



## Feltonfleet School

# Head of Physical Education & Boys' Games

Required for **April or September 2018**

The advertisement in the TES is as follows:

*An outstanding, inspirational and highly qualified PE teacher and boys' sports coach, with proven skills of teaching, coaching and management is sought to lead PE & Boys' Games at Feltonfleet School. Successful, enjoyable sport for all is central to the lives of our pupils. Dynamic, driven team players will help take our School Sport from strength to strength.*

### Feltonfleet School

Feltonfleet is a thriving, co-educational day and boarding prep school located near the A3 in Cobham, Surrey. There are 400 pupils on roll (three form entry from Year 3 upwards), of whom 80 are in the Pre-Prep, Calvi House. The School is set in 30 acres of woodland and grounds, and presents a marvellous working environment. It has charitable status and there is a board of Governors. The Headmistress is Mrs Shelley Lance, who commenced leadership of the school in Jan 2018. There are 45 full-time teaching staff, and a large support team. 65 boys and girls are weekly or flexible boarders. We follow a Monday to Friday routine, with matches for both boys and girls on Saturday mornings.

Feltonfleet enjoyed a highly successful ISI Inspection in November 2012, and an outstanding verdict from Ofsted for our boarding provision. All areas of the school have been refurbished, and a classroom and library building (the Centenary Centre) was opened in November 2004. A major building project at the pre-prep site was opened for use in January 2009. An additional grass pitch, a new floodlit astro turf, a resurfaced tarmac area for tennis and netball, and a new indoor swimming pool were completed during the summer of 2010. Our excellent new climbing wall was installed during the summer of 2011. The Junior School – classrooms for Years 3 and 4 – were completely re-shaped and refurbished last year and a state of the art Performing Arts Centre built, transforming the front of the school.

The approach to teaching and learning at Feltonfleet is exciting, progressive, and challenging, with pupil outcomes at the heart of all planning. Change is eagerly embraced by colleagues and pupils who share a passion for learning, finding new and better ways of doing things, and standards are high. Creativity, thinking skills and

instilling a thirst for independent learning are at the heart of our approach. Traditional and didactic teaching methods would feel alien at Feltonfleet.

The School provides an excellent framework for Staff to provide them with the support and training which they seek for their professional development. INSET and courses are a strongly established culture within the School. The demand for places in the School is considerable.

## **Sport and PE at Feltonfleet**

### **a. General**

Physical Education (PE) and Sport are very strong, and highly regarded throughout the School. Considerable resources have and will continue to be made available for both curriculum PE, and the boys' and girls' Games and Sports programme. We have an established set of values that the school cherishes, and our mission to *'create better athletes.....for life'* appears front and centre of everything we do.

The PE subject team has established a fine reputation for both sporting excellence, and Sport for all in recent years. There is an extensive fixture list in a wide range of activities, and many pupils play at every level. It is our wish that every child should have regular chances to represent the School. Our teams compete and win at national I.A.P.S. level, and in some sports at open national level.

Maintaining a healthy lifestyle, and high levels of pupils' fitness, supported by a key emphasis on skill acquisition, is at the heart of the Games and PE ethos. Feltonfleet pupils are very busy, and in the main keen, enthusiastic and ambitious about their Sport and PE. Our parents place a high emphasis on participation, and quite a number upon the success gained. It is, in every way, a high profile area of our school.

### **b. Staffing**

The DofS oversees the department and sporting profile of the school. The Head of PE & of Boys' Games will work alongside the Head of Girls' Games and also be fully responsible for the management, planning and delivery of curriculum PE. There are also three other PE teachers, who share responsibility for teaching PE in our EYFS. Both the boys' and girls' games provision are staffed by several part time coaches and PE specialists, who come in to school on specified days, to help provide quality coaching throughout all year-groups.

We are also very lucky to have a specialist swimming coach who leads all our swimming most excellently. Several of the academic staff are PE qualified, and nearly all Staff contribute to the teaching and coaching of games throughout the year. The PE Department is supported by four GAP students, often from the Southern Hemisphere. Our Head Grounds man (who has played first class cricket), joined the staff 6 years ago and has made a huge impact on the quality, look and feel of our pitches.

### **c. Facilities and resources**

The sporting facilities and resources available to staff and pupils at Feltonfleet are outstanding. PE is housed within the School sports centre, which was opened in 2000. There is a dedicated office for the PE department in the centre. There is a new indoor swimming pool adjacent to it and substantial changing room space for boys and girls from Years 3 – 8. We have a floodlit astro turf for hockey, netball, tennis and football, a large games field area with three pitches for rugby and football, a resurfaced floodlit tarmac area for tennis and netball and a main cricket square. We have a wonderful exercise trail in our woodland area, and various other facilities such as a refurbished .22 rifle range, an indoor air rifle range, and a dance studio. Resources for PE and games are superb – there is no shortage of equipment or investment in new and replacement resources, playing kit or whatever else is, within reason, required.

### **d. Curriculum PE**

Every child in the School, from Nursery to Year 8, has an hour of PE per week, with sports being offered, including dance, gymnastics, swimming, basketball, badminton, athletics, health related fitness and pop lacrosse. Full use is made of the sports hall and swimming pool and, where appropriate, our other outdoor facilities. PE in the Pre-Prep School takes place in a superb multi-purpose hall at Calvi, and each member of the PE team is involved in delivering the Pre-Prep PE and swimming lessons.

### **e. Sport and Games**

Pupils in Years 5 to 8 (Middle and Senior School) have field games every afternoon except Thursdays, when there is a clubs programme (some of which offer an aspect of games – e.g. softball, girls football and climbing). Games sessions last for 45 minutes on Mondays, Tuesdays and Fridays, and all afternoon on Wednesdays, when a full and busy fixture programme takes place. On Saturday mornings, a number of fixtures are arranged which can involve a number of teams from Years 5 to 8.

A similar arrangement is in place for Years 3 and 4 (Junior School) but they do not play games on Wednesdays. Their games programme is offered on Monday mornings for an hour. They play fixtures on Thursday afternoons. Year 2 in the Pre-Prep have one games afternoon a week, staffed by the PE department, with occasional fixtures with local primary and Pre-Prep Schools on Friday afternoons.

### **f. Fixtures – Boys' and Girls' Games**

Boys play football from September to November, when rugby begins, continuing through to February. At this stage, boys choose between rugby sevens and hockey (with a significant fixture commitment to both). Cricket is the main team game in the summer, along with tennis and athletics. Alongside this, there is a competitive cross-country and swimming fixture programme. Athletics is very strong in the school, as is .22 shooting where the school has enjoyed considerable national success – a genuine 'Centre of Excellence'. The Heads of Boys' and Girls' Games arrange the fixtures and the DofS oversees the staffing in many of these sports. The DofS and

Heads of Games and PE work closely to make sure that all resources are efficiently used. The fixtures programme reflects our commitment to co-education, and should ensure that appropriate levels of challenge are generated through it. Indeed, girls play netball and hockey during the winter and spring term and cricket in the summer. They are equally involved in swimming, cross-country, athletics, tennis and every other aspect of the sports fixture programme. The Heads of Boys' and Girls' Games organise regular (and very keenly contested) section (house) competitions.

### **Job Specification – Director of Sport and PE**

The successful candidate will be a qualified and dynamic PE teacher ready to move into a leadership role, or with existing experience of leading a flourishing PE team in another school, and capable of coaching at least two of the first teams in the major games of Rugby, Football, Hockey, and Cricket.

**a. Accountable**

- To the Director of Sport

**b. Responsible**

- For leading PE & Boys' Games across the School, from Nursery to Year 8.

**c. Key areas of responsibility**

- To play the pivotal role in leading and managing the teams of Boys' Sport and PE Staff, and to be an outstanding role model for colleagues and pupils across the School
- Under the guidance of the Director of Sport, to develop Boys' Sport and PE Staff teams, taking an active interest in their professional development
- To be aware of the new developments and advances in the teaching and direction of PE; to recommend Staff training and development initiatives and to liaise with agencies such as I.A.P.S. and SATIPS and the various governing bodies of sport
- To contribute to the annual strategic development plan for boys' games & PE which aligns with the targets of the annual school development plan
- To plan, shape and deliver a PE curriculum that focuses on pupil outcomes and progress.
- To coach the first teams in at least one of the major sports of football, rugby, hockey and cricket

- To impact as wide a range of boys and girls with their own coaching excellence as possible
- To manage a busy and appropriate boys' and girls' fixtures programme, within the games framework and the Feltonfleet sporting values
- To ensure all the necessary arrangements are made for the staffing of and the required transport for the fixtures programme
- To meet regularly (once a week) with the Director of Sport and the sports department
- To attend all Staff meetings, development sessions and INSET; to play an active role in the Subject Leaders' meetings for PE
- To manage the PE and Boys' games budget, and to plan strategically with the DofS on capital expenditure
- To support, promote and develop the School's excellence in swimming, cross country, tennis and athletics
- To maintain detailed records of pupils for PE, liaising closely with the Assistant Head (Teaching & Learning), the Heads of Lower, Middle and Upper Schools, the SENco, and other colleagues involved in the tracking and monitoring of pupils
- To work with the Head of Learning Enrichment (SENco) and the Assistant Head (Teaching & Learning) in identifying Able and Talented pupils and providing such pupils with opportunities in and out of the classroom for extension and enrichment
- To work with the Director of Sport in identifying Gifted and Talented pupils and provide pupils with opportunities in and out of the classroom for extension and enrichment, and for Scholarship preparation
- To assist DofS in the preparation of pupils towards the Scholarship process, both internal (11+) and external (13+).
- To write reports and represent Feltonfleet Sport at parents' evenings as required; to lead by example in communicating effectively to parents about their children's progress
- To ensure the best possible practice
- To use Information Technology to assist lesson preparation, teaching and reporting, and administration
- To play a full part in the life of the school, both within the sporting realm and beyond.

#### **d. Person specification**

- An outstanding Games coach and qualified PE teacher who will make the most of and build on the many strengths and successes of the existing team
- An exceptional, dynamic and committed teacher, who will inspire high levels of confidence in colleagues, pupils and parents
- A team player, determined to galvanise the Staff teaching in every area of the School's Sport and PE programme
- Committed to the busy day and weekly boarding ethos of the School, including our considerable weekend sporting commitments
- An inspiring personality in and out of the learning environment, and someone whose approach to the pupils' development is innovative and progressive, who makes their learning fun, but who sets the highest standards
- A sense of humour, adaptability, the capacity to inspire confidence in pupils, parents and colleagues, and a real love of teaching the young is paramount. A can do, will do attitude will help identify the successful candidate, and the rewards for a firm, dynamic and enterprising teacher / coach will be significant.

We would be delighted to welcome applications from colleagues currently working in the maintained sector. However, understanding our high expectations, a commitment to working very hard, and clear evidence that you are going to get fully involved in the life of this excellent school is paramount. You need not have worked in a prep school before, but you do need to understand and have empathy with the ethos and spirit of prep schools and independent education. You need to be in full sympathy with all that we are about.

#### **General responsibilities for a teacher at Feltonfleet**

- To promote high quality teaching and learning
- To ensure the classroom is an invigorating environment for effective learning, embracing and celebrating pupils' efforts and performance
- To write termly academic reports, and monitor and evaluate pupils' learning
- To develop open, easy and professional relationships with parents and colleagues
- To maintain and manage the physical resources in the learning area

- To undertake supervisory duties, attend assemblies and school lunch
- To attend staff meetings, School INSET, and attend professional courses to enhance teaching effectiveness and qualifications
- To attend the termly Open Mornings, ensuring Sport and PE are excellently portrayed
- To comply with Health and Safety requirements

### **Other areas of School life**

All teachers appointed to Feltonfleet are expected to contribute fully to the extra-curricular and pastoral life of the School. **Pastoral care** is a strong feature of Feltonfleet life, and there could be the opportunity to share in this responsibility. This might well be as a form tutor, and at some stage as a Year Leader. An interest and involvement in boarding as a house tutor is a requirement for residential staff (i.e. those occupying school accommodation). Weekly and flexi boarding for boys and girls is an important element in the life of the School.

### **Salary and support**

The School is strongly committed to on-going training and development. We offer a formal induction programme, and follow the Government's mentoring scheme for NQTs. Every member of Staff participates in the School's programme of Continuing Professional Development.

The seven point salary structure is based on the maintained sector pay scales plus a Feltonfleet allowance. Salaries are paid according to a seven point scale. An NQT would be placed on point 1 which at current rates is £26,875; a teacher at the top of the scale, point 7, is paid £42,550.

This post offers an exciting opportunity to work in a well-established, developing and ambitious school. At a time when interest in the School, and demand for places is considerable, the future is very exciting.

### **Safeguarding and Child Protection**

The successful candidate will be expected to commit to the following;

The post-holder's responsibility for promoting and safe-guarding the welfare of children and young persons' for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the school's Safeguarding Policy and Child Protection Statement at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or

potential risks to the safety of welfare of children in the school s/he must report any concerns to the school's child protection officer or to the Headmistress.

The successful candidate will be required to provide an enhanced DBS check. In seeking references on short-listed candidates, the school may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

## **Applications**

A brief letter of application and a completed application form should be addressed to the Headmistress, Mrs Shelley Lance as soon as possible.

**Deadline for applications: 9am, Friday 12<sup>th</sup> January 2018**

The Director of Sport would be delighted to talk on the phone to any candidate who would like to know more about the post. He can be contacted by e-mail: [ed.smith@feltonfleet.co.uk](mailto:ed.smith@feltonfleet.co.uk).

Details of the post and application forms are available on the school website - [www.feltonfleet.co.uk](http://www.feltonfleet.co.uk) – or from the Headmistress's PA, Mrs Heidi Tripp - [hmpa@feltonfleet.co.uk](mailto:hmpa@feltonfleet.co.uk) – 01932 862264.

Assessments will take place in the week commencing Monday 22<sup>nd</sup> January 2018.

Mrs Shelley Lance  
(Headmistress)  
January 2018