



# SILCOATES

Independent education for boys and girls aged 3-18

## **DIRECTOR OF SPORT**

**for September 2021 or January 2022**

### **CANDIDATE INFORMATION PACK**



### **From The Deputy Head (Pastoral)**

Thank you for your interest in this post.

Silcoates is a welcoming school with a real sense of community in all that we do. We have friendly, dedicated staff and enthusiastic and ambitious pupils. The information on the School within this pack and on our website will hopefully give you more of a flavour of this.

Sport is a key feature of Silcoates life and the School has a proud tradition of success and inclusion. However, we are looking for our new Director of Sport to be a transformational figure, able to plan and deliver strategic change in order to improve the sporting provision throughout the School. The Job Description will give you an idea of the scope of the role and the Person Specification will hopefully give you a clear idea as to the qualities we are looking for in the successful candidate.

I hope that you are excited by this opportunity at Silcoates and that, having read the information below, you are encouraged to apply. I appreciate that this could be a big step for you, both personally and professionally, and so do please get in contact with me at [christopherevans@silcoates.org.uk](mailto:christopherevans@silcoates.org.uk) – so that we can have an informal conversation on the telephone, or arrange for you to visit if you wish.

With best wishes,

Chris Evans  
Deputy Head (Pastoral)

### **OVERVIEW OF SILCOATES SCHOOL**

Silcoates is a co-educational 3 to 18 school of 510 pupils, which seeks to bring out the very best in every pupil through instilling in them a love of learning and a willingness to seize every opportunity they are given. The School is located five minutes from Junction 41 of the M1 motorway and ten minutes from Junction 30 of the M62 motorway. A daily coach service, covering six routes, is provided for pupils living slightly further afield.

The School underwent a regulatory compliance inspection in October 2019 and was found to be compliant in every category, there being no recommendations or action points for us to consider. The Pre-School was also inspected by the National Day Nurseries Association in September 2019 and was given the Platinum Award due to the excellence of its provision.

Whilst many of our pupils begin their life at Silcoates in the Junior School, others join aged 11 and 16 (and at many points in-between!). This continuity serves to embed the skills and qualities that make our pupils enthusiastic and effective learners. It also ensures that they develop strong and life-long friendships with their peers. New pupils to the School are given an especially warm welcome and they soon feel valued members of our community.

Whilst we are academically selective, the pupils have a broad range of abilities and needs and thus we have a curriculum that becomes increasingly flexible as pupils develop their

own strengths and aptitudes. The most academic will succeed at Silcoates. Students have been accepted at Cambridge, Durham and other Russell Group Universities, as all our pupils are given the opportunity to fulfil, or even exceed, their academic potential.

The breadth and variety of our curriculum is matched by the range of activities on offer outside the classroom. Having all the School on one site enables the pupils in the Junior School to benefit from the vast array of facilities on offer, from the all-weather playing surface to the indoor swimming pool to the fully-equipped Drama Studio. In the Senior School, pupils are given numerous opportunities to get involved, both within and outside the curriculum.

Sport and exercise are important features of life at Silcoates. Boys are introduced to our core sports of rugby, football, hockey and cricket in the Junior School and, due to our size, most have the opportunity to play for the School throughout their career. Girls' focus on the core sports of hockey, netball, rounders and cricket. Recent tours have included the US and Canada, Italy and South Africa. We passionately believe that sport is for all and so alternative options are available, such as swimming, basketball, tennis and badminton, with the emphasis being as much on participation and development as on achievement.

All pupils are given every encouragement to express themselves in the full range of artistic activities. This is certainly in evidence in the Junior School, where the children have the chance to sing, paint and perform on an almost daily basis. Pupils throughout the School have the opportunity to excel in Art and are also able to study Photography at A Level. Music is thriving, not least due to our modern and well-equipped specialist facility. Drama is also extremely popular: recent productions have included 'Alice in Wonderland' and 'Grease'.

Pupils of all ages have the opportunity to push themselves way beyond their comfort zones through going on trips and expeditions abroad. The Duke of Edinburgh's Award Scheme is very well established at the School and several pupils achieve Gold every year. 'Grit' and determination are also evident on our biennial expedition to Tanzania, when senior pupils have the opportunity to participate in the life of a rural village, whether that be through refurbishing a school or educating the children. Such activities are life-changing and many pupils look back on them as one of the highlights of their time at Silcoates.

The principal accolade that many parents and former parents afford the School is that it is a warm and welcoming community and that their children make friendships here that last them a lifetime. It is certainly true that there is not one 'type' of Silcoatian and that the School endeavours whenever possible to focus on an individual's needs, whether they be academic, co-curricular or social, to ensure that that everyone feels encouraged, safe and happy. Our pastoral system enables every pupil to have a close relationship with their form teacher or tutor and, in the Senior School, their Head of Section.

Not only do we care for one another, we also acknowledge the good fortune we have been given to be part of Silcoates. All pupils take part in a large number of charitable activities throughout the year. Through our Assembly programme, we seek to imbue each and every

member of our community with a sense of mission to help others. Humility and a sense of responsibility are traits we wish to see at the heart of all Silcoatians.

## **SPORT AND PE AT SILCOATES**

The department is currently made up of six full-time teachers. A large number of other teachers contribute to the School's sporting provision, notably in the Junior School.

In the Junior School, PE is delivered by class teachers, with the assistance of the GSAs. They also have their own Games afternoon.

Pupils in Years 7 and 8 receive three lessons of PE a fortnight. All pupils are taught in single-sex classes. Two activities are covered in half term blocks on a rotation basis with swimming being a recurrent activity in the Autumn and Spring terms. In the Summer Term, the two activities are athletics and tennis. The curriculum covers gymnastics, swimming (strokes, water polo, personal survival, fitness), basketball, circuit training, badminton, cross country, athletics and tennis.

Pupils in Year 9 have two lessons of PE a fortnight. Swimming happens every fortnight in the Autumn Term, badminton and weight training in the Spring Term and athletics and tennis in the Summer Term. The curriculum covers swimming (strokes, water polo, personal survival), basketball, circuit training, weight training, badminton, fitness, athletics and tennis.

In Years 10 and 11, the department teaches the OCR GCSE. Pupils are taught in one or two groups depending on the number opting for the subject and the arrangement of the option columns. The following modules are studied: Physical Factors Affecting Performance; Socio-Cultural Issues and Sports Psychology; Performance in Physical Activity.

In Years 12 and 13, the department currently offers A level (OCR) and has previously offered BTEC (Edexcel).

At A level, the following modules are studied: Physical Factors Affecting Performance and NEA (Practical and EAPI); Psychological Issues Affecting Performance; Socio-Cultural Issues in Physical Activity and Sport.

Games lessons take place on every afternoon during the week. Years 7 to 10 are taught in single sex groups and ability groups. Boys play rugby, hockey and cricket/tennis/athletics and girls play hockey, netball and cricket/tennis/athletics

## **JOB DESCRIPTION**

### **Summary**

- The Director of Sport is responsible for leading and managing the development and delivery of Sport and PE throughout the School. They should be able to outline and implement a vision for the role and purpose of sport from Pre-School to Sixth Form and how that will manifest itself within a co-educational context. They also need to be able

to adapt that vision according to the changing size of the School and the skills and aptitudes of the pupil cohort.

- The Director of Sport will report directly to the Deputy Head (Pastoral) but also work closely with the Headmaster, the Deputy Head (Academic) and other members of SLT.
- They are responsible for all areas of school sport (consisting of curriculum PE, games, coaching and fixtures), the overall effectiveness of the sport programme and ensuring a clear strategy for the future development and continued success of sport at Silcoates.
- They are also responsible for establishing and maintaining a clear ethos for sport at the School, which reflects the aims and ethos of the School.

### **Duties as Director of Sport**

With regard to the School's sports provision, the following list is not exhaustive but indicates the main areas of responsibility:

- Ensuring that we promote excellence in sport at Silcoates.
- Ensuring that the sports programme throughout the School provides breadth, opportunity and enjoyment for every pupil, no matter their ability or experience.
- Ensuring that we are at the forefront of school sport by keeping up-to-date with the latest developments and maintaining dialogue and influence with governing bodies and representative organisations.
- Ensuring there is opportunity for élite sports players to have access to additional provision and representative opportunity.
- Ensuring that local, regional and national sporting organisations continue to see Silcoates as a beacon of excellence and that we continue to encourage these organisations to use our facilities.
- Ensuring that we maintain a fixture list across all sport that is competitive and appropriate.
- Ensuring that the tours programme is competitive, diverse and inclusive.
- Ensuring that sport at Silcoates engages with the local community and with local schools.
- Ensuring that existing sports facilities are maintained to a high standard.
- Ensuring that our sports facilities continue to improve and looking for ways of developing our provision in this area.
- Ensuring that the Silcoates Sport Twitter feed is maintained and regularly updated and Firefly is used to keep parents and students informed.
- Ensuring members of the department and external coaches fulfil their roles and that there is a coherent coaching programme.
- Overall responsibility for whole school sports events.
- Overall responsibility for administering the Sports Leaders awards and other additional PE/Sport qualifications.

The Director of Sport is also responsible for the leadership and management of the School's PE curriculum. As such, they have the following responsibilities:

### **Management**

- Manage the day-to-day running of the department, liaising with the Head of Junior School regarding colleagues who are principally based there.
- Evaluate the teaching and learning within the department, setting individual and department targets as appropriate.
- Ensure that colleagues adhere to the principles of the School's teaching and learning policies and that these are effectively translated into department-specific documents.
- Encourage teachers to set high standards of accuracy and presentation.
- Ensure that members of the department set homework regularly and that they mark it promptly, thoroughly and in accordance with the department's marking policy (or policies).
- See that work is set for absent colleagues.
- Ensure that rooms, furniture, equipment, wall displays, etc. are maintained to a high standard. A part of every classroom should be devoted to pupil work, which is changed at least every term. Corridors within department areas should also receive termly attention.
- Oversee the issue and return of textbooks.
- Prepare the annual budget and keep an accurate record of money spent.
- Organise and chair department meetings and produce notes or minutes of those meetings.
- Participate in the Professional Development Review of department members and encourage in-service training based on individual and department needs.
- Provide information for the writing of references.
- Advise the Headmaster about staffing provision and the appointment of new staff.
- Assist in the drafting of advertisements.
- Advise the Deputy Head (Academic) regarding staff and rooms.
- Act as a mentor, in conjunction with the Deputy Head (Academic), for new members of staff and assist in the induction of newly qualified teachers.
- Plan and manage the sporting co-curricular offering in consultation with the Deputy Head (Pastoral)

### Subject Area

- Ensure that appropriate Schemes of Work are agreed and applied by members of the department.
- Keep Schemes of Work under review, including those pertaining to Junior School Sport and PE.
- Keep an up-to-date department handbook.
- Keep up-to-date with all aspects of curriculum development, with special reference to examination board specifications.
- Foster a spirit of academic enquiry in the department – read and share books, articles, etc. and keep abreast of developments.

### Pupils

- Take responsibility for the learning of all pupils who work in the department.

- Oversee and co-ordinate the department system of sanctions.
- Make sure that colleagues are aware of special circumstances affecting pupils.
- Oversee and co-ordinate the department's system of sanctions in line with the School's policies on behaviour management.
- Organise and chair meetings with parents resulting from concerns about individual pupils and to ensure that clear communication is established with tutors, Heads of Section and SLT where necessary.

### Assessment and Reporting

- Ensure that internal examinations are set, marked, collated and evaluated.
- Ensure, after consultation with colleagues, that pupils are entered for the correct public examinations.
- Keep records on pupils up-to-date (internal assessments, examinations and external examination results), using these records to track pupil progress effectively and inform parents, tutors and Heads of Section where there is a cause of concern.
- In conjunction with subject teachers and tutors, and, if necessary, the Head of Learning Support, to intervene and devise specific action plans for pupils to address areas of concern, setting manageable targets which are clear, specific and measurable.

### **PERSON SPECIFICATION**

The successful candidate will possess, and be able to demonstrate, the following:

- A professional, welcoming and engaging style.
- Experience of successfully leading and managing a team.
- An excellent classroom practitioner, keen to adopt different teaching methods, ideas and strategies.
- Commitment to raising the achievement and standards of pupils and staff.
- Ability to inspire colleagues and pupils.
- A good team player and team leader.
- Possess good organisational skills and an ability to manage time efficiently.
- A creative thinker, able to discern solutions to problems and then to implement them.
- Experience in successfully delivering whole school initiatives, particularly strategies and policies in the areas of physical education and co-curricular games provision.
- An ability to command respect from pupils whilst remaining approachable.
- Diplomacy, integrity and a capacity to persuade others to accept and adopt different methods and approaches.
- A high level of productivity and an ability to complete tasks promptly and according to deadlines.
- Effective, and proven, leadership and management skills.
- Offer substantial commitment to co-curricular activities.

## **KEY INFORMATION**

- The start date is 1<sup>st</sup> September 2021 or 1<sup>st</sup> January 2022.
- Service with the School is currently pensionable in accordance with the Aviva APTIS Scheme,
- Children of full-time members of staff are entitled to 50% fee remission, subject to satisfying the usual entry criteria.
- School lunch is provided free of charge during term time.
- There is free car parking on site.

## **PROVISIONAL TIMETABLE**

### **Tuesday 13<sup>th</sup> April, 9.00am**

Closing date for applications.

### **W/C 19<sup>th</sup> April**

Candidates will be invited for a full day in School, in which they will be given a tour of the School, meet with members of the Sports department, teach part of a PE lesson and undergo an interview.

## **APPLICATION PROCEDURE**

All applications must be submitted using the School's Application Form, which should be downloaded from our website and returned via email. Please include an accompanying letter in support of your application (no more than two sides of A4 in length and no smaller than Point 11 in font size). Try to ensure that it addresses the qualities included in the person specification and explains why you wish to work at Silcoates School. Within your letter, please also outline your current teaching timetable.

Silcoates School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.