

SEVENOAKS SCHOOL

JOB DESCRIPTION



Appointment of Part-Time Self Employed Sports Coaches





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 over 1000 pupils from age 11 to 18, including over 400 in the Sixth Form. All our Sixth Form students study the International Baccalaureate Diploma Programme. Around 50 students take up places at Oxford, Cambridge or Ivy League universities each year, and nearly all go to distinguished universities in the UK and USA. This year the average IB score was 39.8 out of a possible 45 points. (The world average is around 30 points). At GCSE and IGCSE students achieved 85.8% A or A* grades, and 58% A*. About 350 pupils board in the seven boarding houses, including the Girls' International House, opened in 1977, and the International Centre (for boys) which was founded in 1962. Students originate from over 40 countries.

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.

In 2013 the Independent Schools Inspectorate (ISI) awarded Sevenoaks School the rare accolade

of 'Exceptional' for its students' achievement. In 2012, Sevenoaks was top of the Department for Education's KS4 performance tables, with the highest percentage of pupils achieving all subjects in the English Baccalaureate. It was listed as Top Independent School at A-level or equivalent in the Independent in 2012, and the top co-educational independent secondary school (IB) in the Sunday Times Schools Guide in 2011. Sevenoaks has enjoyed the accolade of 'Independent School of the Year' from both The Sunday Times and The Independent, while regularly topping the co-educational independent league table for the International Baccalaureate.

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

The Sennocke Centre

The Sennocke Centre is a multi-million pound sports 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 a number of experienced part-time, self-employed sports coaches. There may also be the additional opportunity of supporting Skills Development Camps during the school holidays. Preference will be given to coaches who demonstrate flexibility and are able to coach in a number of sports.

Reporting to

The Sports Performance & Programme Manager.

Working hours

The working hours will depend on the sport and in which term the activity takes place. Exact working hours and dates will be agreed



with the successful applicant(s) in advance but, as a minimum they are likely to be:

- Term time across all three terms - coaching 4 afternoon sessions a week (2 hours per session) including on Saturdays plus two after school training session a week (2 hours per session).
- School Holidays - Varied and will depend on the nature of the Camps being held.

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 both Sevenoaks School, the PE Department and 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.

Personal Specification

Qualifications

- Postgraduate qualification (or working towards) in a related field; sport, education, leisure or coaching. (Desirable).
- Coaching and/or teaching qualifications. (Essential).

Experience

- Coaching experience in one or more of the following sports; Hockey, Netball, Rounders, Athletics, Rugby, Football and Cricket. (Essential).
- A proven track record of demonstrating an understanding of protocols, safety systems and regulatory requirements in a number of sports/disciplines. (Essential).
- Experience of planning and running training sessions/camps. (Desirable).
- Involvement with a regional or national performance programme / team. (Desirable).
- Strong IT and administrative skills (Essential).

Attributes

- Dynamic, engaging and able to lead change. (Essential).
- Ability to develop strong relationships with all stakeholders including pupils,



staff, parents and the community.
(Essential).

- Creative and resourceful with a strong attention to detail. (Essential).
- Organised, innovative and proactive. (Essential).

Rate of Pay

The rate of pay offered will be commensurate with qualifications and experience, current peripatetic coaches earn between £17 and £30 per hour, however this could be increased dependent on the need and skill set. In addition, payment for travelling to and from matches is available where this takes place outside of normal working hours.

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 a medical examination by the applicant's G.P. 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 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 www.sevenoaksschool.org/support-vacancies. The form must be completed in full and submitted electronically. CVs 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.