



Director of Sport

required for April 2018 or September 2018

About St George's

St George's is an independent boarding and day school with approximately 300 pupils aged from 11-18 years about 45% of whom are boarders and with a Sixth Form of approximately 80 students. The school operates as an Educational Trust administered by a Board of Governors, is a member of the Girls' Schools Association (GSA) and is ISC accredited.

We are a welcoming school with a warm sense of community and visitors often comment on the perceptible supportive and cheerful atmosphere. We believe that a happy and successful school is one where all pupils have the opportunities to develop their strengths. The richness of opportunities within and outside the classroom are fundamental elements of the St George's experience and this allows the girls to foster the confidence, independence and academic curiosity that lead to success. Our academic results are impressive, with the 'value-added' in public examinations a real strength. We understand how girls learn effectively and we regularly add at least one grade higher at GCSE and A Level than baseline testing would suggest.

The School is approximately 25 miles west of central London, on a beautiful, leafy 30 acre site, within walking distance of Ascot High Street. We are close to Windsor, Eton and Bracknell and equidistant from the M3 and M4 motorways. Ascot High Street can be reached on foot in five minutes while Ascot Railway Station is less than a mile away.

PE and Sport at St George's

The PE Department work exceptionally hard to engage and inspire pupils, to encourage in them a love of sport, and to equip them with a wide range of skills in a large number of activities. Our teaching methods are a mixture of tradition and innovation whilst using up to date technology and iPads to enhance learning. Our aim is to encourage pupils to achieve their goals and potential, to continue with their sporting activities beyond St George's, and to be enthused and excited about taking on new challenges.

Curriculum

A Level and GCSE Physical Education are offered following the ORC syllabus.

The PE curriculum for Key Stage 3 is currently as follows -

	First Year (Year 7)	Second Year (Year 8)	Third Year (Year 9)
Autumn Term	Netball Lacrosse Fitness	Netball Lacrosse	Netball Lacrosse
Spring Term	Gymnastics Netball Lacrosse Sports Hall Athletics	Gymnastics Netball Lacrosse Sports Hall Athletics	Gymnastics Netball Lacrosse Fitness
Summer Term	Tennis Athletics Rounders	Tennis Athletics Rounders	Tennis Athletics Rounders

Pupils in Fourth Year (Year 10) and above sign up and rotate sports every half term to enable variety and to ensure they have the opportunities to learn new skills in different sports. The following sports have been offered in recent years: netball, lacrosse, athletics, rounders, tennis, swimming, fitness, gymnastics, zumba, football, yoga, volleyball, squash, badminton, dodgeball, dance, trampolining and basketball.

Extra-curricular activities

Pupils are encouraged to attend sports practices at lunchtimes and after school whether in sports teams or to come and improve as an individual. There are many activities and clubs available both at the school's premises and off site ranging from the mainstream sports through to golf and rowing. We also offer paid extras in tennis, squash, ballet, zumba, pilates and tap.

Trips and Tours

There are several trips organised throughout the academic year and every other year the Department leads a netball tour to Disneyland Paris. In 2018 the Department is taking the ski team to the British Schoolgirls Ski Races in Flaine for the first time in a number of years and it is hoped that this will develop into a popular annual event. There are currently plans for a senior netball weekend tour to the GSA Conover Hall tournament in September 2018 and an overseas Lacrosse tour to Holland in October 2018, with a view to taking a long-haul lacrosse tour at a later date.

Department

The Director of Sport oversees four full-time members of teaching staff and one part-time member of teaching staff.

Facilities

We are very lucky to have excellent sporting facilities that are highly thought of in the local area. We have a fully-equipped sports hall which also contains a dance and fitness studio and two glass-backed squash courts. Our grounds also contain three lacrosse pitches and six floodlit netball courts. The grounds are converted into a 400 metre grass athletics track and eight tennis courts in the summer term.

We have planning permission granted and are in the final detailed design stages of building a new state-of-the-art indoor swimming pool annexed to the existing sports hall, which will be a great asset to the school and will enable greater flexibility in the curriculum that we can offer.

Job description

Person specification

The successful candidate will:

- hold an undergraduate degree in Physical Education or Sports Science (or a closely-related discipline) or have extensive experience in delivering an effective sports programme in a school context
- be able to demonstrate excellent PE subject and sports coaching knowledge
- be a qualified teacher (holding QTS or its equivalent) or have equivalent experience
- possess a coaching qualification in one or more of the major sports at St George's (lacrosse, netball, rounders, tennis, athletics and swimming)
- have the ability to teach GCSE and/or A Level Physical Education (ideally with experience)
- be an accomplished and enthusiastic sports player in their own right, preferably to a high level
- show a clear and infectious passion for sport, both 'for all' and to elite levels
- promote high standards of education, care and behaviour
- be able to use ICT for a range of administrative and teaching purposes
- display strong interpersonal, leadership and management skills
- demonstrate sound judgement and discretion and be calm in a crisis
- be well-organised and have the ability to plan effectively, clearly and well ahead, whilst being able to juggle successfully multiple tasks of varying size and importance
- be flexible and able to instigate change where necessary and manage it well
- have energy, commitment and stamina

- have a good sense of humour and be able to work effectively as part of a team
- be sympathetic towards the ethos of a busy boarding and day school

The following are the key duties and responsibilities:

The role is both to bring inspirational teaching to Physical Education in the curriculum, and to lead the delivery of a prominent, enjoyable and successful extra-curricular Sport programme including extensive fixtures against other schools. The Director of Sport will be responsible and accountable for the leadership and management of all aspects of Sport at St George's.

The post holder will report to the Deputy Head (Pastoral) on a day-to-day basis and the Deputy Head (Pastoral) will be their link to the Senior Management Team.

Given the nature of the role, and the need to be flexible and adaptable, this is not an exhaustive list and all the School's job descriptions include the following "Other duties from time to time as directed by the Headmistress".

Management responsibilities

- Promote sport and the activities of the PE Department throughout the School.
- Engage all pupils appropriately in sport and other physical recreational activities, taking care to balance focus between 'performance' and 'participation'.
- Give every pupil the opportunity (regardless of ability) to develop their personal physical capabilities and fitness as well as a lifelong enthusiasm for sporting activity and physical exercise.
- Oversee the development and maintenance of schemes of work and lesson plans within the Department.
- Implement and ensure compliance with the requirements of the examination boards at GCSE and A Level.
- Oversee and develop the provision for trips, sports tours and competitions.
- Oversee the Department co-ordination of the 'outside-of-school' involvement of some of our talented sports players
- Work with the Marketing and Admissions Manager to develop sports opportunities for feeder schools and to attract prospective pupils with an interest in, and talent for, sport.
- Have overall responsibility for the management and co-ordination of all staffing and management of Sport at St George's.
- Participate in the selection and appointment of new staff in the Department and oversee the appointment of non-teaching coaches.
- Help induct and integrate new staff in the Department.
- Oversee the Professional Development of the staff in the Department including regular appraisal.

- Compile and maintain the Department handbook and Department Development Plan.
- Draw up and manage the budget requirements for the Department.
- Lead Department meetings ensuring minutes are promptly available.
- Attend Heads of Departments' meetings, which usually occur twice a term.

Teaching staff responsibilities

- Teach Physical Education in the curriculum from First Year (Year 7) to Upper Sixth.
- Encourage pupils' progress and engender enthusiasm for sport.
- Keep records of work covered and pupils' progress.
- Attend parents' evenings for all classes taught.
- Prepare pupil reports in line with the school's protocol.
- Attend Continuing Professional Development courses.
- Attend all Staff and Department meetings including INSET at the start of each term.
- Attend Open mornings and Education Days on occasional Saturdays if required.
- Act in the capacity of Form Tutor.
- Carry out a weekly patrol duty if required.
- Maintain a positive and professional approach with parents and colleagues.
- Actively promote good behaviour amongst pupils.
- Organise and participate in educational visits.
- Cover for absent colleagues.
- Be a member of one of the school's Houses and attend House meetings
- Positively promote the school in the community.
- Support departmental colleagues in the consistent use of pupil rewards and sanctions.
- Attend some occasions such as concerts, plays, matches and other parent/staff social events as required.
- Other duties as occasionally directed by the Headmistress or Deputy Heads.

Terms of service

- Start date:** 16 April 2018 or 1 September 2018
- Salary:** A competitive salary will be offered to the successful candidate, depending on experience, and based on the school's own salary scale. In addition to the basic salary, the Director of Sport will be paid a generous management allowance.
- Pension:** All teaching staff are included as members of the Teachers' Pension Scheme unless they elect to opt out.
- Hours of work:** This is a full-time teaching post during school terms. The post involves working a full day on Saturdays, with a weekday off *in lieu*. Additionally there will be a requirement to attend routine teaching events such as parents' evenings, staff training days preceding each term and Open Days and Educational Days (as notified).

- e. **Notice Periods:** The notice period required by either side to terminate your employment will be one term.
- f. **Facilities:** Lunch is provided during term time. Members of staff can use the school's sports facilities at allocated times. There is free on-site parking.

Disclosure and other pre-employment checks

St George's School is committed to safeguarding the welfare of children at the School. Therefore, this appointment will be subject to a successful disclosure check from the Disclosure and Barring Service. This will give details of all spent and unspent convictions and other recordable matters. A policy on the recruitment of ex-offenders is available, if required, from the School Office. The supplied references will be taken up and the School may approach previous employers for information to verify particular experience or qualifications. A medical questionnaire will be required to be completed by the successful candidate.

Applications

For details of this post and an application form please contact Mrs J Witt, PA to the Headmistress, on 01344 629904 or jwitt@stgeorges-ascot.org.uk

Letters of application should be no more than two sides of A4 and, together with the completed application form, should be sent to reach the School by **4pm on Thursday 25 January 2018**.

Applications should be sent to:

Mrs E M Hewer, Headmistress, St George's School, Wells Lane, Ascot, Berkshire, SL5 7DZ or emailed to headmistress@stgeorges-ascot.org.uk

First interviews will take place on **Monday 5 February 2018**.

Final interviews will take place on **Thursday 8 February 2018**.