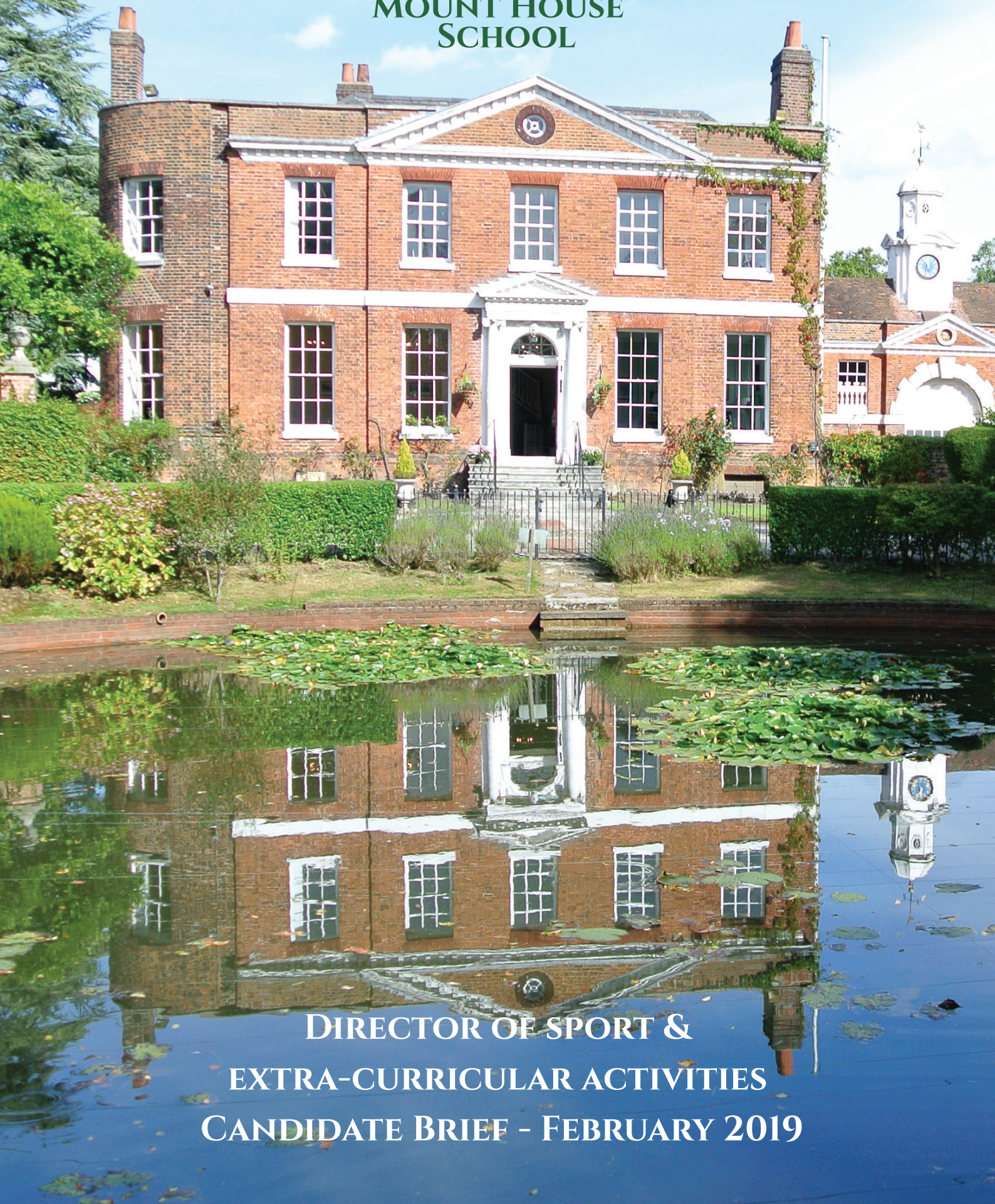




MOUNT HOUSE SCHOOL



DIRECTOR OF SPORT &
EXTRA-CURRICULAR ACTIVITIES
CANDIDATE BRIEF - FEBRUARY 2019



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BACKGROUND

This is an extremely exciting time for Mount House School. The A level results 2018 put the school at #129 in the Telegraph independent school league tables achieving 48.2% of grades at A*/A.

Mount House School is situated in a beautiful rural setting in Monken Hadley, North London. Formerly an all-girls school, it moved to co-education in September 2018 admitting the first group of boys into both Year 7 and the Lower Sixth. With around 200 pupils, it is rapidly expanding towards the target roll of 350. The school Principal is a member of both the Society of Heads and ISA, the school is also a member of AGBIS and ISBA.

Since Mount House took over the school in July 2017, there has been a programme of significant investment into the school's resources. Music, Drama, the dining hall and the IT facilities have all seen major upgrades in the month since. In August 2018, the school reception moved to its new location at the front of the listed main building and a new library was created in the heart of the school. Further investment is planned over the coming years with a sports hall development high on the list of priorities.

The school is situated in a very affluent part of North London. The school buses transport pupils in from Enfield in the East and Edgware and Hendon in the west. The school also provides shuttle bus services to all local stations and the school is easily accessible through High Barnet (Northern Line), Cockfosters (Piccadilly) and Hadley Wood (main line stations). There are a large number of both prep schools and maintained primaries in the area, all of which feed pupils into the school at both 11+ and 13+.

With Mount House now exceeding many of its more prestigious rivals in A level performance, and with an outstanding record of value added at GCSE, it is now a very strong option for everyone in the area. This is an extremely exciting time for Mount House School. The A level results 2018 put the school at #129 in the Telegraph independent school league tables achieving 48.2% of grades at A*/A. At GCSE too, the school's performance has also been improving with 42% of all grades in 2018 at A*/A or equivalent. These results represent a tremendous achievement and are a strong indication of the potential of the school in future years.

The latest inspection reports on the school have been impressive. The ISI carried out a compliance inspection in March 2017 and the school was found to be fully compliant in all areas.



VISION & VALUES

Mount House provides 'co-educational academic excellence, where everyone is known, cherished and challenged'.

We believe in providing a very personal outcome for every individual involved in the school. For our pupils that means small class sizes, a personal tutor system, catch up lessons when needed and an attention to detail that other, larger, schools cannot match.

Our parents also, find that they have easy access to the staff educating their children. Questions are answered promptly, and individual meetings can be quickly arranged. The school uses all the advantages that a small school affords and is focussed on its aim of '**inspiring every individual**'.

Our values are based upon the acronym **ASPIRE**. We want all our pupils to become:

Adaptable:	prepared for life at university and beyond in their chosen careers
Supportive:	a community with a strong sense of belonging in a safe, caring, inclusive and happy environment in which everyone feels valued.
Principled:	promoting the importance of being a responsible citizen; developing an awareness of, and contributing to, both the local and broader community.
Inquisitive:	developing a high degree of intellectual curiosity, beyond the expected levels of subject knowledge and high academic achievement, fostering a life-long love of learning.
Resilient:	developing a growth mindset, being capable of taking knocks with a can-do attitude.
Excellent:	aiming for excellence and to make the best even better

The school uses all the advantages that a small school affords and is focussed on its aim of ***‘inspiring every individual’***.



THE PE DEPARTMENT

The Mount House PE Department fosters an inclusive approach to sport, delivered with a diverse choice of sporting opportunities. In addition, the PE Department aims to develop a culture in which all pupils will be inspired to enjoy, engage and compete in physical activity. A key focus for the department is raising the standards of achievements for all pupils across the age and ability range, leading to whole school improvement in a variety of sports.

With the provision of high-quality coaching and resources, we aim to further develop a culture in which all pupils are inspired to enjoy, engage and compete in physical activity. Ultimately, pupils are challenged to raise their attainment, extending their potential and develop a life-long active healthy lifestyle.

Staff in the PE Department will come from a variety of sporting backgrounds and include experienced coaches and international competitors. The school has wide expertise across a number of sports including (but not limited to) netball, hockey, football, gymnastics, cricket and athletics.

The school has limited sports facilities on site (netball and tennis courts, two trampolines and gymnastics equipment) but is in the process of building a sports hall for September 2019. We do however have access to a number of nearby facilities that we use regularly for delivery of the sports curriculum.

As well as use of the Monken Hadley Common for our cross country and cricket, we have use of; Furzefield Sports Centre, in Potters Bar, which has an indoor swimming pool, artificial pitch, and a large fitness suite; Southgate Hockey Club which has two high quality pitches; and, Saracens Rugby Club have pitches and an athletics track.



STRUCTURES



Class sizes are small often around fourteen or fifteen and rarely exceed twenty.

Academic

The Mount House Curriculum is broad with a large number of subjects offered. The pupils in KS3 have an opportunity to sample all the subjects available at GCSE before making their choices in Year 9. Class sizes are small often around fourteen or fifteen and rarely exceed twenty.

At KS4, GCSE candidates have a core of English Language, English Literature, Mathematics, three Sciences and a language; they then pick three options from a choice of twelve other available subjects. Pupils in the top set for Mathematics will take GCSE at the end of Year 10 and bilingual pupils may also take GCSE in their native language early.

At 6th form, there are a total of twenty-three subjects on offer. The set sizes are small and the results have been improving steadily to a peak of 48.2% A*/A this summer. This put us 9th in the Telegraph league table for small independent schools.

All of last year's U6th got to their desired universities, many to Russell Group institutions.



Co-Curricular

At Mount House pupils benefit from an extensive range of co-curricular activities designed to engage, broaden and test pupils both mentally and physically.

Curriculum enrichment activities at Mount House include Coding, Art Clubs, Film Club, Photography, Dance, Team Gym, Radio Club, Poetry Club, Creative Science, Mandarin, Yoga, Chess, Scrabble, Current Affairs, and pupils additionally participate in a range of musical ensembles, school productions and in external events such as The Duke of Edinburgh Award, Young Enterprise and Maths Challenges.

The school is committed to involving pupils in charitable work and each year they raise large amounts of money for their chosen causes.

Pastoral Care

Pastoral Care revolves around the House system. The school believes in cultivating a growth mindset in our pupils and in preparing them for the pressures of life in the 21st century.

Form Tutors are supported by Heads of House and, in addition, pupils are also allocated their own personal tutor who sees them once a week. Every child is known and treated as an individual and tutors make regular contact with parents to ensure a strong home-school partnership.



THE ROLE

To lead the PE Department with vision and energy in order to promote and develop its reputation for providing sporting excellence and high participation levels across the school. To be responsible for the diverse extra-curricular programme that enables pupils to excel in, co-curricular clubs, music, drama and both team and individual sports. To lead the Department and assume overall responsibility for the teaching, development and administration of PE in the light of the school's whole development plans.

PE & Games Curriculum

PRINCIPAL RESPONSIBILITIES

- To liaise with the SLT in the planning of the PE and Games curriculum across the school
- To produce the department handbook and update the schemes of work for non-examination classes
- To produce of schemes of work for examination classes
- To teach A Level and GCSE PE lessons both academic and practical
- To co-ordinate the organisation of sports fixtures with local schools and be responsible for ensuring the fixtures are recorded in the sporting calendar in a timely manner
- To be responsible for assessment and reporting within the PE Department
- To liaise with the SLT to construct a timetable that maximises the potential use of external facilities and coaches.
- To think strategically about how the sporting provision can be developed and how the fixture list can be expanded.
- To ensure that competitive sporting opportunities are on offer for pupils of all ages throughout the school.
- To play a leading role in developing an Aspiring Athletes programme within the school, liaising with external coaches and clubs to promote sporting excellence for our elite sports pupils
- Co-ordinate overseas sporting tours
- Investigate the school obtaining accreditation for excellence in sport
- Co-ordinate an outreach programme for sport

Initiatives & Developments



Extra-Curricular Activities

- To manage the extra-curricular programme. Ensuring a balance between co-curricular, sporting and creative activities and clubs.
- To encourage staff to provide opportunities in their subject areas and beyond.
- To facilitate the provision of clubs – to manage any clashes to ensure maximum participation.
- To encourage enthusiasm for the programme both amongst the pupils but also within the staff and parent communities.

Administration

- Conduct regular department meetings
- To bid for departmental capitation annually, and ensure that the stock and equipment are itemised in the inventory, well cared for and economically used.
- To be responsible for the Health and Safety within the department, completing annual Health and Safety department assessments, and be aware of updates to current Health and Safety regulations relevant to the PE department
- Oversee cover for the PE department
- Ensure department policies are kept up to date

Staff Development

- To be responsible for staff development within the PE Department and ensure staff are up to date with current educational practice
- Conduct staff appraisals and organise departmental INSET
- To supervise and co-ordinate part-time PE staff

Liasons

- To ensure effective links between Mount House and its feeder Prep School and Primaries.
- Establish links with coaches, local sports clubs and local sports councils
- Establish links with Higher Education Institutions
- Liaise with the school's caretaking staff to ensure the grounds and facilities are fit for purpose

Public Relations & Marketing

- Provide information for the weekly bulletin
- Organise sporting activities for Open Mornings
- Act as a spokesperson for the PE Department promoting and publicising the achievements within the department
- To organise end of term assemblies where colours and cups are distributed
- To consider ideas such as an annual Sports Dinner as part of the Aspiring Athlete Programme
- To attend all parents' evenings promoting the PE department
- To build and utilise contacts to facilitate the possible letting out of facilities to external organisations





PERSON SPECIFICATION

Skills Required

- Leadership skills: the ability to lead and manage people to work towards a common goal
- Decision making skills: the ability to solve problems and make decisions
- Teamwork: the ability to work collaboratively with others
- Communication skills: the ability to make points clearly and understand the views of others
- Self-management skills: the ability to plan time effectively and organise oneself well

Professional Qualifications & Attributes

- Strong subject knowledge
- Enthusiasm for the subject
- High expectations of pupils
- Personal skills necessary to guide, motivate and support both pupils and staff
- Strong inter-personal and communication skills
- Ability to forge effective relationships with external organisations and professionals in support of sport at Mount House
- A creative mind
- Ability to think on a whole-school scale and across the full spectrum of sports

- Excellent administrative abilities, especially efficiency and good organisation
- The ability and willingness to delegate
- Impressive qualifications, including a good degree
- Resonance with Mount House's ethos and values

Personal Attributes

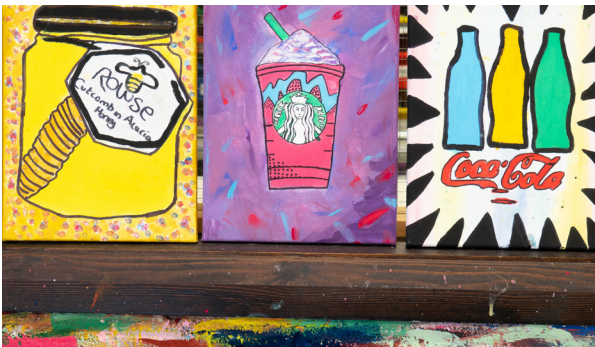
- Stamina and resilience
- Tact and discretion
- Integrity

Experience Personal Attributes

- Experience as a subject teacher covering KS3-5
- Experience of teaching A Level and GCSE in the subject
- Experience of organising or participating in extra-curricular activities
- Experience of participating in or leading a whole school initiative
- Experience of a management role

Attitude/ Approach

- Ability to enthuse children and adults
- Possess a positive attitude and approach to change and development (Essential)
- Flexible and firm with the ability to know when to be either
- Enjoy rising to the challenges inherent in a school environment
- Lifelong learner





TERMS AND CONDITIONS

The Board and Principal recognise the importance of this position. The salary will be competitive and commensurate with the importance of this appointment, and will reflect qualifications and experience.

Dependent children, whom the successful candidate wishes to attend the school, will be subject to the normal admissions criteria and will be eligible for a staff fee concession of 50%.

The role is not pensionable through the Teachers' Pension Scheme although a 7.5% matched contributory pension provision is made available.



HOW TO APPLY

Please complete the application form and return it with a cover letter supporting your application to clerk@mounthouse.org.uk or by post to the School.

If candidates prefer to send their application by mail, it should be addressed to:

Ms Isabel Dolan,
Clerk to the Board of Directors,
Mount House School,
Camlet Way,
Barnet, EN4 0NJ

All applications will be acknowledged.

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your CV and application documentation. Following this notice, any inclusion of your Sensitive Personal Data will be understood by us as your express consent to process this information going forward.

Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.

**The closing date for applications is:
22 February 2019**

Mount House 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 (DBS).




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www.mounthouse.org.uk

 @MountHouseSch

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