

Candidate Information Pack

Chair of Physical Education & Athletics Director



Marymount International School, London is an independent day and boarding school for girls, nurturing the limitless potential of curious, motivated students (ages 11 – 18) of diverse faiths and backgrounds. Inspired by the charism of the RSHM, we proudly stand as the first all-girls' school in the UK to adopt the International Baccalaureate curriculum, which promotes independent thought within and across a broad range of disciplines.

Marymount girls love to learn and learn to love in an inclusive environment that challenges and supports them as they develop into their best selves. They are empowered to build confidence, spirituality, leadership skills and a sense of self on a seven-acre idyllic garden campus conveniently located just twelve miles from London.

Who we are teaching is as important as what we are teaching. Whether innovating in our STEAM Hub, debating in class, dancing on the stage, or learning a new world language, students are encouraged to sharpen their critical thinking skills, collaborate with others, and celebrate our diverse community of over 40 nationalities.

The School's holistic approach to learning delivers a well-rounded education that promotes excellence in all areas of school life. Securing top university placements beyond Marymount, our graduates are global citizens prepared to make a difference in the world.

Proudly IB Proudly Boarding Proudly RSHM Proudly Marymount

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Registered Charity No: 1117786 Registered Company No: 5325717

THE ROLE

We are seeking to recruit a dynamic Chair of Physical Education & Athletics Director (AD). An enthusiastic and talented teacher, the successful candidate will shape and oversee the varied and diverse IB MYP Physical Education programme and the School's extra-curricular sports programme, and inspire a love of PE and Sport in all students through creative and forward thinking teaching.

Reports to: Deputy Head Operations and Co-curricular.

SUBJECT RELATED RESPONSIBILITIES

Chair of Physical Education

1. Identify department needs; work with teachers to set academic and professional goals.
2. Review and revise the Department Handbook so to ensure it is up to date with all the necessary information.
3. Assist the Deputy Head in the monitoring and appraisal of teaching staff.
4. Plan and manage capital and operating departmental budgets, submitting requests to the Deputy Head, and working closely with the Business Office.
5. Promote the professional development through involvement in appropriate professional organisations; encourage all department staff to continue with professional growth through attendance at conferences, workshops and summer study.
6. Encourage a spirit of continuous self-appraisal among teachers in order to ascertain the effectiveness of their curriculum and teaching strategies.
7. Conduct lesson observations periodically and facilitate peer observations within the department.
8. Assist the Deputy Head in recruiting, reviewing, interviewing and assessment of teaching candidates.
9. Attend and participate in all Department Chair and Curriculum Review meetings.
10. Take responsibility for orientation and ongoing mentoring of all new teachers within the department.
11. Take responsibility for the creation of all Sports rosters each season and help to maintain attendance records for all students participating in the Middle School and High School sports.
12. Be responsible for areas of administration, staffing and schedule of private lessons, competitive and social sports at Marymount London for students in both the Middle School and High School.
13. Assist with the hiring of qualified external staff and sports referees engaged in the support of sports teams.
14. Ensure a high standard of communication is maintained with other functions within the School such as Facilities, Security and Housekeeping to help ensure that facilities are able to be used for sports and all are informed of practices and matches.
15. Maintain inventories for sports/ physical education programme equipment, resources etc. This includes submitting orders for new/ replacement equipment/ resources to the Business Office.
16. Be responsible for the creation and continued updates of all sports and physical education related risk assessments each season for each sport. This also includes visitor risk assessments for external visitors and on site risk assessments for events such as tournaments.
17. Allocate sports uniforms and equipment as needed. Ensure that loaned uniforms are returned, cleaned and stored. Order new uniform as required.

18. Provide semester reports to the SLT and Board of Governors on the state of the programme and department during each season.

Athletics Director

19. Hold membership in one or more national or local organization and ensures that pertinent journals are available to the department. Encourage staff representation at appropriate professional meetings.
20. Build links with colleagues in other Schools and become familiar with their programmes.
21. Maintain and update weekly practice and LSSA fixture schedules and communicate these at the start of each season. This also includes seasonal tournaments for ISAA and ISSA.
22. Ensure effective communication with families, coaches, administration and players regarding extracurricular sports.
23. Oversee the planning, implementation, organization and supervision of larger scale events such as tournaments, festivals and/ or international school fixtures that involve planning and/ or booking travel and hotel arrangements.
24. Liaise with the Business Office to book all transport for practices and fixtures, including international travel.
25. Be responsible for booking the rental and use of off campus sports facilities and the risk assessments associated with these facilities.
26. Represent Marymount London at London School Sports Association (LSSA), International School Sports Association (ISSA) and International Schools Athletics Association (ISAA) meetings during the school year.
27. Provide cover for sports coaches on occasion in the event of faculty illness/ absence for practices and matches.
28. Develop a strategy to ensure maximum participation of students in a broad and comprehensive range of extracurricular sports, in which all students are valued, stretched and challenged.
29. Coaching or supervising sports each term. Be the main point of contact for any issues or incidents that arise during or after school sports. This can include contact after 6pm in the event that a team is still participating in tournaments or are off campus for tournaments of fixtures.



GENERIC TEACHER JOB DESCRIPTION

Marymount International School London is an independent Catholic day and boarding school for girls ages 11-18. An International Baccalaureate (IB) World School, Marymount offers the IB Middle Years and Diploma Programmes.

This post is required to fulfil all the requirements of this Generic Teacher Role Description and the specific features of the individual Person Specification for each post.

GENERAL FACULTY RESPONSIBILITIES

A Marymount faculty member is dedicated to educating the “whole child”. She/he is aware of the individual needs of each student and strives to help each student develop her full potential. She/he works with students both inside and outside the classroom and is committed to active involvement in the total school programme. She/he co-operates with colleagues to ensure a fully integrated curriculum and regularly participates in activities directed toward her/his own professional development.

A Marymount faculty member is available to students, colleagues and administration during the entire school day.

PROFESSIONAL DUTIES

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 following duties shall be deemed to be included in the professional duties which the Teacher may be required to perform:

TEACHING

- planning and preparing courses and lessons;
- teaching and tutoring, according to the educational needs of the students assigned to him/her, including the setting and marking of work to be carried out by the students in the School and elsewhere;
- assessing, recording and reporting on the development, progress and attainment of students.

OTHER ACTIVITIES

- promoting the general progress and well-being of individual students and any class or group of students assigned to him/her;
- providing guidance and advice to students on educational and social matters; making relevant records and reports;
- making records of and reports on the personal and social needs of students;
- communicating and consulting with the parents/guardians of students;
- communicating and co-operating with persons or bodies outside the School;
- participating in meetings arranged for any of the purposes described above (except where absence from such meetings is expressly agreed with the Headmistress);
- supervising and organising extra-curricular activities such as: a club, homeroom, activity, school trips (day and overnight), school dance etc.;



- supervising, organising and chaperoning trips and other educational excursions (may involve weekend working);
- contributing in any other means appropriate to the life of the School as a boarding school

ASSESSMENTS AND REPORTS

- providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students in line with the school's assessment and reporting calendar and at other times as required

APPRAISAL

- participating in any arrangements for the appraisal of his/her performance and that of other teachers.

REVIEW: FURTHER TRAINING AND DEVELOPMENT

- participating in arrangements for his/her further training and professional development as a teacher.

EDUCATIONAL METHODS

- Participating in the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements in line with the School's definition of high quality learning and teaching.

DISCIPLINE, HEALTH AND SAFETY

- maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the School premises and when they are engaged in authorised School activities elsewhere.

STAFF MEETINGS

- participating in all appropriate staff meetings (except where absence from such meetings is expressly agreed with the Headmistress).

COVER

- guiding and assisting students with the completion of the cover work provided

The Person

ETHOS AND WHOLE SCHOOL VALUES

Essential:

- Committed to Marymount as a school with high academic standing, providing a holistic education and outstanding pastoral care
- Committed to the RSHM values
- An understanding and affinity with the School's Catholic ethos



- A genuine commitment to the wellbeing of the students in their care
- Committed to operating as part of the School community

QUALIFICATIONS, SKILLS AND EXPERIENCE

Essential:

- Degree or equivalent qualification
- Teaching qualification (QTS or equivalent)
- Demonstrate a commitment and enthusiasm for teaching
- Strong IT skills
- Fluent in both verbal and written English

Desirable:

- International Baccalaureate curriculum experience
- Experience of leadership

SAFEGUARDING AND PASTORAL

Essential:

- Committed to safeguarding and promoting the welfare of children and young people
- A satisfactory Enhanced Disclosure from the DBS

How to apply

To apply, candidates should complete the School Application Form together with a cover letter addressed to Mrs Margaret Giblin, Headmistress, Marymount International School, London. Please email these (both as PDF files) to Ruth Bowley at hr@marymountlondon.com. Mrs Bowley can also be reached by calling the Business Office on 020 8949 0571.

Closing date for applications: 12.00, Friday 18 August 2023

Interviews at school: Week beginning Monday 28 August. Early applications are encouraged and will be reviewed upon receipt. Shortlisted candidates may be invited for an interview before the closing date. We reserve the right to appoint in advance of the closing date.

Salary: Dependent on skills and experience (please email hr@marymountlondon.com to discuss)

Start date: Jan 2024

Marymount International School London is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced DBS check and satisfactory references.

Marymount International School, London, is proud to be an Equal Opportunities employer and welcomes applications from all sections of the community. Our Marymount family is richly diverse, with many different backgrounds and cultures represented. This diversity is valued and respected. All job applicants will be considered solely on their ability to do the job.