

# SEVENOAKS SCHOOL

## JOB DESCRIPTION



# Appointment of a Graduate Assistant Sports Coach August 2018





## The School

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for pupils from the age of 11 to 18.

Inspiring facilities, together with expert, enthusiastic and imaginative teaching, provide rich opportunities for students participating in lessons, and a wide variety of sports and the performing arts.

The school's international make-up and outlook promote the principles of tolerance and open-mindedness. About 350 pupils board in the seven boarding houses, and students originate from some 40 countries worldwide.

In 2013 the Independent Schools Inspectorate (ISI) awarded Sevenoaks School the rare accolade of 'Exceptional' for its students' achievement. Sevenoaks was also the highest performing fully co-educational school, and the one with the largest cohort, in the Sunday Times Parent Power's top 50 fee-paying schools for the IB in 2015.

This excellence is achieved by bright, motivated students, inspired by highly qualified and dedicated teachers in well-resourced

classrooms. The school has over 150 teaching staff, well supported by a large number of ancillary staff. A professional pastoral team of specialist tutors, boarding house staff and year heads give care and guidance, promoting student happiness. The mutual respect shared by students and staff generates a harmonious and purposeful atmosphere.

Every pupil is encouraged to be curious, creative, critically aware, and to develop his or her passion and talent to the full. Life is fast-paced, dynamic, and expectations are high. At the same time, the school seeks to cultivate in its pupils the habit of reflecting on their learning, and on how they contribute to society more broadly. Ambitious and principled, confident and compassionate, our pupils are prepared for leadership and teamwork in the wider world.

Regular assemblies, tutor group meetings and a programme of talks help the social and emotional understanding in our pupils, and a long tradition of voluntary service and local and international charity projects advances a core set of values across the student body.

## The Campus

The school is situated in the Kent market town of Sevenoaks, and has a prime position at the top of the High Street. The 100-acre site,



which includes a number of listed buildings, is beautifully landscaped and adjoins the medieval deer park of Knole. London is only a 30-minute train journey away. Gatwick International Airport is also only 30 minutes away, and there are good transport links to other London airports and the Channel Tunnel.

The school's first-class resources and facilities include a superb sports centre (The Sennocke Centre) opened in 2005. A state-of-the-art performing arts centre (The Space), which provides four outstanding venues for music and drama, was opened in 2010. The next major projects currently underway are a Science & Technology Centre and a Sixth Form Global Study Centre, which the school plans to open in 2018, and new boarding accommodation which should be ready for occupation by 2019.

## Teaching at Sevenoaks School

We want all our pupils to enjoy their subjects, to be inspired by their teachers and to become independent, lifelong learners. We have an exceptionally lively, talented and committed staff body. Teachers are enthusiastic and well-qualified graduates. We welcome applications from experienced teachers and newly-qualified teachers but can also provide training including PGCE for those new to the profession. All new staff undertake a comprehensive induction programme.

Sevenoaks is committed to supporting its staff with training and professional development tailored to staff needs and interests.

Teachers at Sevenoaks are innovative and forward-thinking and over 60 staff are involved in the Institutes of Teaching & Learning, Higher Education & Professional Insight, and Service & Entrepreneurship, shaping further development and initiatives for students and staff alike.

## Curriculum

All of the 400-plus Sixth Form students pursue the International Baccalaureate Diploma, a programme the school has delivered for nearly 40 years. The Diploma represents, in the school's view, the best preparation for university and for work in a world of global competition. Even more important, it genuinely develops a rich inner life in our students, opening their minds to connections and possibilities within and across the subject disciplines.

It is no surprise that our students leave Sevenoaks to study a wide range of courses in the UK and around the world. All 210 leaving students each year progress to the world's top universities, including up to 25% to Oxford and Cambridge, and 25 or more students to leading US and international universities. They do so



with an enlarged capacity for independent thought and intellectual risk-taking, a strong appetite for learning, and equipped with the skills and personal qualities conducive to a happy and successful life.

In order to support our ethos and aims, we have developed a number of Sevenoaks School Certificate courses, which students take instead of GCSEs, in English Literature, the Expressive Arts and Technology. The SSCs (which are fully recognised by UCAS) give teachers the independence and creative scope to shape a richly satisfying curriculum. In Years 9-11 all students take courses in critical thinking – Critical Perspectives and Ten Ideas That Changed the World – developed by the school.

## The Physical Education and Games Department

The PE Department is dynamic and ambitious, providing a variety of sports and activities to all students. The Heads of Sports work together as a team under the leadership of the Director Sport. A diverse PE curriculum is taught: Fitness, Athletics and Athletic Development, Net and Wall Games, Invasion Games, Swimming, Striking and Fielding covering a vast number of different sports, and compliment the performance of our Games and Fixture programme which run every afternoon including Saturdays. There are 8 full-time PE

teachers and a number of part-time coaching staff who, along with many academic staff, support and deliver our games programme.

The Sennocke Centre sports building was opened in 2005, providing us with state of the art facilities including a 6 lane swimming pool, double sports hall, 3 indoor squash courts, 3 indoor tennis courts, dance studio and fitness suite. Outdoor facilities include 2 all-weather astro turf pitches, 5 outdoor netball courts, 6 outdoor tennis courts, 7 rugby pitches, 8 football pitches, 3 cricket pitches and an all-weather 6 lane tartan athletics track.

All pupils joining the school in Year 7 take two PE plus one swimming lesson per fortnight. Year 7 and 8 also enjoy 2 games afternoons which will include their fixtures, as well as after school training sessions. From Year 9 onwards students have two games afternoon including their main fixture programme will take place on a Saturday afternoon, with the occasional mid-week fixture.

All Sixth Form students will choose their games sports options from the vast and encompassing programme, and this provides two afternoons of training and fixtures or activity. The presence of almost 200 students with international backgrounds enriches the student body and develops awareness in other



countries and their sporting interests. There are regular sporting competitions to participate in, and several Sevenoaks sports teams have enjoyed progressing through to Regional and National competitions in recent years.

The PE department run a series of tours and trips all over the world which provides unprecedented opportunity for students to enjoy developing their expertise and competing against international students.

## Graduate Assistant and Sports Coach

The successful candidate will be an enthusiastic, well-qualified graduate and a dynamic coach. He or she will be able to lead coaching sessions to develop student skill, fitness and tactical understanding. The candidate will be expected to manage a team for training sessions (during games afternoons and after school practices) and fixtures, providing positive and constructive feedback to students on their performance. Love of the subject and an ability to convey this to students is essential.

In supporting the work of the department, the graduate assistant will foster a strong team spirit, help to develop their skills and look to inspire the students. He or she will also be a good administrator, able to proactively manage given day-to-day tasks in the department efficiently and with initiative. They will be responsible for ensuring that teaching staff are supported with

the necessary equipment for lessons. As such, it is essential that all requirements and regulations for Health and Safety and Child Protection policies laid down by both Sevenoaks School, the PE department and the Sennocke Centre Manager (as appropriate) are adhered to.

We are looking for applicants comfortably confident to deliver in areas such as hockey, netball, rounders, tennis and athletics for girls games, and applicants in football, rugby, cricket, tennis and athletics for boys games.

A commitment to excellent pastoral care and enriching all co-curricular activities is desirable.

## Duration

This role is a fixed term contract, required from 28 August 2018 to 30 June 2019 (inclusive).

## Working Hours

0900 – 1630 Monday to Friday, plus 0900-1630 Saturdays

On some days there may be a requirement for a later finish, balanced by a later start time, but this will be agreed in discussion with management and notice will be given.

Hours worked on a Saturday will be compensated by time off in lieu during the week



## Remuneration

The FTE salary for this role is £19,037. As this role is c0.7 of an FTE, this figure will be pro-rata'd so the pay for the role becomes £13,950, including paid annual leave.

Membership of the school's sports centre and lunches (Monday to Friday and Saturday when the school is in session) are provided free of charge during term-time.

## Accommodation

A furnished studio style accommodation may be available for the duration of this contract at a rental figure to be provided by the Bursar's Secretary. This will be approximately £260 per month (current rate, likely to increase) inclusive of Council Tax and water, light and heat provision. You will be required to provide a deposit in respect of your accommodation, which will be refunded at the end of your occupancy, provided the flat is left in good, and clean, order and no damage has been caused.

## Absence through illness

Any anticipated absence through illness is to be reported to the Director of PE and Sport as soon as possible. Details of sick pay are made available in the statement of terms and

conditions of employment.

## Offer

The successful applicant will be offered the role subject to the satisfactory completion of a number of background checks including but not limited to; an enhanced DBS check, the taking up and verification of references, the verification of career history, and a successful medical examination by the applicant's G.P.

## Child Protection

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

## Confidentiality

You must not make any unauthorised disclosure of information concerning pupils, their parents, staff or the school.



## Application

If you wish to be considered for this role, please complete the support staff online application form at <http://www.sevenoaksschool.org/support-vacancies/>. You are able to email a supporting CV to us, however you cannot replace any information that is required on the

application form, which must be completed in full.

Please contact the Personnel Office at [personnel@sevenoaksschool.org](mailto:personnel@sevenoaksschool.org) or telephone 01732 467 740 if you have any questions about a completed application.