



St Leonards
St Andrews, Fife

DIRECTOR OF SPORT

INFORMATION PACK



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DISCOVER ST LEONARDS – THE SCHOOL AND ETHOS

St Leonards has been at the forefront of education since its foundation in 1877. It is a traditional school, yet forward-thinking and ever progressive in its outlook, offering a truly inspirational global learning environment for pupils aged five to 18.

St Leonards is an HMC and IB World School situated in the heart of the vibrant, historic and cosmopolitan university town of St Andrews, the 'Home of Golf'. The School is fully co-educational with 600 pupils from Year 1 to Year 13, over 150 of whom are boarders, with boarding available from age ten. The Junior School accounts for 135 of the pupils of St Leonards, with plans to continue to grow our Junior boarding offering.

With 34 nationalities in the pupil body, it is a school with a truly global outlook. The school's motto is *Ad Vitam* ('for life'), and the approach to learning of the International Baccalaureate permeates all areas of school life, within and beyond the classroom. The IB ethos is central to all that we do in our school community, to our present day and to our future.

St Leonards offers an exceptional range of enriching academic, sporting, musical and creative opportunities, and was named 'Scotland's Independent School of the Year' by the Sunday Times for 2019, in recognition of its complete commitment to offering a first-class education.

Since then, St Leonards has been named winner of the BSA Boarding Research (Boarding & Wellbeing) Award 2022, and most recently was named Scottish Independent school of the Year for Academic performance 2024 (A Level/IB).

The average IB Diploma points score in 2023 was 35, with over 85% of all Higher Level (HL) scores graded at 7/6/5 (equivalent to A*/A/B at A level).

The School has recently undergone a multi-million refurbishment programme of the boarding houses; a sector-leading golf programme is well established; the record school roll continues to grow; academic achievement is strong; public recognition of St Leonards is incredibly positive; the highest standards of pastoral care are provided by experienced and committed staff, and outstanding teachers are attracted to work in and become part of the inclusive and diverse St Leonards community.

One hour from Edinburgh Airport and approximately a one-hour flight from London, our enviable Scottish location is accessible, with beautiful beaches, historic landmarks and rolling countryside on our doorstep.

The town is very much seen as an extension of the School campus and St Leonards' close collaboration with the University of St Andrews, recently voted the top university in the UK for a second year running, is yet another opportunity. It truly is a special place to live and to work, offering an outstanding quality of life in the most scenic of surroundings.

As we move towards our 150th anniversary, the School is at an exciting stage of its development. At St Leonards, we aspire to attract and retain the best staff, who embody the IB Learner Profile attributes and strive to deliver a holistic education that effectively prepares pupils for the future, fostering in them a love of learning that they take with them through life, *Ad Vitam*.



Director of Sport

Responsible to:	Senior Deputy Head
Responsible for:	PE & Games Department
Salary:	Competitive, commensurate with experience
Hours of work:	1.0 FTE, Permanent, Full-Time. Commencing April or August 24

Job Overview

The Director of Sport at St Leonards will be an outstanding leader and team-player who will shape a compelling vision for sport within our ambitious and welcoming environment. The continued development of sport as part of the exceptional education offered in our successful International Baccalaureate World School is a priority, and this is an exciting time to be joining St Leonards as we approach our 150th anniversary in 2027. The postholder will play a major role in building on our success as one of the UK's leading independent schools.

The Director of Sport will lead a committed team of specialist teachers and coaches in a school where every pupil, from Year 1 to 13, participates in sport. As a prominent leader, the postholder will make an active contribution to the wider academic life and strategy of the School.

Job Purpose

The Director of Sport leads the PE and Games Department in its aims to develop an exciting, and enriching environment full of opportunities for all young people to make progress in sport. The staff lead an extensive fixtures programme, host tournaments and lead sports tours to give all our young people a breadth of experiences, and to promote a life-long love of engaging in sport.

The successful applicant will lead a team of six colleagues, full time and part time, including those with positions of leadership in the School. The department has a range of resources and facilities to support learning and teaching, and there is a strong culture of collaboration and sharing amongst teaching staff.

The department presents pupils for the Edexcel GCSE PE and follows the IB's Middle Years Programme in Key Stage 3 and Primary Years Programme in Key Stage 1 and 2. All pupils are engaged in PE and Sport lessons, ranging from four to seven contact lessons per week. In the Autumn and Spring Terms pupils are involved in a range of sports including, rugby, hockey, football and swimming; in the Summer Term tennis, cricket and athletics. Golf is played throughout the school year and there are approximately 120 pupils enrolled on the Golf Programme which runs in liaison with St Andrews Links.

The department is heavily involved in the co-curricular life of the school. After school and weekend activities include all of the major school sports and others including Gymnastics, Cross Country, Ultimate Frisbee, Multi-sports and Aquathlon.

[St Leonards - Our Strategic Focus 2023-2027 \(stleonards-fife.org\)](https://stleonards-fife.org)

Main Areas of Responsibility:

STRATEGY

- To devise and lead the implementation of a clear and ambitious strategic plan, aligned with whole-school objectives, ensuring that the PE and Games department is achieving at the highest level.

LEADERSHIP

- To develop, lead and model a strong collegiate, collaborative and reflective culture amongst department staff, with the pupil at its heart.
- To promote learning, teaching and effective performance management with other Heads of Department and key middle and senior leaders.
- To develop and promote the highest standards of teaching and learning and be able to monitor and evaluate our success in this area in line with the School and the IB's vision.
- To lead an extensive fixtures programme which creates opportunities for all.
- To be a visible 'front-of-house' and involved presence for pupils, parents and other key stakeholders.

MANAGEMENT

- To line manage the PE and Games staff, regularly meeting staff throughout the year to give feedback, conduct performance reviews and support teaching staff in their professional development.
- To support Early-Career Teachers and Probationers in the department in the first years of their career and offer mentoring and support.
- To monitor the budget for internal and external in-service training and professional development concerning teaching and learning within the department, paying close attention to the requirements of the International Baccalaureate and other regulatory agencies.
- To oversee pupil teaching and learning feedback, acting on any concerns raised.

CURRICULUM, TIMETABLE, DATA & ASSESSMENT

- To ensure consistent and coherent application of the values of the learner profile across all areas of the curriculum.
- To oversee the recording and reporting, tracking and monitoring of individual pupils within the department and adopting suitable intervention strategies.
- To consistently evaluate the curriculum and sports provision in the department, identifying areas for development and training needs for staff.
- To work with the Timetabler to ensure that staffing allocations are met
- To work closely with the Senior Deputy Head in identifying staffing needs within the department

EVENTS & PUBLICATIONS

- To host tournaments and lead sports tours in order to give all students a breadth of experience.
- Liaise with local community and national organisations (including universities) as necessary.
- To be a key presence at open mornings and other important whole-school events.

CHILD PROTECTION, SAFEGUARDING, PUPIL WELFARE, MENTAL HEALTH & WELLBEING

- To undertake all relevant Child Protection and Safeguarding training as required.
- To ensure a caring and developmental approach to any issues that arise and with the best interests of the child and community in mind.
- To ensure that the complaints policy is followed effectively, carry out appropriate investigations when concerns are raised and ensure that any formal procedure is followed in a fair and equitable manner.

COMPLIANCE

- To ensure compliance, in terms of Getting It Right For Every Child (GIRFEC), child protection and pupil welfare, with the requirements of any inspecting agency, such as HMI, the Care Inspectorate, the IB and other relevant authorities.
- To contribute willingly to the boarding and co-curricular life of the School.
- To adhere to the GTCS Code of Professionalism and Conduct as well as the School's expectations and policies for behavior and conduct.
- To be aware of and apply the School's policy on Health and Safety, including matters relating to risk assessments, fire regulations and maintenance/works issues, to help to ensure the safety of staff and pupils and to raise their attention to Health and Safety regulations and responsibilities.

This is not intended to be an exhaustive list of responsibilities and duties. It is expected that the post holder will participate in other reasonable activities which may be required to meet the needs of the School or for better fulfillment of the role.

PERSON SPECIFICATION

Education, Training and Qualifications

Essential

- Educated to degree level in a relevant discipline.

Desirable

- PGCE/PGDE qualification.
- Eligible for registration with GTCS

Experience & Knowledge

Essential

- Proven experience of teaching at Secondary and/or Primary level.
- Experience or understanding of pastoral support.
- Leadership of Sports

Desirable

- Experience of teaching or knowledge of the IB curriculum.

Competencies / Personal Attributes

Essential

- Commitment to pupil learning and raising achievement.
- An excellent sports practitioner.
- Ability to create and deliver engaging and effective lessons/sports sessions
- Enthusiasm to inspire in pupils a desire to learn and participate in sport.

Desirable

- Skills and experience which can contribute to further enhance the Co-Curriculum.

Other

Essential

- Ability to work as part of a team.
- Ability to work independently and take responsibility for planning own workload.
- Collegial reflective and collaborative with a growth mindset, willing to share expertise and to learn from others
- Ability to work calmly under pressure and keep to deadlines.
- Sensitive to the needs of others and supportive when required.
- Professional manner and appearance.
- A full clean driving license

APPLICATION PROCESS

St Leonards is committed to creating a diverse and inclusive culture, where all members of the community - colleagues, pupils and families - are seen and valued. This culture ensures that St Leonards delivers an outstanding global education in a multi-cultural living, learning and working environment.

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 post is subject to a Criminal Record Check, PVG (Disclosure Scotland) membership and two satisfactory references, one of which must be the current employer.

Applications should be made via email to recruitment@stleonards-fife.org and should include the completed Application Form, which can be downloaded from the school website.

Closing time and date for applications is 12 noon on Monday 22 January 2024.

Any questions may be directed to Dawn Pemberton, Senior Deputy Head d.pemberton@stleonards-fife.org in the first instance. Interviews will be held at the school shortly after the closing date.





St Leonards

St Andrews, Fife

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