



CATHEDRAL SCHOOL

LLANDAFF ♦ CARDIFF

Applications are invited for the post of Athletic Development Co-ordinator Required from September 2021

The School

The Cathedral School in Llandaff is the leading independent school in Cardiff, the capital city of Wales. It educates approx. 800 students, boys and girls, aged from 3 – 18.

The school is located on an attractive campus adjacent to the ancient Llandaff Cathedral. It was founded in 1880 as a choir school to provide choristers to the Cathedral, and this tradition continues today. The school moved to its present campus in 1958, then numbering 190 boys and being a preparatory school. It became co-educational in 1978, and expanded very successfully to GCSE 12 years ago, achieving amongst the best GCSE results in Wales every year since. The Sixth Form began in September 2013 and has grown and developed each year; with outstanding results and students progressing to a wide range of university courses. There are no boarders; all of our students come from the locality, most from within a 20-mile radius. Standards, academic and behavioural, are very high. All students are expected to give and to be the best they can.

The school was inspected by Estyn in September 2018 and was judged to be excellent in all five categories. Pupils were described as “confident, ambitious, aspirational and well-informed learners” and the report celebrated the “outstanding subject knowledge” and “passion and enthusiasm” of the teaching staff.

The Cathedral School is a member of the Woodard family of schools and is the only Anglican choir school in Wales. The Christian faith is central to the life of the school and all members of staff are expected to actively promote the aims of a Christian school, to contribute willingly and generously of their time and commitment to school life, and to sincerely seek to do and to be their best.

In addition to membership of the Woodard Corporation, the Cathedral School is a member of the HMC, the Society of Heads, IAPS (The Independent Association of Prep Schools) and also of the Choir Schools’ Association.

The School’s Aims

The school offers a broad curriculum which it aspires to deliver through the highest standards of teaching. It is expected that students will progress within the school until A-level. The school not only prides itself on its musical, academic, sporting and artistic achievements, but also on its ability to challenge and motivate all of its students. We want children to take risks in the classroom, not to be afraid of getting it wrong, but rather to be confident enough to ask questions and think for themselves. All children have talents and gifts, both in and out of the classroom, and we are always looking to identify and celebrate these at every opportunity.

Ultimately, our aim is to equip our young people with the skills, abilities, interests, experiences, qualifications and, most importantly, vision and values to be the best that they can be, and to spend their lives promoting the common good. We hope that each of them will, in some way either great or small, make the world a better place.

The Role

The creation of this new role gives an exciting opportunity for someone to lead and develop our programme and leave a lasting legacy on the growth of sport and physical activity. The Athletic Development Co-ordinator has the potential to support the pupils, students and staff at the school to enhance their ability to reach their personal potential, in a structured, supportive and stimulating environment.

Our aim is to equip pupils with a desire to be the best they can be, and with an enthusiasm to work hard in pursuit of this goal. We promote commitment, an awareness of adaptive competition and respect for the game, the officials and the efforts of the opponents. This promotes an aspiration to win, alongside a recognition that it will not always happen, and that a last-minute winner does not impoverish our efforts.

Athletic Development support is available to pupils at The Cathedral School all year round. It is an integral part of the core PE curriculum from Years 3 – 10 and our sports teams have access to various support mechanisms. In January 2019 we opened the Athletic Development Centre, located close to the school in Llandaff Village. It is a multi-purpose functional movement space with strength and conditioning equipment to enable adaptable training sessions across the ability range.

The pupils and students at the school are great fun and are willing to work very hard. They appreciate adults who are willing to invest time into their lives and who care about them and their education. Should you choose to apply we look forward to hearing what you can offer. If you would like any additional information about the role, please contact Mark Barrington, Director of Sport, via BarringtonMG@cathedral-school.co.uk.

Key Duties

The Athletic Development Co-ordinator will be responsible to the Director of Sport for the professional execution of their duties. They will support the Director of Sport, the Physical Education department and the school sports coaching staff, many of whom are experienced athletes. Their responsibilities will include, in particular:

- To write a co-ordinated, whole school, development plan for strength and conditioning, building on the athletic development programme that currently runs in PE lessons;
- To work with Junior and Senior PE and Games staff to develop all aspects of Athletic Development;
- To review and implement policies and procedures for the strength and conditioning to be accessed in a safe and progressive environment;
- To work in cooperation with the Heads of Sport to create sports specific strength and conditioning programmes for pre-season, in-season and offseason phases;
- To develop and implement effective fitness testing for all sports squads in order to effectively track and monitor progression and wellness in relation to their training schedules;
- To conduct an annual needs-analysis for each Senior sports team in conjunction with the respective lead coaches at the conclusion of each sporting season;
- To annually conduct and review a strength and conditioning risk management plan;
- To complete an annual budgetary proposal for the programme that includes routine maintenance and purchase of new equipment;
- To educate student athletes on effective nutrition for exercise training and sporting competition as well as recovery from exercise/injury;
- To organise a well-being programme for staff;
- To work constructively and challengingly with all students;
- To deliver relevant INSET sessions for staff involved in the strength and conditioning programme;
- To assist with Physical Education classes and Games groups in both the Junior and Senior sections;

- To contribute fully to the life of the faculty, including support as required with fixtures/tournaments/holiday sessions eg. pre-season training (additional payments available). Further information will be provided at interview;
- To attend all relevant section and faculty meetings as required;
- To co-operate and work effectively with all colleagues and share advice to ensure good practice;
- To have a good sense of humour and be committed to a good team ethic;
- To undertake other duties as reasonably requested by the Director of Sport or other senior staff.

Whole School Responsibilities

All school staff are expected to:

- Support and contribute to the school's responsibility for safeguarding students;
- Work towards and support the school vision and the current objectives outlined in the School Development Plan;
- Comply with policies and procedures of the school, including those referred to in the Staff Handbook;
- Work within the school's Health and Safety Policy to ensure a safe working environment for staff, pupils and visitors;
- Work within the school's Equal Opportunities Policy to promote equality of opportunity for all pupils and staff, both current and prospective;
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues;
- Be self-reflective and committed to your own continued professional development, participating in training and keeping up to date with current procedures and practices;
- Engage actively in the appraisal process;
- Contribute to and support the wider life of the school, eg. attending school open days (incl one Saturday in early October), supporting pupil discovery days (liaising with subject leader to run inspirational workshop sessions), and attending other functions and events; and
- Undertake such other reasonable duties related to the job purpose as required from time to time.

This Job Description is not exhaustive and is subject to regular review.

All staff are expected to make a meaningful and significant contribution to the co-curricular life of the school, and to be in full sympathy with the Christian ethos of this Woodard School, an ethos which pervades all strands of school life.

Person Specification

Essential skills and qualifications:

- A degree or similar level qualification in sports science/strength and conditioning
- A proven track record of excellence in the field of strength and conditioning and sports analysis
- Experience of delivering and implementing programmes to a wide variety of sports and athletes
- A high level of relevant technological expertise and innovation
- Experience of working with children and/or young athletes
- Good organisational skills
- Good IT skills, including experience of Word and Excel
- Good written and oral communication skills with the ability to be proactive in liaison with staff
- Good standard of numeracy
- Excellent behaviour management skills

Desirable skills and qualifications:

- UKSCA accredited
- Trained First Aider
- Possession of a full, clean driving licence with a willingness to drive the school minibus (when required)
- Understanding of the relationship with parents in a fee-paying school context

Personal characteristics:

- Show a clear understanding of, and sympathy with, the Christian faith
- A passion for sport and its importance in improving wellbeing
- Have a strong commitment to achieving high standards
- Ability to relate to and support students of all abilities
- Ability to lead, support and motivate others
- Self-motivated with the ability work on own initiative
- Flexible with a positive 'can-do' attitude
- Enthusiastic, energetic and supportive team member, building excellent working relationships with colleagues
- Able to see tasks through to completion, and within set timeframes
- Have good rapport with adults and children, nurturing positive relationships at all levels
- Have a strong commitment to working with parents/carers
- Diplomatic and trustworthy;
- A sense of humour!

Salary, holidays and staff benefits

The salary for this permanent position is £16,630 per annum, based on 34.5 hours per week, Monday to Friday, term time only (75% contract). For any weekend fixtures and pre-season/holiday activities there will be an additional co-curricular payment, currently £50 per half day or £85 per full day. CSL games kit will be provided.

The normal hours of work will be as agreed in advance with the Director of Sport, and will include an unpaid break of 30 minutes for lunch. Actual weekly hours may differ each academic year to accommodate the timetabling requirements. The normal hours of work may also be subject to change in the event of COVID-19 guidance.

You will be entitled to 4 weeks' paid holiday per year (pro-rata for the days worked), to be taken during the school holidays.

Staff are enrolled into an 'auto-enrolment' pension scheme. The school day is slightly longer than in the state sector, however the school holidays are significantly more generous. Staff wishing to have their children educated at the school (subject to places being available and the child/ren satisfying the normal entry criteria) receive a considerable remission on the fees, and all staff are provided with lunch daily, free of charge. The professional development of staff is a high priority. The school is an exciting, challenging and rewarding place to work.

Application Procedure

Please download and complete the application form and email it, together with a covering letter of no more than two sides of A4, to Mrs Clare Sherwood, Head, via HeadsPA@cathedral-school.co.uk.

Applicants are advised to submit their application as soon as possible as we reserve the right to close the post at any time, once we have received sufficient applications. The latest deadline for applications is Friday 5th March 2021 at 9.00am. Please ensure you apply without delay if you wish to be considered for this role.

Interviews, to include a short practical session with pupils, will take place as soon as possible after shortlisting.

Further information about the school, including details of our Safer Recruitment Policy, are available on the website at www.cathedral-school.co.uk.

Child Protection

The Cathedral School is committed to safeguarding and promoting the welfare of children and expects all employees to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with any previous employer, as considered appropriate, and a criminal record check via the Disclosure & Barring Service. They will be expected to uphold the school's Safeguarding Policy (copy on school website) at all times.

Clare Sherwood
Head

