

Appointment of
Part Time
Hockey Coach
For 1 September 2018



The Godolphin and Latymer School
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Working At Godolphin and Latymer

Godolphin and Latymer is one of the country's leading independent day schools for girls. Founded in 1905, it has been both a state grammar school and an independent school in its 112 years. Located in Hammersmith, West London, close to the exciting cultural life of the capital, the school is a dynamic and energetic community of 800 girls, together with approximately 150 teaching and support staff. There are approximately 220 girls in the Sixth Form, studying for both the IB and A levels. Hammersmith itself is very conveniently situated less than 20 minutes from central London, sitting on a beautiful stretch of the River Thames and with plenty to offer, including several fine restaurants and two of London's best theatres.

Godolphin and Latymer is an academically selective school and our girls are bright, enthusiastic and inquisitive. They love learning and are increasingly demonstrating their ability to be creative and critical thinkers, keen to solve problems using their own intellectual resources. Teaching here is a most rewarding experience. Girls are motivated and engaged in their learning. Our harmonious community is socially, culturally and ethnically diverse, indicative of the cosmopolitan world of West London. Our catchment area is relatively wide, encompassing all areas of West London, plus a number of areas further afield from which girls are able to commute easily to Hammersmith because of its excellent transport links. (We are a couple of minutes from both of Hammersmith's tube stations and its bus station.) Relationships between girls and all staff are superb and we place great significance on valuing the individual and expecting the highest of standards in all that we do. The school is governed by principles of mutual respect, tolerance and consideration for others. Girls are very supportive of each other, sensitive and aware of others' needs and proud of their school and its ethos and history. A fine example of this is the extensive support given to our Bursary Fund by all sections of the school community, present and past.

Pastoral care and working collaboratively with parents is fundamental to the success of our girls. We value good communication between all sections of our community and try to be proactive in keeping up to date, all who are involved with the school. The school plays a key role in the local area; girls take part in voluntary work schemes with many local businesses and institutions. We run a number of community events including; a public lecture series, the annual arts festival, monthly tea parties for the local elderly, and the weekly Ancient World Breakfast Club.

The school's facilities are excellent and the governors are aware of the need to ensure that such standards are maintained. Our sports facilities include a full-size all-weather hockey pitch and three netball courts, which convert into twelve tennis courts during the summer term, all of which are floodlit, and the Hampton Sports and Fitness Centre (new and purpose-built for September 2015), which contains a four court sports hall, a climbing wall, a dance studio and a fitness suite. Our performing arts centre, the Bishop Centre, housed in the imaginatively converted church of St John the Evangelist, together with the Rudland Music School, is also a recent example of the investment that is crucial to the school's continued development. Teaching and learning resources are plentiful and the use of ICT to facilitate learning is at the forefront of our current strategy. iPads are used by the girls in learning and all teaching staff are given iPads. The school aims to be forward-looking in its approach to teaching and learning and emphasis is placed on pedagogical development amongst all teaching staff.

Extra and super curricular activities play a fundamental part in the education we offer here. All staff play a full part in this aspect of our school's life, with numerous opportunities to lead activities, and to develop interests old and new, in school and on visits both in the UK and abroad. Girls are active participants in this programme, both as leaders and contributors, as well as benefitting from the extensive variety of the provision.

Why work at Godolphin and Latymer?

The staff are thoroughly professional, highly qualified and knowledgeable, enthusiastic and passionate about their own subjects, as well as understanding the importance of the breadth of the educational experience that we provide.

The school is characterised by a warm and welcoming atmosphere and a mutually supportive approach. Expectations of staff are high, but equally, personal workloads are carefully considered by the supportive leadership team. There are plenty of opportunities for further appropriate professional development and a generous inset budget is provided. Support staff and teaching staff are valued equally for their part in the overall success of the school and there is a strong sense of camaraderie and fun!

The governors are keen to ensure that staff remuneration is always competitive and that staff are fairly rewarded for their commitment to the school

Staff turnover is relatively low, indicating a stable staff, yet we also pride ourselves on the welcome and support that we give to new colleagues and we very much value their ideas and contributions. People enjoy working here!

Your Professional Duties

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

You are expected to act in accordance with the aims, policies and administrative procedures of the School.

The following duties shall be deemed to be included in the professional duties which you will be required to perform:

Appraisal

- 1 Participating in any arrangements that may be made for staff review.

Further training and development

- 2 Participating in arrangements for your professional development

Child protection, discipline, health and safety

- 3 Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact
- 4 Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are on the School premises and when they are engaged in authorised school activities elsewhere

Staff meetings

- 5 Participating in meetings at the School which relate to whole-school issues.

Job Description

The Hockey Coach will work closely with the Director of Sport and Head of Hockey, to help maintain, promote and expand the Hockey provision across the school during squad practices, fixtures and core Physical Education lessons.

Specific responsibilities include:

- To assume responsibility for coaching Hockey squads across the year groups; specific year groups to be discussed with individual candidates; these include both morning and lunch time sessions
- To umpire at fixtures and tournaments
- To teach curriculum core PE Hockey lessons
- To bring new initiatives and ideas to the department in order to expand the Hockey provision to girls of all abilities
- To encourage and motivate pupils both individually and as a team
- To accompany pupils to Hockey weekday fixtures throughout the academic year
- To accompany pupils to tournaments and sports tours when applicable
- To maintain and update the School Sports website with team sheets and fixture results
- To act as a point of contact for any pupil or parent queries and escalate these to the Head of Hockey / Director of Sport as appropriate
- To deal with first aid issues and escalate to the Head of Hockey / Director of Sport or medical team if appropriate
- To coach alternative sports each summer term, such as Athletics, Tennis and / or Cricket

This list of duties and responsibilities is not exhaustive and includes any reasonable additional request which assists the smooth running of the department.

Person Specification

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
EDUCATION / QUALIFICATIONS	<ul style="list-style-type: none"> Further qualifications / achievements relating to hockey 	<ul style="list-style-type: none"> Educated to A Level or to degree level Coaching qualifications in Hockey and additional sports 	<ul style="list-style-type: none"> Application form Appropriate certificates References
EXPERIENCE	<ul style="list-style-type: none"> Experience of playing / coaching / teaching hockey at a high level 	<ul style="list-style-type: none"> Experience of preparing for and taking part in competitions / tournaments 	<ul style="list-style-type: none"> Application form References Interviews
SKILLS & ABILITIES	<ul style="list-style-type: none"> The ability to coach hockey and other sports, such as athletics, tennis and / or cricket To be firm but fair To have excellent interpersonal skills To be able to inspire, encourage, challenge and motivate others To be able to strike the right balance of competitiveness, achievement, fun and good sportsmanship To be an excellent communicator with colleagues, pupils and parents To be well organised with good time management skills and the ability to prioritise To be able to use ICT appropriately to support learning To be discreet and adhere to confidentiality 	<ul style="list-style-type: none"> To hold a level 2 coaching award To be a level 1 umpire or above To be First Aid qualified 	<ul style="list-style-type: none"> Application form Interview References
PERSONAL QUALITIES	<ul style="list-style-type: none"> Committed to safeguarding and to promoting the welfare of pupils Motivation to work with young people Ability to form and maintain appropriate relationships and personal boundaries with young people Confident, determined and resilient A highly positive and flexible attitude To be willing to undertake any training necessary to the role To help maintain and build on the vast extra-curricular provision offered to a wide range of pupils at both elite and participation level 	<ul style="list-style-type: none"> A willingness to be involved with the wider school community 	<ul style="list-style-type: none"> Application form References Interview
KNOWLEDGE / UNDERSTANDING	<ul style="list-style-type: none"> An understanding of the benefits of pupil involvement in extra-curricular sports alongside their curricular studies 	<ul style="list-style-type: none"> To have undertaken Safeguarding training 	<ul style="list-style-type: none"> Application form References Interview

The Department

The Physical Education Department provides sporting activities, both individual and team, which form a vital part of a girl's education. In the early years girls follow the major sports and games, whilst in the senior years a wider variety of activities are offered to continue the encouragement of exercise as an integral part of a healthy lifestyle.



In March 2016, we retained our Association for Physical Education Quality Mark with Distinction. This award helps to publically celebrate the excellence of sport and physical education within the school.

Our primary sports are hockey, netball, tennis, athletics, cricket and rounders. Gymnastics and dance are popular too, and we have a number of athletes competing at a high level. The Godolphin and Latymer Boat Club, which is integrated with the Boat Club at King's College School, is becoming increasingly popular with a number of girls following a structured coaching programme throughout the year.

Extra-curricular activities are exceptionally popular and these include badminton, basketball, body beat, cricket, dance, fencing, football, gymnastics, karate, kickboxing, pilates, rock climbing, running, squash, stretch and conditioning, trampolining, volleyball and yoga as well as the above mentioned sports.

On-site facilities include a four court sports hall, dance studio and fitness suite (all opened in September 2015) along with a floodlit Astroturf hockey pitch (which converts into nine tennis courts in the summer) and three floodlit netball courts (which convert into 3 additional hard tennis courts in the summer). We make use of the King's College School boathouse in Putney.

Timetabled lessons are taught in mixed ability groups. Squads are, of necessity, more elitist; here the girls are encouraged to strive for sporting excellence in both individual and team sports. The school is consistently successful in competitions. Matches are played in hockey, netball, football, cricket, swimming, tennis, basketball, gymnastics, trampolining, fencing, rowing, athletics and rounders. We also have a policy of sport for all as well, as even if girls do not make it into the squads they are invited to join the clubs, which run alongside the squad sessions.

There are currently seven full-time members of staff in the department, who share the responsibility for teaching throughout the school, coaching the squads and being involved in fixtures and extra-curricular activities.



Salary, Hours and Benefits

The salary awarded will depend on experience and qualifications of the successful candidate. The Governors review salaries each year to ensure they remain competitive. Salaries are paid by account transfer on the 25th day of each month, or the previous working day, in twelve equal payments.

Hours

The hours of work will be 32 per week (over a minimum of 4 days per week) during term time, the complete week during which each term starts and ends, plus the equivalent of an additional 10 days per academic year to cover any hours worked outside of the contractual weekly working hours. This will include being available for sessions, tournaments and tours, for example, during evenings, weekends and school holidays as appropriate. The exact working days and hours will be discussed at interview and agreed on appointment. A high degree of flexibility will be required, as the working hours will vary to suit the needs of the department.

Benefits include:

Staff Fee Remission – staff are eligible for fee remission, currently 66% of the basic school fee for a full-time employee; part-time staff are eligible to a reduction a pro-rata basis. The continuance of School fee remission is at the discretion of the Governors.

School Nurse and Doctor on site – the school medical department employs two school nurses and the school doctor is on site for half a day every week.

Enhanced sick and maternity/paternity pay arrangements – the school offers additional support to staff via its sick and family friendly policies.

Membership of the Non-Teaching Staff Pension Scheme with employer's contributions up to 12%. Automatic life assurance cover (4 times annual salary) for members of the pension scheme.

Personal Accident Insurance – staff are covered for permanent disability resulting from an accident, whether at School or elsewhere. Cover is provided for 365 days of the year.

BUPA – membership of BUPA private medical insurance scheme at a reduced rate.

Childcare Voucher Scheme – the School offers staff the opportunity to join the tax advantageous childcare voucher scheme.

Advance purchase of travel cards with monthly repayments – the School will pay for your travel card (minimum three month card) and collect the repayments, at cost, over the life of the travel card.

Lunches and Refreshments – lunches and refreshments provided in the Staff Room and Staff Dining Room are provided by the School to all members of staff, free of charge.

Fitness Facilities – staff are able to use the fitness facilities in the Hampton Sports and Fitness Centre and the school's outdoor sports facilities.

Staff wellbeing – there is a selection of wellbeing sessions that staff can attend, including acupuncture massage, yoga, zumba, rock climbing and kickboxing.

Application

Please read the recruitment pack carefully including the School's Safeguarding and Recruitment policies. Fully completed application forms must be returned to the Personnel Department at the School by post or by email to recruitment@godolphinandlatymer.com as soon as possible.

Applications must be made on the school's own application form. CVs alone will not be accepted.

Applications will be considered on receipt and interviews may occur at any stage.

Equal Opportunities

It is the policy of The Godolphin and Latymer School to provide equal opportunities for all qualified individuals regardless of race, colour, religion, ethnic or national origin, sexual orientation, age, gender medical condition or disability.

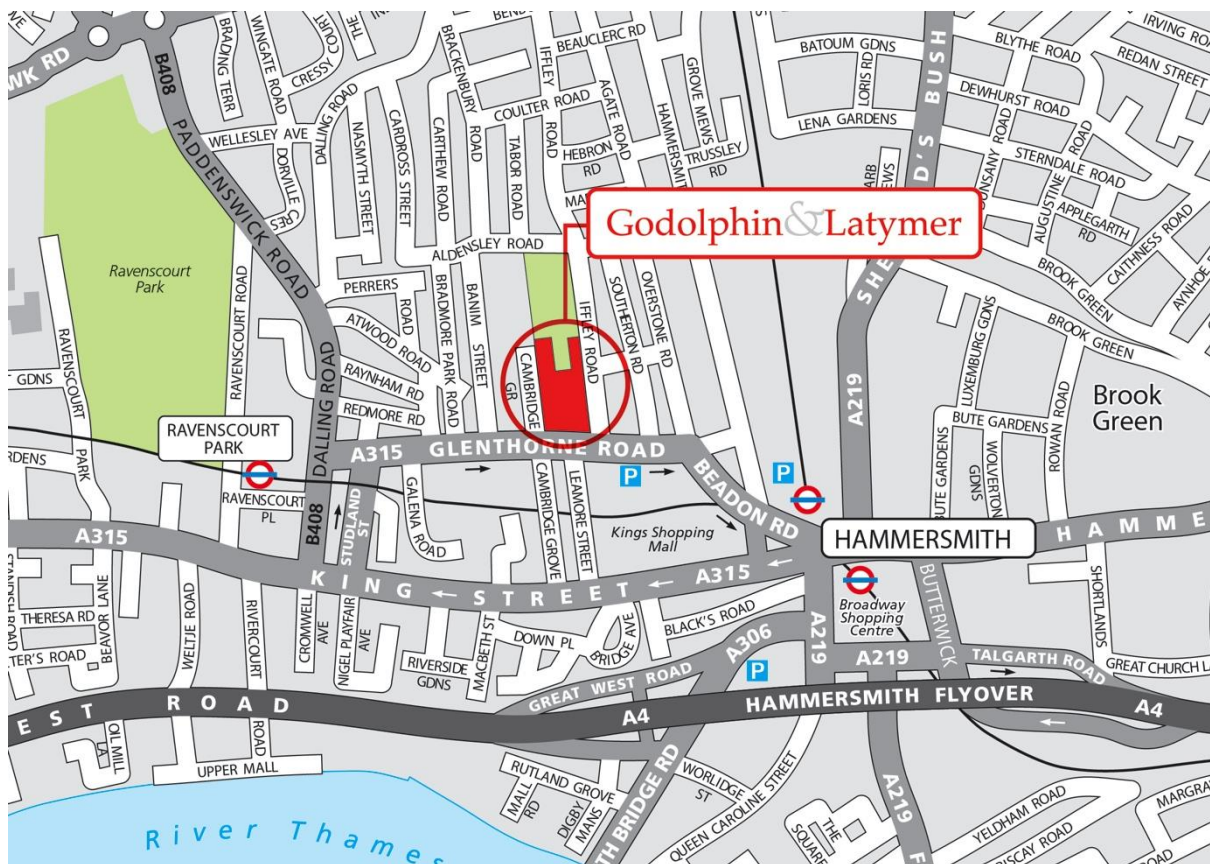
Safeguarding

Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children. This post is exempt from the Rehabilitation of Offenders Act 1974 and, therefore, all convictions, cautions and bind-overs, including those as "spent" must be declared. The successful candidate will be required to complete a Disclosure & Barring Service application. References will be sought on short-listed candidates and we may approach previous employers for information to verify particular experience and qualifications. The successful candidate will also be required to provide original certificates of qualification and undergo a medical examination prior to taking up the post.

Charitable status

The Charity called The Godolphin and Latymer School (charity registration number 312699) is administered by The Godolphin and Latymer School Foundation, a charitable company limited by guarantee (Company number 3598439).

Location



Nearest Underground Stations:

Hammersmith (District, Piccadilly, and Hammersmith & City Lines)
Ravenscourt Park (District Line).

Bus Routes

To Hammersmith Broadway:

9, 10, 27, 33, 72, 190, 209, 211, 220, 266, 283, 295, 391, 419

To Glenthorne Road: 27, 190, 266, 267, 391, H91

By Car

There is a one-way system in Hammersmith.

From Hammersmith Broadway: turn left into King Street, take the 2nd right into Cambridge Grove, turn right into Glenthorne Road and turn left into Iffley Road for the school.

Car Parking

We regret that there is no car parking available in the school grounds, but there is a public car park (entrance in Glenthorne Road) only a few minutes from the school, which is inexpensive. There is also a limited amount of pay and display parking in the surrounding streets.

Please note that the entrance to the school and the staff car park is on Iffley Road.

On Arrival

Please report to Security.

