



A M E S B U R Y

“An ‘amazing’ place for their education...”

ISI Inspection 2017

HEAD OF GIRLS’ GAMES

Amesbury is an oversubscribed, independent co-educational day preparatory school catering for pupils between the ages of 2+-13+.

The main catchment area includes Godalming, Haslemere, Midhurst, Petersfield and Farnham. The area is very well catered for in educational terms, with strong infant and primary school provision. In spite of intense competition Amesbury has emerged as one of the strongest preparatory schools in the area and features in the Good Schools Guide.

The School was inspected by ISI in September 2017, and judged to be excellent in all categories and subcategories. Needless to say the school was also found to be fully compliant.

Pupils leave to join a wide range of the best day and boarding senior schools in the UK including Brighton College, Bedales, Bradfield, Bryanston, Canford, Charterhouse, Cranleigh, Frensham Heights, Guildford High School, Harrow, Lord Wandsworth College, Marlborough College, The Portsmouth Grammar School, Priors Field, RGS Guildford, Rugby, Seaford College, St Catherine’s, Tormead, Wellington College, Winchester College et al.

Since 2012 the School has invested £3m in capital projects, including a purpose built Common Room, a Dance Studio and a £1.3m Visual Arts Centre. In addition to which the school has recently made a significant investment in infrastructure and tablet technology.

Recent projects include the development of new Reception Classrooms and refurbishment of our Science Laboratories.

Amesbury is a day school. Registration is at 8.15am and school finishes at 5.45pm. There are no weekend commitments. It is a special place. We work hard, have fun, innovate, and strive to be exceptional.

Personal Information

This is a maternity cover position. The right candidate may have oodles of experience or be starting their NQT year.

The School operates its own pay scales which are generally above National Pay Scales. For graduates entering their first year of teaching, the school offers a more generous salary than would be the case in most school environments in addition to a bonus to celebrate the successful completion of an NQT year.

There is a designated and experienced NQT supervisor. In the past two years Amesbury has successfully supported five teachers through their NQT year. The school is member of the South Farnham Teaching School Affiliation.

a) Qualifications

- Graduate (Single or Joint Hons) in chosen specialist area (essential) / with a teaching qualification (desirable).
- Coaching expertise in at least one of the major games – Hockey, Netball, Cricket

b) Character & Personality

You will:

- Be the opposite of a clock watcher and want to go the extra mile
- Understand that relationships, not rules, make schools successful
- Have a sense of humour
- Be an energizer rather than an energy sapper
- Be willing to roll up your sleeves and 'pitch in'
- Dive head first into a very busy, creative school
- Be committed to working hard every day in order to develop something incredible.
- Take the initiative, work independently, and be prepared to take intellectual risks
- Want to work collaboratively
- Be a strong communicator
- See creative opportunities that are not always obvious
- Be utterly reliable

c) Child Protection / safeguarding

Amesbury is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture of safeguarding amongst our workforce.

All successful applicants will be required to complete an enhanced DBS check which must be maintained throughout the period of employment.

JOB DESCRIPTION

HEAD OF GIRLS' GAMES

School Aims

Our principle purpose is quite straightforward. It is simply that we want every child to enjoy his or her time at school; to feel valued as individuals, in an environment where their talents can prosper to the benefits of the community, so that when the time comes to leave us, each child will do so with confidence high, skills sharpened and personalities rounded.

More specifically we aim to:

- Develop in every child the necessary skills, aptitudes and abilities to enable him/her to move on to senior school and beyond as an emotionally resilient, autonomous learner.
- Develop a caring community within the school by encouraging commitment, courtesy, co-operation, tolerance and compassion towards one another whilst understanding that each individual is a member of a wider community.
- Promote and nurture a close relationship between home and school in the partnership of education.
- Provide pupils with a model of how an excellent organization is run, one in which there is culture of high achievement, a willingness to adapt and a propensity for innovation.
- To create the circumstances in which all members of staff have the opportunity for personal development and feel able to make the fullest of contributions to school life.
- Fulfill our social and environmental responsibilities to society.

Purpose

1. To have overall responsibility for the organization and development of all girl's sport and Physical Education within the school from Nursery to Year 8.
2. To provide a high quality of teaching and learning.
3. To improve the quality of teaching and learning; sharing best practice wherever possible with other members of the department and where possible throughout the school.
4. To successfully manage the interface between school, parents and the wider community, recognising how crucial this function is in an independent fee paying school.
5. To know and apply school policies on safeguarding, health and safety, behavior, teaching and learning, equal opportunities etc. and to take part in any training courses related to these offered by the School to gain further knowledge (within employed hours).
6. To improve the quality of teaching and learning; sharing best practice wherever possible with other members of the department and where possible throughout the school.
7. To successfully manage the interface between school, parents and the wider community, recognising how crucial this function is in an independent fee paying school.

As such, the role is an important leadership and assistant management position within the school. The Head of Girls' Games will demonstrate leadership in the teaching and learning of sports and PE and develop the ethos of 'Sport for All'.

The Head of Girls' Games will coordinate planning, teaching and learning within the subject area in Key Stages 1-3, and to liaise with other Head of Departments as well as Key Stage leaders where necessary, to ensure continuity and progression throughout the curriculum. In common with all teachers, he/she should contribute to the wellbeing and development of the school by supervising, guiding and caring for pupils inside and outside the classroom. The

Head of Girls' Games also exercises responsibility for the guidance of teachers within the Girls' Games Department.

Accountability

1. The teacher is appointed by the Headmistress.
2. On a day to day basis and for appraisal purposes the teacher reports to the Head of Department.
3. The teacher should familiarise themselves with the 'Amesbury Behaviours and Attitude Framework' document in order to understand what we believe High Performance looks like.

Key Responsibilities

1. It is the job holder's responsibility for promoting and safeguarding the welfare of children for who s/he is responsible, or with whom s/he comes into contact, to adhere to and ensure compliance with the School's Child Protection and Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the role, the job holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, s/he must report any concerns to the School's Designated Safeguarding Lead.
2. Develop plans and proposals for all Girls sports and PE.
3. Plan to extend the sports offered within the school and to ensure the main sports (Netball, Hockey and Cricket) are further developed to achieve the aim of the sports curriculum focusing on our school aims of 'Sport for All'.
4. Encourage the development of other sports such as swimming, tennis, cross country and athletics.
5. Organise girls' fixture lists to ensure appropriate fixtures are arranged across age and ability ranges.
6. Ensure excellent communication with parents and other schools. Be the contact point for parents in relation to Girls' Games.
7. Ensure that the PE curriculum is developed fully to improve skills in team-building, athletics, gymnastics and multi-skills.
8. Complete an on-going audit of existing provisions and assessment of the opportunities for developing sports further with consideration of the facilities and local community.
9. Establish good relationships, encourage good working practices and support and lead teachers in the department including holding regular minuted departmental meetings.
10. Ensure the professional development of the department's teachers including updating subject expertise and recommending appropriate in-service training.
11. Assist in overseeing all aspects of the department's organisation and management, including preparing agendas and chairing meetings, in order to ensure that school policies and practices are being delivered and that all the necessary departmental documentation is up to date according to School policy.
12. Evaluate pupil' progress, achievement and attainment.
13. Lead by example.
14. Assist the Head of Department in monitoring the standards of achievement within the department.

15. Assist in liaising with the Head of Department in relation to working closely with the Head of the Pre-Prep Department to ensure continuity and progression across the key stages;
16. Assist the Head of Department in overseeing the induction process of new members of staff within the department especially within the Girls' Games Department;
17. Assist the Head of Department in the department's curriculum planning in accordance with school policy and in conjunction with the Head of Curriculum.
18. Assist in the managing of the teaching methods used by the department by developing and selecting suitable materials and advising on classroom practice.
19. Be responsible for the rooms and equipment allocated to the Girls' Games Department and for advising the Bursar and her staff on the maintenance of changing rooms, sports facilities and equipment.
20. Submit a regular forecast of the Girls' Games departmental resource needs;
21. Assist the Head of Department in being responsible for ensuring a high quality of wall display, including work by pupils, changed at regular intervals, in all areas of the department.

Miscellaneous

1. Set an example in terms of continuous personal development, particularly through the Amesbury PPDP programme and by participating in appropriate training to maintain up to date professional expertise.
2. Undertake other duties appropriate to the general purpose of the post that may from time to time be reasonably assigned by the Headmistress including chairing/participating on such committees and working parties as the Headmistress may require.
3. Participate as widely as possible in the extra-curricular life of the school.
4. Be pro-active on behalf of the school in external matters, particularly in relation to those concerning IAPS, PSB and local partnerships with schools.
5. Treat as a professional confidence, any information concerning individuals, gained in the course of school life, in accordance with the school's confidentiality policy.

BENEFITS

Amesbury prides itself on being a caring employer and all staff are encouraged to discuss any aspects of their terms and conditions of employment initially with their Head of Department and, if necessary, with the Bursar.

Key benefits of employment at Amesbury include:

- A generous salary structure
- The school participates in the Teachers' Pension Scheme
- Provides staff with many personal development opportunities through Continuing Professional Development (CPD) and the INSET programme.
- Personal development including financial support for further education such as Masters Degrees
- Amesbury has a generous fee concession for the children of teaching staff
- Government's Child Care Vouchers are accepted
- All members of staff have free use of the School's Sports Facilities
- Purpose built fully equipped modern Common Room
- A three course lunch is provided to all staff during term time