

Independent Day School for girls 4 - 16 years  
Day Nursery & Pre-School for girls & boys from 6 months

**Abbot's Hill**



**Director of Sport**  
**Recruitment Information for Candidates**  
Required from September 2020





Welcome to Abbot's Hill, a thriving girls' school with a co-educational nursery educating over 540 pupils. Unstuffy and authentic, our pupils are happy and engaged, and happy girls learn best. Founded over 100 years ago to educate young women of character, the school places great value on the development of the individual. Those girls lucky enough to come here will leave as confident, compassionate and creative individuals.

Set in 76 acres of rolling Hertfordshire parkland with far-reaching views across the Gade Valley, the school benefits from an open, expansive environment in which our pupils learn, explore and play. Pupils flourish here: the surroundings afford a safe-haven for discovery and experimentation while the energy and opportunity of London is only a stone's throw away.

An Abbot's Hill education begins in the Nursery. Firmly embedded within the whole school community, the Nursery benefits from excellent facilities and specialist teaching including languages, PE, Woodland School and music. Children enjoy the freedom to explore and discover their environment.

The Prep School offers a warm and friendly environment where curiosity and imagination are the order of the day. Taught by expert class teachers for core subjects, the pupils also have access to subject specialists and specialist facilities across the campus. Opportunities abound through the Prep and pupils in Year 5 and 6 have significant leadership opportunities; they are incredible role models. The curriculum is both inclusive and ambitious: all pupils make excellent progress and do so happily - something of which we are very proud.

Pupils in the Senior School at Abbot's Hill achieve exceptional results: the value-added at GCSE is superb. However, excellence is measured by so much more than just examination results: social responsibility, empathy and resilience matter absolutely and you will see those qualities woven through the school. Pupils will learn alongside expert practitioners, collaborate within the school and beyond, innovate and be active members of their community.

Abbot's Hill is well-connected, being less than 30 minutes in each direction from London Euston and Milton Keynes by train, 5 minutes from Junction 20 of the M25 and Junction 8 of the M1 and within easy driving distance of St Albans, Berkhamsted, Watford and surrounding towns.

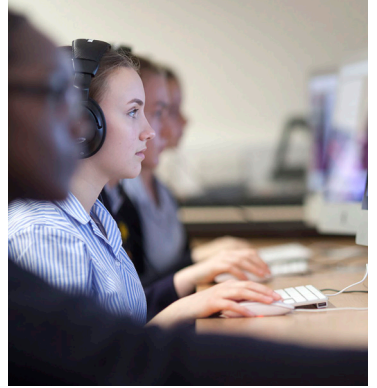
Please do read my welcome on our website to find out more about why this is such a special place to work.

**Mrs Kathryn Gorman BA, MEd (Cantab)**  
Head





# Abbot's Hill



## The school

Abbot's Hill School has a fascinating history. Founded on the present site in 1912 by sisters Katrine and Mary Baird, the central building dates back to 1836 when it was built as the family home of the Dickinson family, who founded one of the world's largest stationery firms. Nearby is the site of Frogmore Mill, the world's oldest, mechanised paper mill, which still operates as a cultural and education centre. The school is therefore very much connected to its local surroundings and history.

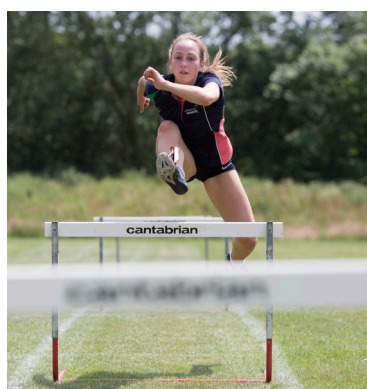
Abbot's Hill is an all-through school. The Nursery, Prep and Senior Schools are located on the same site. For the purposes of educational and pastoral management it is divided into two parts, the Prep and the Senior Schools.

Over the years the school has developed and grown in a variety of ways. In 1969, St Nicholas House School moved to the Abbot's Hill site to form the Junior Department and boarding ceased in 2003. However, the school retains its boarding feel, which is to be seen in the extended school day, the emphasis given to extra-curricular pursuits, the intrinsic importance of pastoral care and the school's strong sense of community. We are affiliated to the Church of England and we welcome girls and staff of all faiths and none.

Abbot's Hill offers a full and diverse co-curricular programme, extending learning beyond the classroom. From orienteering to Young Enterprise; from fundraising for charity to charring the School Council; from overseas trips to theatre trips, the opportunities abound. Pupil voice is an integral part of school life and this enables pupils to acquire the leadership skills and wider social awareness necessary to face the future with confidence.







## The department

Sport is important for developing character, encouraging a healthy lifestyle and promoting well-being. At Abbot's Hill, we aim for each and every pupil to enjoy regular participation in curricular and extra-curricular sports because we know that confidence, happiness and a sense of well-being enhance all-round performance. Sport develops values that sit at the heart of this school such as respect, perseverance, determination and fair play, which we hope pupils will take into adult life.

Our seven expert teaching and additional coaching staff ensure that every girl makes excellent progress. Whether developing our elite performers or providing 'Sport for All', all abilities are catered for and everyone is challenged, inspired and encouraged. Abbot's Hill has a tradition of producing sportswomen who perform at both Regional and National level in a variety of different sports. Talent is recognised and developed: gifted sportswomen are supported through the Elite Athlete Programme and all pupils have the opportunity to apply for Sport Scholarships from Year 7.

For those interested in the more traditional sports of netball, lacrosse, football and rugby, we offer a full programme of fixtures and tournaments. Participation is encouraged for everyone, and we often field, where possible, A, B and C teams across the age groups. To broaden and enrich pupils' experiences, the Sport department leads a rolling programme of overseas tours and trips. In recent years, pupils have been on a netball tour to France and skiing trips to Austria.

We offer an extensive programme of non-competitive activities alongside coaching for competitive sport: yoga, golf, skiing and horse-riding feature in our extra-curricular programme which is frequently reviewed and adapted.

In the Prep School, each year group enjoys 2-3 hours of PE a week with swimming from Year 2. In the Senior School, pupils have 1 hour of dance and 3 hours of PE a week, including swimming on rotation. Year 11 follow a unique, tailored programme of Pilates, self-defence and Zumba with specialist instructors.

Abbot's Hill has excellent sporting facilities. On-site our sports complex boasts a sports hall with a county sized netball court, covered outdoor swimming pool, a dance studio, 6 outdoor netball courts, 5 tennis courts and 4 lacrosse pitches. In addition, we utilise a number of local sports facilities including; Everyone Active Sports Centre, the Snow Centre, Jarman Park Athletics Track and Langley Tennis Club (adjacent to the school).

In addition to core PE and games lessons, we offer PE and Dance at GCSE and achieve excellent results. We are also very pleased to offer the Sports Leadership Level 2 Award which affords our senior pupils the opportunity to develop a wide-range of skills working across mixed-age groups. Further opportunities for whole school sport are provided by the wealth of inter-clan competitions which run throughout the year.

We are proud of our committed and experienced staff. Although a relatively small school, the range of expertise and opportunities afford the pupils an excellent sporting experience while at Abbot's Hill.







# Abbot's Hill

## The Role

The role of Director of Sport is a new position at Abbot's Hill and as such provides an excellent opportunity for an ambitious, forward-thinking and committed professional to build on the very good progress made by the department under recent, shared leadership. The successful candidate will have the ability to set the long-term strategy for the future of sport at Abbot's Hill.

The post-holder will play a crucial role in ensuring that all students – from EYFS to Year 11 - have the opportunity to be healthy and physically active while also nurturing and developing opportunities for elite sportswomen. Yours will be a significant post in the school. As such, you will set high professional standards in all aspects of your work, delivering exceptional opportunities within and without the curriculum. Ambitious for all of our sportswomen, your leadership and management will create a positive and encouraging climate that will enable your staff to flourish and every student to thrive. You may have gained experience as a Head of PE or Head of Sport, but this is not essential.

Through excellent communication and strategic planning, the Director of Sport will play a vital role in the development of health, well-being and competitive participation across the entire school and in promoting a positive, life-long attitude to physical activity and healthy living.

This is a full-time, permanent position with a start date of September 2020.



## Responsibilities

### Policy/Strategic direction and development

- Establish the strategic direction of sport at Abbot's Hill
- Produce a 3-5 year plan for the future development of sport across the whole school ensuring that this is in-line with the wider school strategy and upholds the school's vision and values so that opportunities exist for pupils of all abilities including support for elite performers
- Contribute to whole school strategy and policy-making as required by the Head
- Ensure that school policies and strategies are embedded in departmental practice

### Curriculum and Extra-curricular

- Develop and maintain a general overview of the school's sporting and physical activity programmes
- Review and develop the fixture, extra-curricular clubs and wider enrichment programmes
- Review and develop Schemes of Work, Programmes of Study and lesson resources
- Liaise with the Prep School Subject Co-ordinator and leadership regarding curriculum and extra-curriculum matters
- Organise the Sports Scholarship processes ensuring fair selection of sports scholars in conjunction with the Marketing and Admissions departments
- Oversee the development of sports scholars and their involvement in the whole community
- Oversee and contribute to GCSE Dance and/or PE teaching and the Sports Leaders Award
- Ensure the department is familiar with GCSE exam regulations, subject specific board and specification requirements, and protocols for centre-based assessments and to ensure best practice in all such areas
- Review and maintain the department handbook and policies
- Develop the Elite Athlete programme
- Coach at least one of the school's squads or teams in the main winter and summer sports. You must be an experienced lacrosse player, ideally with experience at National or International standard.
- Co-ordinate entries for District, County and National competitions
- Review and develop the annual cycle of tournaments, tours and overseas trips at all levels of the school

### Leadership and Management

- Develop a co-operative and mutually respectful working environment within the department
- Model and uphold high personal and professional standards
- Assist with the appointment and induction of new staff to Abbot's Hill, including those new to the profession
- Line manage and appraise all staff in the Sports Department. This currently involves 7 PE teachers (two of whom are specialist Prep PE teachers) and approximately 8 external coaches
- Plan staff training, including ensuring specific and regulatory qualifications e.g. Life Saving are regularly updated
- Manage staffing resources efficiently and communicate department staffing needs and requirements effectively and in a timely manner
- Update the Staff Induction Programme for use of Sports Facilities as required
- Lead department meetings and CPD sessions
- Delegate responsibility where appropriate





## Pupils

- Ensure effective record keeping, pupil monitoring, assessment, tracking and reporting so that all pupils make excellent progress
- Ensure attendance is tracked and reported accurately
- Liaise with the relevant staff (such as the Head of Prep, Form Tutors, Heads of Year, Deputy Heads and School Nurse) over matters relating to pupils
- Appoint and manage School and Clan Sports Captains and co-ordinate Clan Sporting events
- Review and develop Performance Pathways and Careers Guidance for pupils
- Liaise with the Catering team to ensure adequate provision for sporting events

## Resources

- Liaise with the Bursar, Facilities Manager and team over upkeep of facilities and development of new or current facilities
- Management of the Dickinson sports complex and other sporting facilities and the care of facilities and equipment
- Budget preparation and management, including equipment orders
- Manage departmental IT requirements

## Health and Safety

- Manage departmental health and safety and ensure all staff and pupils maintain awareness of relevant whole school policies and procedures
- Prepare and regularly review risk assessments for each area of the PE and sport curriculum and extra-curricular
- Attend and contribute to Health and Safety Committee meetings

## Whole school and beyond

- Actively promote and maintain a high profile of Abbot's Hill sport with pupils, parents, staff and the wider community (prospective and current pupils, alumnae, other schools and networks)
- Stimulate enthusiasm for sport within the whole school community to encourage a healthy lifestyle
- Celebrate participation in sport and share team and individual successes with the whole school and wider community
- Promptly and effectively communicate the sporting programme with external organisations, pupils and parents, ensuring that stakeholders are informed and updated in a timely manner
- Foster links with other subjects and other schools as part of our Partnership Programme
- Attend and contribute to Heads of Department meetings, working parties and other cross-curricular parties as required
- Liaise with a wide range of external agencies including the GSA and District and County organisations
- Carry out all duties in accordance with Abbot's Hill School's Health and Safety Policy and Procedures and in accordance with Health and Safety Legislation as appropriate
- Be part of a tutor team and provide pastoral support for all pupils in their care (unless other responsibilities preclude this)
- Carry out any other duties that might reasonably be required from time to time according to the needs of the school



# Abbot's Hill

## Person Specification

<b>Qualifications and Experience</b>	<ul style="list-style-type: none"><li>• Experience as an excellent teacher of sport or PE</li><li>• Excellent degree and/or postgraduate qualification in the main subject of the candidate</li><li>• Qualified teacher status</li><li>• High level of experience in at least one of the school's major sports (lacrosse is essential), both in terms of performance and teaching skills and knowledge</li></ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"><li>• Excellent professional knowledge and understanding of the subject</li><li>• Understanding of national curricular requirements</li><li>• Up-to-date with professional developments in the subject and interest in other aspects of education and research</li><li>• Strong interpersonal skills</li><li>• The ability to form and articulate a clear vision for sport at the school</li><li>• The ability to devise and manage a varied, high quality, balanced and stimulating programme for all pupils from Nursery - 16 years</li><li>• The ability to inspire and lead experienced teaching colleagues and coaches from a wide range of sporting backgrounds</li><li>• Excellent organisational skills, with a high level of efficiency, planning and foresight</li><li>• Excellent communication skills, particularly when addressing staff, pupils or parents directly</li><li>• Confident in the use of ICT, and the ability to learn quickly when using unfamiliar packages</li><li>• The ability to work flexibly, using own initiative and prioritising effectively</li><li>• The capacity to work accurately under pressure with attention to detail</li><li>• Strong problem solving ability</li><li>• Excellent presentation skills, including the ability to chair meetings and present new initiatives to staff, pupils and parents</li><li>• Ability to understand and work with complex processes</li><li>• Excellent command of the English language</li></ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• The ability to handle situations with discretion, tact and diplomacy</li><li>• Emotional intelligence, with a strong understanding of how teachers work in an inclusive school</li><li>• Sensitivity and tact when dealing with pupils of all abilities</li><li>• Ability to maintain confidentiality at all times</li><li>• High levels of personal and professional integrity</li><li>• High degrees of self-confidence, personal energy and dynamism</li><li>• Personal warmth, demonstrating a good rapport with pupils, colleagues and parents</li><li>• Appropriate levels of personal presentation</li><li>• A personal love of the subject and a love of learning</li></ul>
<b>Philosophy and Ethos</b>	<ul style="list-style-type: none"><li>• Commitment to safeguarding and promoting the welfare of pupils</li><li>• Commitment to the ethos of the school and support for the school's mission, vision and values</li><li>• Strong support for the strategic direction of the school</li><li>• Ability to form and maintain appropriate relationships and personal boundaries with children</li><li>• A good role model</li></ul>





# Abbot's Hill

## The benefits

Abbot's Hill is a caring employer and is fully committed to the development of its staff. The school prides itself on the welcoming and inclusive staff community. The gross annual salary will be competitive and will be commensurate with the experience of the successful candidate.

**Salary:** Competitive

**Pension:** Teachers' Pension Scheme (TPS)

### Benefits:

- Tuition fee remission\*
  - Comprehensive professional development opportunities
  - An employee benefits platform
  - A private health cash plan scheme, after a qualifying period
  - Breakfast, lunch and beverages provided during term time
  - Free staff social events
  - Use of school leisure facilities including pool\*
- \* Conditions apply*

## Application and Recruitment Process

Abbot's Hill is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Abbot's Hill recruits staff that understand and share our commitment to safeguarding and the provision of a happy, nurturing and supportive environment for all members of our community. We act to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equalities Act 2010.

All questions regarding the Abbot's Hill School Application Form and recruitment process must be directed to the school's Human Resources Department at [recruitment@abbotshill.herts.sch.uk](mailto:recruitment@abbotshill.herts.sch.uk).

## Application Form

Applications will only be accepted from candidates completing the Abbot's Hill School Application Form in full. CVs will not be accepted in substitution for completed Application Forms.

Application Forms can be completed electronically or in hard copy. Completed application forms should be returned to the HR Department by email or post.

**Closing date for applications: Monday 24 February at 9.00am**

As jobs within the school involve substantial opportunity for access to children, it is important that you provide true and accurate information on the Application Form. Upfront disclosure of a criminal record may not debar you from appointment as we will consider the nature of the offence, how long ago and at what age it was committed, as well as any other relevant factors.

Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head or the Bursar. If you would like to discuss this beforehand, please telephone in confidence to the Head or the Bursar for advice. Please disclose any unspent convictions, cautions, reprimands or warnings.

Note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account.

Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service (DBS) for the post. Additionally, successful applicants should be aware that they are required to notify the school immediately if there are any reasons why they should not be working with children. This includes any staff who are disqualified from childcare or registration.

The Childcare (Disqualification) Regulations 2009 apply to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of 8 and to those who are directly concerned in the management of that childcare.





Abbot's Hill School takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect their suitability to work with children must notify the school immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings they may receive. They must also notify the school immediately if they are living in a household where anyone lives or works who has been disqualified from working with children or from registration for the provision of childcare.

Staff and/or successful candidates who are disqualified from childcare or registration may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the Head or the Bursar for more details.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

Abbot's Hill has a legal duty under section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent duty risk assessment.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.

If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues.

Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children. Where you have no previous employment history, we may request character references which may include references from your school or university.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if you have been appointed, and a possible referral to the police and/or DBS.

## Invitation to Interview

**Longlist Interviews:** Monday 2 March

**Shortlist Interviews:** Monday 9 March

Applicants will be short-listed according to the relevance and applicability of their professional attributes and personal qualities to the role. Short-listed applicants will then be invited to attend a formal interview at which their relevant skills and experience will be discussed in more detail.

All formal interviews will have a panel of at least two people chaired by a member of Senior Staff. The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made by the Head or Bursar as to whether or not an interviewer should therefore withdraw from the panel.

Should the Head or Bursar have a conflict of interest, the non-conflicted party shall decide whether the conflicted party should withdraw from the panel.

The interview will be conducted in person and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc.)



Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by you from the awarding body.

All candidates invited to interview must also bring with them:

- A passport, current driving licence including a photograph or a full birth certificate;
- A utility bill or financial statement issued within the last three months showing the candidate's current name and address;
- Where appropriate any documentation evidencing a change of name;
- Where the candidate is not a citizen of a country within the European Economic Area or Switzerland, proof of entitlement to work and reside in the UK.

*Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient. Candidates with a disability who are invited to interview should inform the school of any necessary reasonable adjustments or arrangements to assist them in attending the interview.*

### **Conditional Offer of Appointment: Pre-Appointment Checks**

Any offer to a successful candidate will be conditional upon:

1. Receipt of at least two satisfactory references
2. Verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK;
3. A satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS;
4. For a candidate to be employed as a teacher, a check that that the candidate is not subject to a prohibition order issued by the Secretary of State;
5. For a candidate who has lived or worked outside the UK a check using the NCTL Teacher Services' System that a candidate is not subject to any teacher sanction or restriction;
6. Verification of professional qualifications;
7. Verification of successful completion of a statutory induction period (for teaching posts - applies to those who obtained QTS after 7 May 1999) where relevant;
8. Where the successful candidate has worked or been resident overseas within the last ten years, such checks and confirmations as the school may consider appropriate so that any relevant events that occurred outside the UK can be considered;

9. Satisfactory medical fitness;

10. Receipt of a signed Staff Suitability Declaration form showing that you are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009;

11. If you are undertaking a leadership role, evidence that you have not been prohibited from participating in the management of independent schools.

It is the school's practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the school in strictest confidence. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed workload, extra-curricular activities, layout of the school.

Abbot's Hill School is aware of its duties under the Equality Act 2010.

No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.

### **References**

We will seek the references referred to above for shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.

If you do not wish us to take up references in advance of the interview, please notify us at the time of submitting your application.

All referees will be asked if the candidate is suitable to work with children.

The school will compare any information provided by the referee with that provided by the candidate on the application form. Any inconsistencies will be discussed with the candidate.

### **Criminal Records Policy**

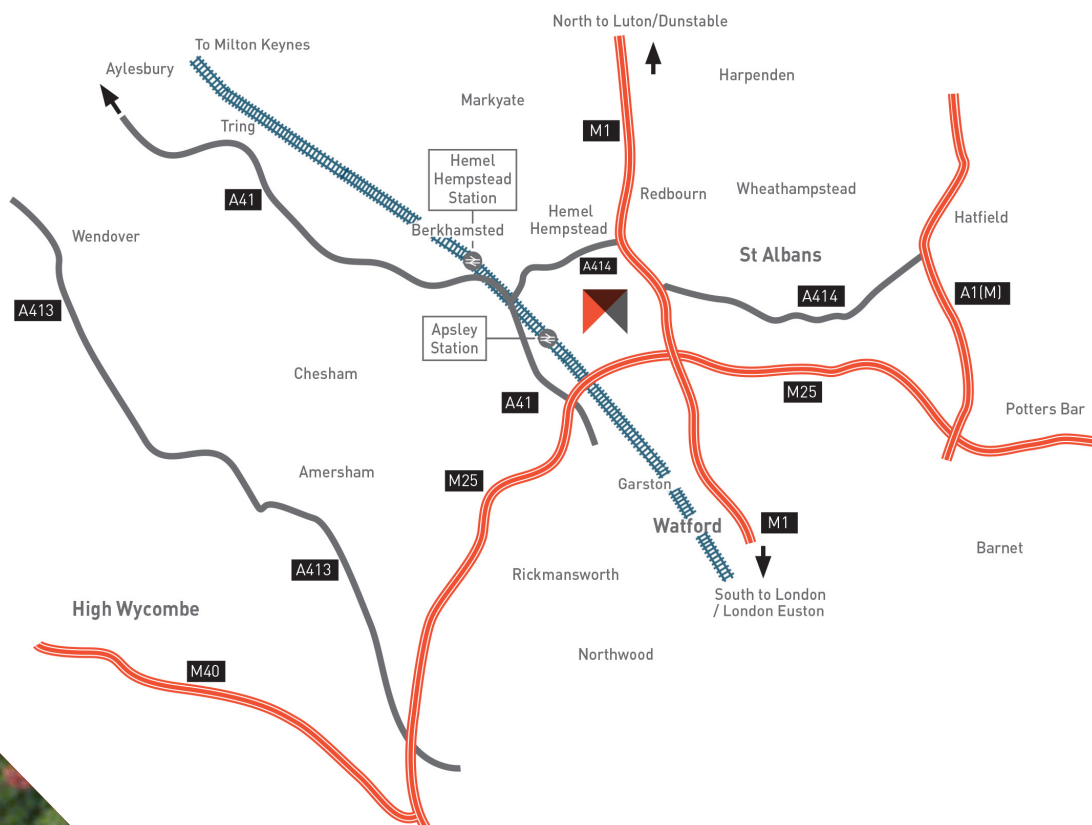
The school will refer to the Department for Education document, 'Keeping Children Safe in Education' and any amended version in carrying out the necessary required DBS checks. The school complies with the provisions of the DBS Code of Practice, a copy of which may be obtained on request.

### **Criminal Records Policy**

The school will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data Protection Policy. Copies of DBS certificates will not be retained for longer than 6 months.

Independent Day School for girls 4 - 16 years  
Day Nursery & Pre-School for girls & boys from 6 months

# Abbot's Hill



*Abbot's Hill School is committed to safeguarding and promoting the welfare of children and young people. The post is subject to pre-employment checks including an enhanced DBS and satisfactory references. Registered Charity 311053.*

*The school's Privacy Notice can be viewed online at:  
<http://bit.ly/AHSPrivacyNotice>  
or via our website.*

**Bunkers Lane, Hemel Hempstead  
Hertfordshire HP3 8RP**

**Tel: 01442 240333  
[recruitment@abbotshill.herts.sch.uk](mailto:recruitment@abbotshill.herts.sch.uk)**

**[www.abbotshill.herts.sch.uk](http://www.abbotshill.herts.sch.uk)**

