 1000-acre deer park of Knole, yet London is only a 30-minute train journey away.

Further information about the school can be found at: www.sevenoaksschool.org

The Sennocke Sports Centre

The Sennocke Sports Centre is a multi-million pound sports and wellbeing venue and is complemented by outlying pitches and hard courts, athletics track, astro pitches and pavilions. The facilities are built and maintained to the highest specification, enabling athletes and players to maximise their performance whilst actively reducing impact on the body and limiting injury. For this reason we have been recognised for providing excellent training and High Performance facilities.

The centre comprises the following facilities:

- 8 court sports hall

- 25m, 6-lane swimming pool
- Recently refurbished fitness suite & weights room
- 3 glass-backed squash courts
- Dance and aerobics studio
- Rock and rope climbing area
- 3 indoor tennis courts
- Servery & meeting room
- Physiotherapy room
- Floodlit hard court
- Athletics Track, Astro and Grass pitches with pavilions

The Sennocke Centre's primary purpose is the provision of sports facilities and specialist coaching to the students of Sevenoaks School. When not in use by the school, the resources and facilities of the centre are available for commercial and community use for membership (including staff) activities, performance coaching and sports camps and courses.

The Sennocke Centre team is made up of Sevenoaks School sports teachers who deliver a dynamic and ambitious school PE and Games programme, and Sennocke Centre specialist coaches and professional staff who deliver a wide variety of classes, academy sessions and holiday camps and courses.

Through both the School PE and Games curriculum and the Sennocke Centre classes, academies and camps and courses, our aim is



to provide both opportunity and excellence for all our students, staff, parents, members and visitors. Regardless of age, ability, sport and status we want every user of the Sevenoaks School Sports Centre to feel inspired and motivated to achieve their sporting best.

The Role

Due to a focused approach to improving sporting participation and performance within the school and more locally, we are seeking to appoint an experienced part-time, Sports Coach on a 12 month fixed-term contract to support the school PE/Sports programme and Sevenoaks Sports Camps. Preference will be given to coaches who demonstrate flexibility and are able to coach in a number of sports. This role is to start in September 2018.

Reports To

The Sports Performance & Programme Manager (SPPM).

Working Hours

24 coaching hours per week for 34 weeks term time plus 5 Sevenoaks Sports Camps each lasting 5 days, held during the school holidays. (These tend to occur for one week in each of October, February, Easter, May and the Summer holidays.)

Key Duties

- To be present at scheduled coaching/training sessions.
- To deliver training in accordance with recognised NGB and school standards within their specialist sport.
- To ensure all activities are conducted in accordance with the Health & Safety and Child Protection policies laid down by Sevenoaks School, the PE Department and the Sennocke Centre Manager (as appropriate).
- To ensure satisfactory conduct of pupils during the instruction periods.
- As appropriate - to give feedback to the Sports Performance & Programme Manager and Director of Sport on the progress of pupils.
- To accompany school sports teams to away fixtures.

Person Specification

Qualifications - Essential

- Coaching and/or teaching qualifications.

Qualifications - Desirable

- Postgraduate qualification (or working towards) in a related field; sport, education, leisure or coaching.



Experience - Essential

- Coaching experience in one or more of the following sports; Hockey, Netball, Rounders, Athletics, Rugby, Football and Cricket.
- A proven track record of demonstrating an understanding of protocols, safety systems and regulatory requirements in a number of sports/disciplines.
- Strong IT and administrative skills.

Experience - Desirable

- Additional experience to support the delivery of the school Sports & Lifestyle clubs programme.
- Experience of planning and running training sessions/camps.
- Involvement with a regional or national performance programme / team.
- A passion for pupil wellbeing and athletic development.

Attributes

- Dynamic, engaging and able to lead change.
- Ability to develop strong relationships with all stakeholders including pupils, staff, parents and the community.
- Creative and resourceful with a strong attention to detail.
- Organised, innovative and proactive.

Rates of Pay

The annual salary for the whole of this part-time role is £12,700, which will be paid in equal monthly instalments over the duration of the 12 month contract.

Offer

The successful applicant will be offered the role subject to the satisfactory completion of a number of background checks including but not limited to; an enhanced DBS check, the taking up and verification of references, the verification of career history, and an online medical. We also reserve the right to contact any previous employers for a reference request on your behalf.

Child Protection

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

The successful applicant will be required to complete the Disclosure and Barring Certificate System operated by the Disclosure and



Barring Service (DBS) before taking up the appointment.

Application

If you wish to be considered for this role, please complete the online application form at <http://www.sevenoaksschool.org/support-vacancies/>. The form must be completed in full and

submitted electronically. CV's can also be submitted but cannot replace any information on the application form which should be submitted in full.

Please contact the Personnel Office at personnel@sevenoaksschool.org or telephone 01732 467 740 if you have any questions about a completed application.