



Recruitment Information Pack

Director of Hockey

Location - Holt, North Norfolk, UK

Required for: 27th August 2019

Gresham's School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Message from Douglas Robb, Headmaster

I am delighted that you are considering Gresham's as an employer and hope that you will want to apply for this position once you have found out a little more about us.

Gresham's is an independent co-educational boarding school based in the beautiful Georgian town of Holt, in North Norfolk. The School occupies a large campus across three sites: Pre-Preparatory, Preparatory and Senior Schools, with approximately 800+ pupils ranging from 2 years to 18 years. We currently employ almost 400 staff in positions such as teaching and pastoral care, finance, information technology, administration, site services and maintenance, and catering.

We take great pride in our reputation and recognise that this is built on the commitment and skills of our staff. The success of the School and the well-being of staff and its pupils depends very largely on co-operation, trust and respect between us.

We recognise that much time and thought goes into preparing an application, and we, in turn will give your application serious consideration, should you decide to apply.

If you would like to visit the School before sending in your application, please do not hesitate to contact our HR department (01263 714623) who will make the necessary arrangements.

With best wishes,

A handwritten signature in black ink, reading 'Douglas Robb', with a long horizontal flourish extending to the right.

Job Description: Director of Hockey

REPORTING TO: Director of Sport

The role

Gresham's School is looking to appoint an experienced and dynamic hockey coach to the post of Director of Hockey from September 2019. This is a full-time post and the salary will be commensurate with the qualifications and experience of the successful candidate, and will also reflect the importance of this post. The vacancy has been created as a result of strategic development and the School's desire to be a 'beacon of excellence' for the sport in the region.

Hockey at Gresham's School has a proud history with teams throughout competing at national finals - winning the odd title, and producing a number of internationals including Richard Leman, current GB President, amongst their ranks. The sport is popular and strong for both boys and girls and it is hoped that the successful applicant will help re-establish the School's reputation and further promote the success of its teams. They will be supported by a Master-in-Charge (Mi/c) who has responsibility for the administrative requirements for the hockey programme; and by a committed group of staff some of whom have International experience of their own.

At present, hockey is the major Michaelmas term sport for girls and the major Lent term sport for boys, and is played both indoor and outdoor. This academic year the girls' squads reached the National Schools' Championship East Preliminary Finals in two groups, as did the U14 Boys, and the Prep School teams at U13 boys and girls & U11 boys reached the IAPS National Finals once again. We have six students currently attending the East Performance Centre at Bury St Edmunds and there are plans to continue the upgrading of our hockey facilities.

The successful candidate will have sole responsibility for continually developing a strong hockey programme which caters for all abilities and maximises player potential. Reporting to the Director of Sport, the Director of Hockey will be required to have a recognised England Hockey coaching qualification, or International equivalent, and a distinguished pedigree of playing and/or coaching at National League level. You will be expected to lead a large group of willing and able coaches both academic and part time who deliver coaching from Under 9's (Prep School) to Senior School 1st XI. The Director of Hockey role includes Saturday fixtures during term time, as well as pre-season training and tours both in the UK and overseas.

There is no requirement for the appointee to be a qualified teacher but the position would particularly suit an individual who is seeking a challenge and career development in sports management or coaching.

The Director of Hockey is responsible, in conjunction with the Director of Sport, for the following:

Coaching

- Coach hockey throughout the School (Michaelmas & Lent) and either: cricket, tennis or athletics in the summer term depending on experience/qualifications in chosen summer sport.
- Support the coaching provision of both the Senior and Prep School as required.
- Develop a progressive hockey programme to guide coaching throughout the School.
- Organise and lead pre-season training including 1st XI tours.
- Develop the indoor programme.
- Oversee the 13+ & 16+ Sports Scholarship hockey assessments on the respective scholarship days and to provide feedback for all candidates.
- Plan and deliver a comprehensive and detailed training programme for elite hockey players to facilitate their progress to regional and national representation. Both 1:1 and group coaching is required.
- Actively forge links with feeder schools, including the delivery of coaching sessions in liaison with the Marketing Department and Director of Sport.

- To implement holiday and residential hockey camps, thus raising profile, income and an opportunity for recruitment.

Management

- Allocate academic staff; ensuring that specialists are leading squads where possible and external coaches are utilized and recruited as required.
- Issue and collect coaching equipment at the beginning and end of the term.
- Monitor the quality of hockey coaching throughout the School – building in observation times, and supporting staff development by presenting regular inset opportunities.
- Lead the start of term hockey coaches briefing; setting out clear goals and procedures for the sport together with expectations for both staff and pupils.
- In Liaison with Tutors, HSM's and Director of Sport, help to monitor the academic progress of hockey scholars.
- To assist the Mi/c Hockey with the hockey budget ensuring that expenditure is accurately accounted; to annually audit all hockey equipment and to plan effectively for the following year.
- Develop links with local clubs, e.g Norwich City HC or Cambridge City HC to support current pupils and attract new pupils who excel at hockey to the School.

Administration

- Support the Mi/c Hockey with the production and maintenance of a competitive fixture card and the administrative duties this produces including: team sheets, transport, catering and astro allocation.
- In liaison with Mi/c Hockey, develop squad lists and confirm the logistics of the weekly programme.
- With the support of the Mi/c Hockey, organise the annual Prep Schools' Hockey Festival at Easter. This is the largest of its kind for Under 11 and Under 13 in the country.
- Organise hockey tours in line with the School's schedule.
- Support the Prep School Heads' of Boys & Girls Hockey with the organisation of national tournaments.
- Attend the Games Committee meetings.

Additional Duties

Gresham's expects its staff to contribute whole-heartedly to other aspects of school life by drawing upon their own interests and enthusiasms. The richness of the school depends upon staff that, for example, coach games, direct plays, support and organise society meetings, and take pupils on trips. A full, seven-day-a-week boarding school such as Gresham's must look after and cater for the pupils entrusted to it after school and at weekends. Applicants should be aware that Gresham's teaches on Saturday mornings and expects staff to participate enthusiastically in the activities programme offered to pupils after school and at weekends, including sport, art, music, social events, chapel services and weekend trips locally. As such the successful applicant should be ready to perform other duties as deemed acceptable and appropriate by the Headmaster.

Key Requirements

Qualifications	Essential	Desirable
EHA Level 3 hockey coaching certificate, or European equivalent, and/or a record of playing hockey at a National League level.	✓	
Good general level of education.		✓
Professional Experience, Personal Competencies and Skills	Essential	Desirable
Experience of the EHA Player Pathway.	✓	
Enthusiasm and a passion for coaching hockey to boys and girls.	✓	
Excellent role-model to pupils both on the hockey field and around the school.	✓	
Be prepared to 'go the extra mile' to make a difference to coaching hockey for the children in the school	✓	
The ability to manage and support our hockey coaches, the majority of whom are academic teachers within the school.	✓	
The ability to coach a summer sport would be a distinct advantage although is not essential.		✓
Work well with others and be a supportive and flexible team player.	✓	
Committed to safeguarding the physical, emotional and mental well-being of young people.	✓	
Well-developed interpersonal and relationship management skills.	✓	
A good general knowledge of child protection issues.		✓
Have a positive and cheerful attitude to life.	✓	
Professional appearance and manner.	✓	
Ability to maintain confidentiality appropriate to the setting.	✓	
An ability to communicate effectively with pupils, parents and staff.	✓	
Enthusiasm and willingness to contribute fully to the life of a busy boarding school.	✓	
Patience and a sense of humour.	✓	
Good ICT skills.	✓	
Driving Licence	✓	

REMUNERATION AND OTHER BENEFITS

This is a full-time post and the salary will be commensurate with the qualifications and experience of the successful candidate, and will also reflect the importance of this post.

Salary will be based on the Gresham's Support Staff Pay Structure

- Gresham's Pension Scheme
- Private Health Scheme
- Free school lunch during term-time
- Free car parking on site

Personal Details

Eligibility to work: For all posts, we are legally obliged to confirm that the appointee is eligible to work in the UK before they start working for us. When you apply for positions it is important that you are aware of your eligibility status as government restrictions apply to the employment of migrant workers. If an applicant selected to be appointed requires permission to work in the UK, Gresham's may issue a conditional offer of employment subject to the School being able to sponsor the applicant.

For more information, visit the Home Office website at <http://www.bia.homeoffice.gov.uk/workingintheuk/>

Disclosure and Barring Service: Gresham's aims to promote equality of opportunity for all and therefore welcomes applications from a diversity of candidates. Criminal records will be taken into account for recruitment purposes only where the conviction is relevant.

As the School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, your offer of employment will be subject to an enhanced disclosure from the Disclosure and Barring Service (DBS) before the appointment is confirmed.

Equal Opportunities Monitoring Form

In order that we can continue to develop our commitment to equal opportunities you are asked to complete the Monitoring Form. This will be detached from your application on receipt and kept securely within the HR Department. It is used purely for monitoring the effectiveness of the School's Equal Opportunities Policy Statement and will not be seen by those responsible for shortlisting and interviewing. A copy of the School's Equal Opportunities Policy Statement is available on request.

Retention of Records

The application forms of unsuccessful candidates will be held confidentially in the HR Department and destroyed after three months.

All documents resulting from the interview process will be retained on file by the HR Department and destroyed after six months (Data protection policy available on our website: www.greshams.com).

Interview Process

If you are invited to attend an interview you will be required to provide evidence of identity, from the following examples:

- **Passport and/or UK driving licence (including a photo-card);**
- **A UK birth certificate**
- **UK firearms licence**
- **EU photo identity card**
- **A utility bill or bank/building society statement showing your name and home address (less than three months old);**
- **Documentation confirming your National Insurance Number (P45, P60 or National Insurance Card);**
- **Original documents confirming any educational and professional qualifications referred to in your application form.**

If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, and statutory declaration) you will be required to provide documentary evidence of the change.

In advance of your interview you will be asked to complete an application form for an enhanced Disclosure which you should bring with you, along with your identity documents. In the event that you are unsuccessful please be assured that your DBS application form and photocopies of documents taken will be destroyed immediately.

For Teaching Posts: You will be contacted prior to your interview with the details of at least one teaching lesson that you will be expected to take. The interview process will involve a number of interviews with different members of staff and a tour of the School and/or department.

Support Posts: As well as a face to face interview, the selection process may include some other form of assessment e.g. administrative test, demonstration of practical skill, a presentation, etc.

Conditional Offer of Appointment

Any offer to a successful candidate will be conditional upon the following:

- receipt of a minimum of two satisfactory references;
- verification of identity and qualifications;
- a satisfactory DBS (Disclosure and Barring Service) disclosure;
- verification of professional status such as Qualified Teacher Status (QTS), where required, verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999);
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance;
- Verification of medical fitness. Completion of a medical declaration and satisfactory medical examination in certain circumstances.
- Completion of Educare Child Protection Training.

Safeguarding

All adults working at Gresham's should be aware of their responsibility to safeguard and promote the welfare of every pupil, both physical and emotional both inside and outside the school. This involves ensuring that pupils are protected from significant physical or emotional harm and having a positive commitment to ensure the satisfactory development and growth of the individual. Everyone working in the School should be aware of, and when necessary, to follow the School's Child Protection Guidelines, which are in line with the Safeguarding Children's Board (OSCB's) practice and procedures.

Gresham's has a Child Protection Policy, and guidelines to follow in the event of being told of, or becoming aware of child abuse. It is a mandatory requirement that all staff are trained in generalist safeguarding as part of their terms and conditions of employment.

Warning

Where a candidate is found to be on the DBS Children's Barred List or the Protection of Children Act List, or the DBS disclosure shows he/she has been disqualified from working with children by a Court; or found to have provided false information in, or in support of, his/her application; or the subject of serious expressions of concerns as to his/her suitability to work with children the facts will be reported to the Police and/or the DfES Children's Safeguarding Operation Unit.

Queries

If you have any queries at all about your application or the recruitment process, please contact the HR Department on 01263 714623 or email hr@greshams.com.

How to Apply

Director of Hockey

If you would like to apply for the position of Director of Hockey, you will need to complete an application form. Completing the application form is the first stage of the selection process. The information you provide will be used to decide whether or not you will be shortlisted for further stages/an interview. It is therefore very important that you complete your application form accurately and as fully as possible, including all the information you think is relevant.

Completing your application form

- Please read through all information provided before completing your application form;
- We require information about all applicants to be presented in a consistent format: **Please do not submit a CV;**
- Complete all sections; do not leave any blanks enter N/A if not applicable and provide as much information as possible;
- Continue on a separate sheet if you require more space to complete any section.

Guidance for the completion of the section 'Statement of Qualities/Attributes'

This is an important section of the application form as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements. Please provide clear examples when outlining all your experiences whether relevant or not.

For teaching staff it is important that you use this section of the application form to outline how you will contribute to extra-curricular activities at Gresham's.

References

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of your references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children (this applies to teaching posts). **Neither referee should be a relative or someone known to you solely as a friend.**

- Shortlisted applicants for teaching posts are advised that references will be taken up **prior to interview**.
- Shortlisted applicants for support posts are advised that references **may be taken up prior to interview**.

Please note, unless you ask us not to we will assume it is acceptable to contact your referees at any time.

Submission of applications - All application forms should be returned to applications@greshams.com or by post to:

HR Department
Gresham's School
Old School House
Church Street
NR25 6BB

Please submit your application by **12 noon on the closing date of Friday 21st June 2019**. If your application is submitted after this time, we will not be able to accept it. Interviews will be held on Tuesday 25th June 2019.

Start Date: 27th August 2019

Please be aware that if you have not heard from us within 21 days of the closing date, unfortunately, your application has been unsuccessful. Due to the overwhelming response we receive to our vacancies, we provide feedback only to those applicants who are interviewed.



*THE GRESHAM'S ETHOS IS THAT RESPECT SHOULD BE SHOWN TO ALL:
TEACHER TO PUPIL, PUPIL TO TEACHER AS WELL AS PUPIL TO PUPIL AND TO THE WIDER COMMUNITY.*



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