



# **Director of Sport**

1 January 2021

Closing date for applications: Thursday 23rd September at Midday (Swiss time)



## Contents

<b>Message from the Head, Matt Williams</b>	<b>3</b>
<b>About Geneva English School</b>	<b>4</b>
<b>Head of Sports and PE</b>	<b>5</b>
Role	5
Responsibilities	5
Person specification	6
Essential	6
Desirable	6
HOW TO APPLY	7
SAFER RECRUITMENT	7



## Message from the Head, Matt Williams

We are delighted that you are considering applying for the post of Director of Sport at Geneva English School. This is a newly created position which incorporates the leadership of sport and PE across the primary and secondary schools as well as the leadership of fixtures and sporting clubs during the weekends and holiday time. The post sits on the extended leadership team.

Sport is key to life at GES and, before the pandemic struck, we were known for entering the most sporting events and having a reputation as excellent competitors with exceptional manners and sporting etiquette. This is something that the new post holder must continue to enhance as well as thinking about how to develop taught GCSE and A level PE at the secondary and offer an exciting range of clubs and activities

Our vision is to provide an outstanding education within a caring and collaborative learning environment. We take the traditions and values of British education and combine them with the best of modern, international and global programmes to create an engaging, relevant and cutting edge education that prepares individuals for the interconnected world of the future.

We are looking for an experienced Head of Sports and PE that loves working with young people, is both a gifted coach and an excellent teacher of the academic aspects of PE. Experience working with children from the early years through to sixth form would be a real advantage. For UK citizens, Swiss visa requirements in a post Brexit world mean you need to demonstrate at least three years of successful middle or senior leadership as well as five years (total) of teaching experience. Your impact in your current roles will be explored at interview.

We do need the post holder to start on 1st January (ready for the Ski season) but would consider, in exceptional circumstances, a later start for an exceptional candidate.

I look forward to reading your application.

Matt Williams

Head



## About Geneva English School

Geneva English School (GES) is an international, British curriculum, not-for-profit school, based just outside central Geneva. Since its foundation in 1961, the school has maintained its very strong sense of community and we are proud of the high-quality, holistic and innovative education we provide to our pupils.

GES is a member of [COBIS](#), [IAPS](#), [AGBIS](#), [SGIS](#) and [AGEP](#) and was recently rated "excellent" in every area of our provision by the [Independent Schools Inspectorate](#) – the highest possible rating. Our broad and enriching educational programme has its foundations in the UK national curriculum, but is continuously enhanced and adapted so it is relevant and applicable to our international community and ensures we take advantage of our beautiful, local surroundings.

The nursery and primary school are housed in an elegant, mid-nineteenth century building in Genthod by Lake Geneva. The campus includes five acres of outside space, an indoor gym, library, 22 classrooms and spacious, specialist classrooms for art, music and drama.



In 2016, GES embarked on an exciting new phase of its development with the opening of a secondary school in an architect-designed, state-of-the-art facility in Versoix (three kilometres from the primary site). The Secondary has been growing organically, with the addition of one year-group every year. In September we open our A level provision and in the future would like to offer GCSE and A level PE - a unique offer in Geneva.

We follow the English National Curriculum throughout the Primary and secondary, providing teaching that inspires the pupils to be life-long learners and ensure every child reaches, or exceeds, their potential.



## Director of Sport

### Role

Teachers at Geneva English School fulfill a vital role. They take overall responsibility for the academic and pastoral needs of the children in their class and are the first point of contact for parents. They work closely with other teachers, learning assistants and Heads of Department, planning together and sharing ideas. Close collaboration is encouraged, both within and across year groups, and we look for links between different areas of the curriculum. We offer a UK-based curriculum, adapted to our context and location. For further details of our values and aims in teaching and learning, please see our [Curriculum, Learning and Teaching Policy](#)

### Responsibilities

- Manage and oversee the work of the Assistant Head of Sport and Physical Education and external coaches.
- Lead all aspects of sporting provision and ensure that students have access to world class experiences in and out of school.
- Lead and develop the fixtures and sporting clubs programme with members of the leadership team.
- Ensure that all opportunities are funded and are safely run.
- Sit on the extended leadership team to ensure that sports and extracurricular activities are integral to the future direction of the school.
- Work with other heads of department and with colleagues across the School, collaborating, sharing ideas and promoting the value of physical education across the curriculum.
- Lead, motivate and inspire others, generating an enthusiasm for Sport and Physical Education amongst pupils and colleagues.
- Audit, manage, organise and develop suitable resources for teaching and learning, having regard for the needs of all pupils.
- Ensure that there is a sport that every young person can excel in, be this team sports or individual competitions.
- Support and direct the work of colleagues involved in sports and physical education.
- Plan, implement and keep under review schemes of work and assessment for the subject which:
  - include opportunities for links across the curriculum;
  - highlight opportunities for spiritual, moral, social and cultural education and for
  - promoting the core values of the School;
  - support creativity, challenge, opportunity, variety and high expectations for all pupils;
  - include opportunities for learning outside the classroom environment and for making use of links with people or organisations outside the School;
  - consider the best use for ICT for learning and teaching;
  - include or points to relevant risk assessments.
- Monitor and evaluate the effectiveness of learning and teaching in the subject, supporting and advising colleagues and sharing good practice.
- Set out an annual action plan which:
  - contributes to whole school objectives;
  - is based on evidence and evaluation;
  - identifies realistic targets for improvement and development.



- Submit an annual budget bid that is informed by this improvement plan and manage the budget, keeping within designated limits of spending.
- Keep abreast of developments in sport and physical education, continuously looking to strengthen your own knowledge, understanding and expertise.
- Attend relevant in-service training, and organise and lead training for others as appropriate.
- Be involved, as appropriate, in the induction of new members of staff.
- Organise and oversee a range of sports activities and tournaments for the School.
- Seek to develop external links to enrich the education that we provide.
- Represent the School at relevant local, national or international meetings.
- Maintain up to date risk assessments for all the sports facilities that we use and for all sports and physical education activities.
- Ensure that staff and pupils work in a safe manner in accordance with these risk assessments and with the School's policies on Safeguarding and Health and Safety.

#### PROFESSIONAL DUTIES AS TEACHER AND TUTOR

- Teach the lessons assigned to you, planning appropriately to meet the needs of all pupils, making effective use of resources, and securing the best possible standards of learning and achievement.
- Maintain good order and discipline amongst pupils, in accordance with the School's behaviour policy, and have due regard for their welfare, health and safety.
- Maintain a productive learning environment by employing good classroom techniques, resources and management skills.
- Follow guidelines for assessment as set out by the School and keep appropriate records.
- Establish professional and effective communication with parents, reporting to them formally and informally on the development, progress and attainment of pupils.
- Liaise with the Head of Learning Support and with Tutors about any pupils with specific learning needs or giving rise to learning or pastoral concerns.
- Contribute to the creation of a stimulating learning environment around the School.
- Show an active commitment to the wider life of the School, including extra-curricular activities and events.
- Show commitment to your own professional development and take an active interest in educational debate and development.
- Carry out administrative and supervisory duties efficiently and conscientiously.
- Supervise and, so far as is practicable, teach any pupils who are assigned to you by the teacher in charge of cover arrangements.
- Undertake such other tasks as may be reasonably assigned by the Deputy Heads or Head from time to time.
- Act in accordance with the policies of the School and in particular with the principles laid down in the Staff Handbook, Staff Code of Conduct, ICT Acceptable Use Policy and Safeguarding & Child Protection Policy.

#### Person specification

##### Essential

- Qualified teacher status. This role is not suitable for NQTs
- Mother tongue English (or equivalent fluency)
- Knowledgeable and experienced Key Stage 1 and Key Stage 2 practitioner or KS3 to KS5 with the willingness to teach all ages across primary and secondary.



- Experience in teaching the UK National Curriculum at KS1 and KS2 OR KS3, GCSE and A level
- Five years of teaching experience with a minimum 3 years middle leadership experience.
- An enthusiastic, creative approach to teaching, which inspires pupils and ensures that lessons are relevant and engaging.
- Willingness to work evenings, weekends and holidays to ensure that students have excellent opportunities.
- Excellent behaviour management and a commitment to high, age-appropriate academic and personal expectations for individual pupils
- Commitment to an interconnected curriculum and to liaising with colleagues across a range of disciplines
- The ability to communicate effectively with pupils, parents and colleagues and to work as part of a collaborative team
- Good IT skills
- Flexibility, a sense of humour and a willingness to contribute to all aspects of school life including trips, projects, special events and clubs

#### Desirable

- Masters in Education

#### HOW TO APPLY

Applications should be made through our TES school portal. Please do not send a CV, as they are not accepted. In your application letter you should ensure that you outline your impact and successes and how you meet the job description and person specification. Due to the large number of applications we get for every role, it may not be possible to contact every candidate but we thank you in advance for your interest in our school. Please contact HR via [hr@geschool.ch](mailto:hr@geschool.ch) if you have any questions about the role.

#### SAFER RECRUITMENT

GES is committed to equalities, safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We welcome applications from suitable candidates no matter their gender, race, religion, sexual orientation, or disability. Applicants must be willing to undergo child protection screening, including checks with past employers, enhanced national/international criminal records checks and prohibition from teaching checks. In some instances social media/Internet checks may also be carried out.