**Job Advert – Director of Sport**

**Introduction**

Princess Helena College is an independent co-educational day and boarding school for pupils aged 11-18 years set in 100 acres of beautiful Hertfordshire countryside. Founded in 1820 by Princess Augusta and Mrs Sophia Williams we have had the privilege of Royal Patronage since 1838 when Queen Victoria became our Patron. We will celebrate our 200th year in 2020, and to mark this bicentenary we will be opening our doors to boys from September 2019, so that both boys and girls can enjoy and benefit from being educated here.

At PHC we all believe, genuinely and unequivocally, in the capacity and potential of every child. We have a deeply rooted belief that all students can make exceptional progress when inspired by passionate teaching. We pride ourselves on kindness and respect and being an environment where everybody contributes positively to our community, making PHC a safe and happy place in which to work, learn, and grow. We have a healthy tradition of nurturing academic excellence and ambition, reflected in our public examination results.

Our ethos is one that encourages all our pupils to make the most of all the wonderful opportunities here, both in and out of the classroom, so that they can grow and thrive within our supportive and caring pastoral framework. We aim to foster talent in all its forms and to open doors to enquiry and discovery. Independent mindedness, creativity and academic excellence sit alongside a school community that seeks to respect and value all its members.

Our staff are happy, dedicated and hardworking individuals. We offer bespoke Continuing Professional Development programs for PGCEs, NQTs and encourage participation in CPD opportunities offered through United Learning. If you are looking to contribute to the excellent education we offer to young people, we would be delighted to meet with you.

**Director of Sport (Boys & Girls)**

***To start in September 2019***

We are seeking an exceptional **Director of Sport** who will be responsible for creating and delivering an inspirational vision for PHC sport as part of the School’s strategy as it moves into coeducation and boys join the school from September 2019.

You will be responsible for the leadership and provision of all aspects of sport at PHC and be an able ambassador for the benefits and possibilities of physical activity, being responsible for enhancing the reputation of the School and its sport.

***Duties and responsibilities***

***People***

                     To work with the Head, SLT and Physical Education department to foster a culture of improvement, creative engagement and personal development.

                     To represent the School variously and to communicate its vision and values to a range of audiences.

                     To be the main point of contact on all sporting matters for pupils, staff, parents, governors, feeder schools and prospective parents and their children.

                     To liaise with Tutors in the development of pupils, including sports award holders.

                     To carry out staff development reviews and appraisals for direct reports.

                     To be responsible for encouraging and enthusing sports coaches to ensure that their coaching is effective, imaginative and consistent. This is to include oversight of sport staff training.

***Sports Development***

                     To ensure the provision of appropriate programmes to engage and enthuse all pupils, whilst also enabling the accelerated and structured development of those aspiring to excellence;

                     To help ensure the smooth running of the Sports Centre;

                     To develop policy, option structure and standards for all sports;

                     To introduce a sports development programme for each sport that sets and improves standards within the sports and provides a mechanism for quality control;

                     Having regard to the overall educational aims of PHC, to set and monitor the quality and frequency of fixtures and national competition entries;

                     To ensure that match day organisation and any hospitality is of the highest standard;

                     To work with, amongst others, the School Office and Marketing Officer to ensure that the sports pages on the website are current and correct;

                     Oversee development and maintenance of the faculty web pages and promote sport through social media in line with the School’s social media guidelines;

                     To liaise with the Facilities & Estates Manager and Bursar on the maintenance and development of the grounds and facilities;

                     To have oversight of, and assist in, sports tours and pre-season programmes;

                     To promote sporting opportunities with the Marketing Department.

***Teaching:***

                     Teach Physical Education and Games, including academic PE;

                     Manage, officiate and coach sports teams, midweek and on Saturdays;

                     Carry out the role of form tutor.

                     You will be required to carry out the general professional duties of a school teacher under the reasonable direction of the Head and to perform such particular duties that from time to time which may reasonably be assigned him/her by the Head.

                     Ensure that lessons are planned in appropriate detail and are prepared and delivered in accordance with the departmental scheme of work and regulatory standards;

                     Teach, according to pupils’ educational needs;

                     Assess, record and report on the development, progress and attainment of pupils in order to ensure pupils fulfil their potential;

                     In each case, take regard of PHC’s curriculum and policies reinforcing the need for high expectations which inspire, motivate and challenging pupils;

                     Use ICT as an effective tool to aid teaching and other classroom resources as appropriate;

                     Assist with PSHE & study skills sessions, revision sessions, and other initiatives where appropriate;

                     Attend Parents’ Evenings;

***Administration***

                     In conjunction with the Assistant Head Co-Curricular, to establish a resource strategy (to include recruitment, tenure and succession) for sports coaching staff;

                     To manage the external recruitment process, ensuring adherence to legislative and regulatory requirements, and thereby contribute to the recruitment and development of high calibre internal and external coaching appointments;

                     To be responsible for the allocation of pupils and coaching staff to sports;

                     To be accountable for the smooth running of the School’s sports operations;

***Committees***

                     To contribute to the Admissions Committee and to manage the recruitment of Sports Scholars in consultation with the Head;

                     To sit on Health and Safety Committee and to be responsible for the Health and Safety for sport;

***External Development***

* To develop and foster sporting links with other schools, elite sporting organisations and Sporting organisations

***Governing Bodies.***

                     To advise and support the Head and Registrar in forging links with prep schools;

                     To liaise with the Facilities Manager regarding the external use of School facilities;

***Continuing Professional Development***

                     Attend staff meetings, briefings, INSET and courses, as required, sharing information with colleagues as appropriate to encourage development of all;

***School Support***

                     Assist with cover by taking other classes as and when required (e.g. staff illness) and by being available for exam invigilation;

                     Carry out a share of supervision duties in accordance with published rotas;

                     Attend staff briefings and all whole-School staff meetings;

                     Check School e-mail account on a frequent and regular basis, replying to colleagues as appropriate;

                    Manage the behaviour of pupils effectively at all times;

***Pastoral Care***

As with all members of the academic staff the post-holder will act as a tutor to a student group. The post-holder will be expected to undertake the following aspects.

                     Promote the general progress and well-being of individual pupils and any class or group, ensuring consistent feedback is given, which guides pupils;

                     Tutor a group of pupils, providing them with guidance and advice on educational and social matters, monitoring their welfare and making relevant records and reports in accordance with the School policies;

                     Communicate and consult effectively with parents of pupils and tutees, as and when necessary, regarding pupils’ achievement and wellbeing;

                     Attend Tutorial lunches and maintain continued, regular contact with tutees;

                     Support House events wherever possible;

**Person Specification**

All members of staff are expected to demonstrate consistently high standards of professional and personal conduct, maintaining high standards of ethics and behaviours both in and outside PHC, having proper and professional regard for the ethos, policies and practices of the School.  All teachers are required to act within the statutory frameworks which set out their professional duties and responsibilities.

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application and completing the application form.

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| **Qualifications** | **Essential**  | **Desirable** |
| Strong background in leadership in sport  | 🗸 |   |
| Ability to teach PE to A level  | 🗸 |   |
| Ability to teach a curriculum subject  |  | 🗸 |
| Good degree or equivalent experience  | 🗸 |   |
| Post-graduate qualification  |   | 🗸 |
| Evidence of on-going learning and development  |   | 🗸 |
|   |   |   |
| **Specialist skills & experience**  |   |   |
| Proven track record as an outstanding leader  | 🗸 |   |
| Experience of leading one or more whole-school or club or national sporting initiatives  | 🗸 |   |
| Middle-management experience, including a track record of strong administration  | 🗸 |   |
| Evidence of an interest in sport  | 🗸 |   |
| Ability to coach at least one sport to a high level  | 🗸 |   |
| An affinity with the ethos of PHC  | 🗸 |   |
| An understanding of and sympathy for boarding education  | 🗸 |   |
|   |   |   |
| **Personal qualities**  |   |   |
| Well-developed communication and presentation skills  | 🗸 |   |
| Ability to motivate and inspire others (pupils and staff) to achieve  | 🗸 |   |
| Excellent judgement and decision-making skills  | 🗸 |   |
| Awareness of Safeguarding/Child Protection regulations and practices  | 🗸 |   |
| Proven experience of working within a School environment and maintaining Safeguarding and Child Protection standards  |   | 🗸 |
| Appreciation and reinforcement of the need for diversity; respect for British values (as defined under Prevent Duty)  | 🗸 |   |

**Benefits**

Life at PHC is busy and demanding, but immensely rewarding. The School has high expectations of all members of its community, so looks to afford its staff with a positive range of benefits.

                     35 term time weeks with generous holidays.

                     Through being part of the United Learning group, we can offer more to both staff and young people than any single school could offer alone.

                     United Learning pay scale: salary which will be discussed on appointment. Teaching staff are enrolled in the Teachers’ Pension Scheme, to which the School contributes. For those moving to the area, temporary accommodation may be available.

                     Through United Learning, the School operates a successful and well recognised professional development scheme, which all colleagues have access to and are encouraged to make use of.

                     Additional benefits available to teaching staff include free school meals whilst working at the School.

                     All teaching staff are issued with an iPad for use during their tenure.

                     Significant fee remission (subject to the usual entrance requirements)

                     There is free on-site parking for those driving into work.  The School also participates in the national Cycle to Work scheme.

                     There is an extensive induction programme for all staff joining the school, with components tailored to individual requirements, such as for those new to the teaching profession.

**Employment information**

The post is subject to a probationary period of three terms. On completion, you will be expected to participate in the School’s appraisal system.  All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related teaching and/or duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

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. The successful applicant will be subject to appropriate safeguarding checks including an enhanced disclosure check by the Disclosure and Barring Service.

All staff are required to provide evidence of identity, entitlement to work in the United Kingdom, and of qualifications declared on the application form.

***Salary:***

According to the appropriate point on the United Learning salary scale.

***Start date:***

September 2019, (and any pre-term INSET which is part of the contractual requirements)

***Hours of Duty:***

During Term time, you are expected to work the hours required to fulfil the requirements of the role — this will involve Saturdays each week and some evening work. Work expectations during School holiday periods are around School trips, Exeats, exam results and any training days.

***Working weeks:***

Term time is approximately 35 weeks per year.

***Holidays:***

All holidays must be taken during PHC holiday periods, not during Term time or when requested to attend a School trip during a holiday period, or if required to participate in School business at the request of the Head. There is a requirement to work any Bank Holiday when the School is in session.

***Closing date***:  12pm Tue 23 April 2019

***Interview date***: Tue 30 April 2019