



BURY GRAMMAR SCHOOLS

EMPLOYMENT OPPORTUNITIES

Director of Sport

CLOSING DATE: MONDAY 27TH JANUARY 2020, 9.00AM

"A positive and uplifting environment"

THE GOOD SCHOOLS GUIDE, 2018

A JOURNEY OF EDUCATIONAL EXCELLENCE THROUGH OUR FAMILY OF SCHOOLS

WELCOME

WHY JOIN BURY GRAMMAR SCHOOL?

Bury Grammar School is a forward-thinking, vibrant and modern family of schools. We are proud of our rich heritage and the tradition of academic excellence combined with exceptional pastoral care. Our aim is to offer an outstanding and unrivalled education in which pupils are inspired to work hard, aim high and achieve. We have a strong commitment to retaining the long-held traditions, values and ethos of each of the Bury Grammar Schools, while preparing pupils for lives in an ever-changing world. We take enormous pride in our 450-year history, whilst looking to the future with confidence, openness and optimism. We are proud to be a leading academic school with a big heart.



Bury Grammar School is a dynamic and exciting place to work and employs over 230 staff across a wide variety of roles. Every member of staff employed by Bury Grammar School has an impact on our pupils and we aim to recruit the highest calibre professionals who are passionate about our school aims: Scholarship, Character, Partnership and Enrichment.

We foster strong leadership and management by empowering and involving staff in strategy and decisions. We have an established CPD programme that provides our staff with every opportunity to continue their own learning journey. We recognise that delivering continuous improvement is key to the success of every individual and to Bury Grammar School as a whole and we value all our staff and believe that attracting and retaining the very best people is fundamental to allowing us to continue to develop. In short, we aim to be both an excellent school and an excellent employer.

Most unusually in the independent sector, our pupil roll is growing: our Primary Schools are flourishing and both Senior Schools recently moved from three to four-form entry. Our excellent results are improving still further, the School's reputation is thriving and in 2020 the School celebrates its 450th birthday.

This is the perfect moment to join Bury Grammar School.



BENEFITS OF WORKING AT BGS



At BGS, we value our staff highly and recognise that all our staff are our most important asset. Our aim, therefore, is to ensure that all staff at BGS receive high quality provision for their developmental needs so that the education we provide our pupils is of the highest standard.

The school also seeks to enable those who wish to progress their careers into middle and senior leadership to be enabled to do so whether such opportunities arise at BGS or elsewhere. In addition, we want colleagues to feel empowered to take the initiative, to run with their own ideas and to consider that they are always learning. By having such a mind-set we are role models for the behaviour we want our pupils to adopt.

We pride ourselves on the best support and care for our academic, support and bursarial staff as we believe firmly that a school is only as strong as those working within it.

In addition our staff enjoy the following benefits:

- Pension Scheme
- Induction, support and personal development
- Generous holiday allowance for support staff
- Family- friendly policies
- Complimentary lunch in our Dining Hall
- Free access, at stipulated times, to our extensive sports facilities
- Friendly staff common room and active programme of social activities
- Cycle to Work salary sacrifice scheme
- Access to borrow books from our library
- Fee remission scheme
- Specsavers Corporate Eye Care Scheme
- Free Parking on site
- Pay progression
- Free afterschool club care

"I love working at BGS! There is an inspirational sense of scholarship and history around the whole school which generates great pride amongst its community. My role offers a huge variety of opportunities, not least the chance to work with high calibre colleagues and aspiring, dedicated pupils."

Mr T Seed, English Teacher & Literacy Coordinator

UNIQUE STRUCTURE

Diamond model school

Bury Grammar School is a 'diamond model' school which means that it combines both single-sex and co-educational teaching in the same organisation.

The youngest children are taught in co-educational teaching groups in the purpose-built Kindergarten and Infant School. Pupils are then taught in single-sex teaching groups in separate buildings from Year 3, which continues until the pupils complete their GCSEs, although there is some co-educational teaching. After GCSEs pupils progress into the purpose-built co-educational Sixth Form for their A Level study.

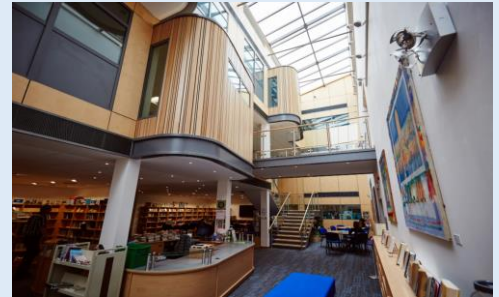
We believe that our model provides the 'best of both worlds' within our family of schools. During the pupils' formative years (between Years 3-11) they have the focus of single-sex teaching and tutor groups which allow lessons to be specifically tailored to their needs.

Pupils are able to mix socially outside of lessons and extra-curricular activities are mixed.



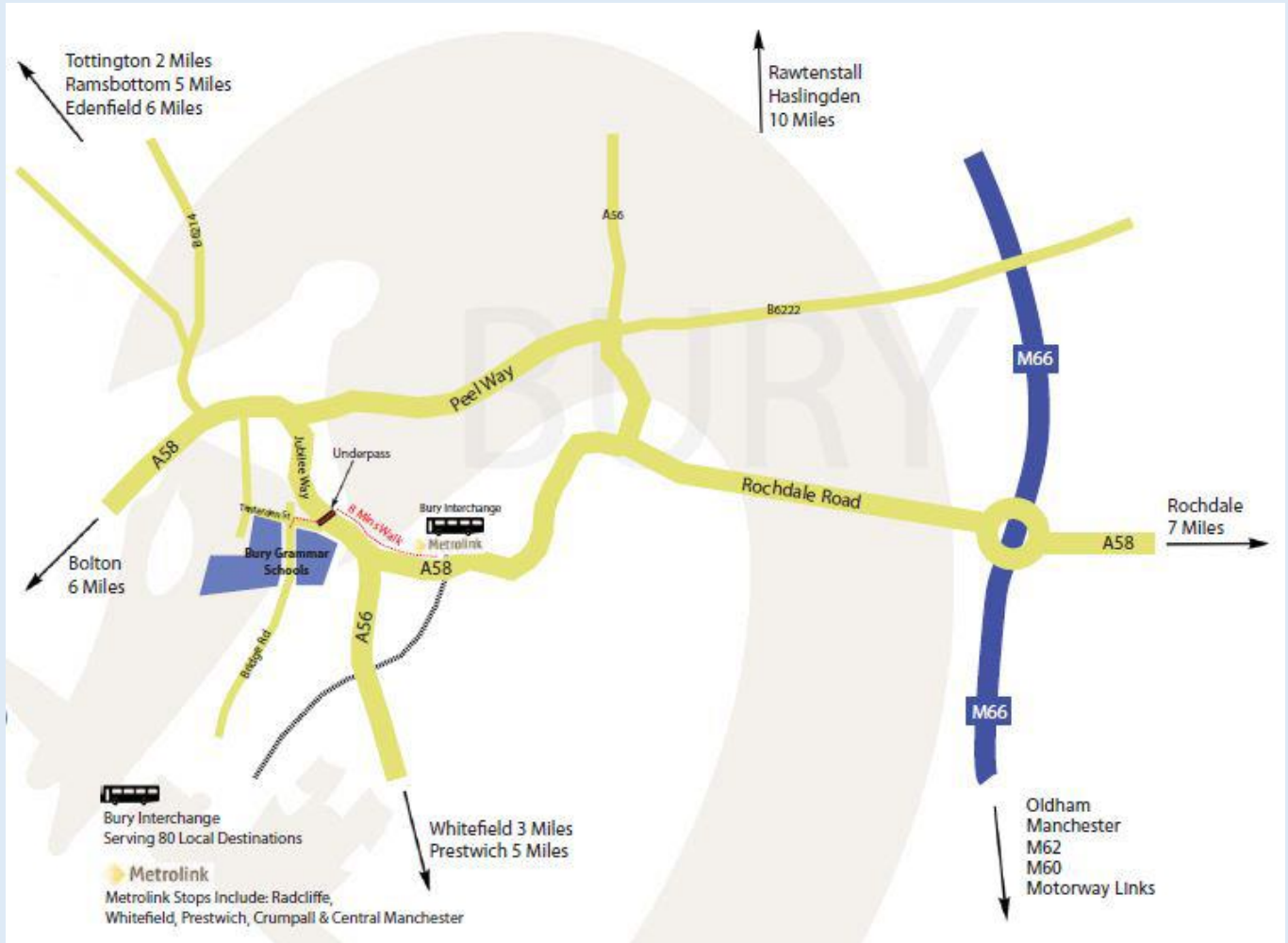
FACILITIES

Bury Grammar School dates back to 1570 but the current campus was established in 1903 and is located in a leafy, 45-acre estate in Bury, Lancashire. Although much of our Girls' Senior School dates back to 1903, we have added to the estate in almost every decade since, ensuring that the School provides a sense of grandeur and tradition along with leading-edge architecture and facilities to all our pupils. The estate allows the School to offer extensive sporting and enrichment activities to all our pupils and provides an ideal learning environment for all academic subjects.



HOW TO GET TO BGS

Our Schools are based in the heart of the Lancashire countryside in the centre of Bury and are very easy to reach with the M66, M60 and M62 just minutes away. It is a five-minute walk from the Bury Interchange.



Bury Grammar School is a leading academic institution and the school of first choice for pupils, parents and staff in the area.

BURY GRAMMAR SCHOOL IS CURRENTLY SEEKING TO APPOINT A

Director of Sport

Salary – Competitive

We are seeking to appoint, from September 2020, an inspiring, committed and enthusiastic Director of Sport. The successful candidate will be an outstanding teacher, passionate about their subject, and must be willing to contribute to the wider life of the school.

The Faculty

Sport at Bury Grammar School embodies the core aims of participation, performance, enjoyment and partnerships. We have a long-standing reputation for sporting endeavour and prowess, and our extensive grounds and superb facilities allow a wide variety of sports to be played on site.

We strive to provide excellent sporting opportunities for all our pupils. We offer a diverse and inclusive programme of activities in which every pupil participates, through our curriculum and extensive enrichment programme. All our pupils are encouraged to try their hand at a range of sports and physical activities, whatever their level of ability. We believe that physical health and well-being play a crucial role in the educational journey of young people, developing leadership, teamwork work, communication skills and self-discipline.

The activities on offer are designed to be enjoyable and to challenge pupils' physical abilities. We believe the impact of school-based sport will never leave pupils, building confidence, developing character and encouraging lifelong participation in physical activity. We believe sport enables our pupils to develop a success mindset – encouraging them to take risks, be compassionate and resilient – preparing them for all that life has to offer beyond BGS; and while winning is not an end in itself, we believe that the efforts by our pupils to be their best will lead them to be successful.

A large number of teams are offered, which provide pupils with many opportunities to represent the School in a wide range of sports at different levels. BGS pupils have been successful at local, regional and national level in netball, basketball, rugby, football, swimming and athletics and many of our pupils attain representative honours, including international selection. Other sports on offer include table tennis, badminton, rounders, tennis, handball and yoga. Essentially, we strive for all our pupils to be physically active whilst at the same time, aspiring to the highest level of elite performance.

The BGS Sports Faculty consists of eleven members of staff. We are committed to enabling our students to benefit from the very best standards of teaching and provide teaching and coaching, before, during and after school. The School utilises external coaches to support our enrichment programme and the newly launched Senior Sport Programme.

The PE curriculum develops physical skill and an appreciation of health-related exercise whilst the games programme introduces pupils to a range of team-based and individual sports. The enrichment programme enables all pupils to further explore, improve and develop their sporting interests and we aim to provide a stimulating, enjoyable and physically challenging programme of sport and physical activity.

Applications

Application is by submission of the School application form and covering letter addressed to the Principal (no more than two sides) in which you refer to the criteria set out in the person specification and outline your vision for the role.

The application form and further details of this post can be found via our school website using this link:
<https://burygrammarschools.breathehr.com/recruitment/vacancies/11435>

Once completed, the application form and covering letter **must be uploaded** onto the school website no later than **9.00am, Monday 27th January 2020**.

Director of Sport

Job Description

Accountable to: Vice Principal

The Role

The successful candidate will be an outstanding sportsperson, teacher and leader (as well as a proven administrator, diplomat, manager and advocate).

They will be responsible, together with the SLT and the PE and Sports Department, for the creation of a strong strategic vision for the benefit of **all** pupils incorporating a culture of health and fitness, recreational activities and competitive sport.

They will be responsible for communicating this vision to members of the department, pupils and the wider School community, and for implementing it and ensuring the highest standards of provision.

In recognition of the significance of this new role, the successful candidate will also be a member of the Senior Management Team of the school and as such will play a significant role in strategic planning for the school and ensuring the visibility of sport in such planning.

Key Responsibilities

Teaching and Learning

- Teaching PE and Games to the highest standard
- Ensuring the highest standards of teaching and learning across the faculty
- Ensuring learning spaces are a safe, orderly and stimulating environment for pupils and are covered by appropriate risk assessments
- Ensure that pupils make excellent progress and leave BGS as confident sportsmen and women no matter their ability or talents
- Lead the implementation of the Sports Leader award in Sixth Form

Leadership

- Provide clear leadership, strategy and cohesion to ensure collaboration across the faculty
- Develop a clear mission and aims for school sport based on a philosophy of a culture of health and fitness, recreational activities and competitive sport.
- Oversee the development of a new and exciting curriculum for ages 4 – 18.
- Setting the highest standards of professionalism and commitment through example and expectation.
- Reviewing the facilities and human resources available to Sport and making recommendations to the SLT for developments.
- Promoting sport and healthy living across the school.
- Improving the level of pupil-engagement in sports.
- Directing and coordinating the different sports, with alignment to the Whole School Calendar.
- Oversight for the organisation of fixtures, training programs and sports tours.
- Having the potential to lead one of the major sports.

- Communicating closely with the school's marketing department and ensuring excellent communications with parents and other stakeholders.
- Chairing department meetings.
- Maintaining a close and cooperative relationship with other departments and Senior Leaders within the School.

Management

- Ensuring the provision of high-quality coaching arrangements throughout the year.
- Maintaining the smooth operation of all aspects of the department.
- Managing the PE and Games budget.
- Ensuring compliance with the school's Safeguarding Policy.
- Coordinating the deployment of resources across the Infant, Junior and Senior Schools.
- Coordinating sports provision at Open Days and Taster Days.
- Coordinating inter-House events such as the Swimming Galas and Sports Days.
- Coordinating co-curricular sports activities and practices.
- Working to ensure all staff and pupils are appropriately attired.
- Updating PE Policies, schemes of work and risk assessments.
- Ensuring the Health & Safety policies and procedures are adhered to.
- Ensuring all sports and activities are covered by appropriate risk assessments.
- Liaise with ground staff.
- Ensure the maintenance and upkeep of the sporting facilities is high priority through working with the Head of Estates.

Marketing and Communication

- Play a leading role in putting Sport at BGS on show to our existing community and a wider audience through the website, newsletter, portals and social media
- Develop the use of IT in streamlining communication with existing parents and pupils
- Develop the use of IT in marketing Sport at BGS and singing about team and individual successes
- Raise the profile of Sport around the campus through keeping up to date noticeboards and displays which link to the department aims
- Work with the alumni and existing community to build and maintain strong relationships with stakeholders

Extra-Curricular

- Plan, execute and monitor a vibrant, inclusive and diverse extra-curricular sporting programme
- Build links in the community and region ensuring BGS pupils achieve competitive success
- Develop systems for the monitoring and reporting of participation in extra-curricular sport
- Develop systems for rewarding and celebrating attendance as well as talent

Whole School

- Promoting the School Aims.
- Upholding school policies, standards and expectations.
- Attending staff meetings, assemblies, whole school events, INSET days, parents evenings.

General Duties

- Work flexibly to meet the Schools requirements including on occasion working in other departments as directed by your line manager. This requirement is likely to be particularly relevant during holiday periods as well as at key events in the School calendar where you may be expected to work evenings or weekends.

- Comply with all School policies and procedures. Within these boundaries, staff are expected to use initiative to resolve problems and address issues.
- Be committed to safeguarding and promoting the welfare of children at all times
- Ensure the quality standards and performance measures applying to your area of work are met and facilitate continuous improvements in all aspects of the post.
- Maintain a safe environment by working within Health & Safety guidelines and being aware of your responsibilities for health and safety.
- Value diversity and promote equal opportunities
- Comply with GDPR and data protection legislation and relevant policies and procedures where applicable.
- Participate in appraisal activities as required. Undertake further training as needed to ensure up to date knowledge and implementation of best practice.
- All Bury Grammar Schools' employees are expected to act as ambassadors for the Schools and promote the organisation and its services positively as well as behave in a manner consistent with the Schools' Values at all times.

Undertake any other duties and tasks appropriate to the grade and character of work as may reasonably be required. The details contained in this job description reflect the content of the job at the date the job description was prepared. However, over time, the nature of individual jobs inevitably changes; existing duties may be lost and other duties gained without changing the general character of the duties or the level of responsibility entailed. Consequently, the Schools will expect to revise this job description from time to time and will consult with the job holder in so doing.

Person Specification: Director of Sport

Qualifications	Desirable/ Essential
• Degree in a sport related discipline	E
• Qualified Teacher Status	E
• Post graduate qualifications	D
• Sport Coaching qualifications	E
Experience	
• Experience of leading change within a whole school context	
• Recent experience of teaching PE and games across KS 2–5 to both boys and girls	D
• Demonstrated outstanding, sustained, and successful experience as a teacher	E
• Knowledge of the PE National Curriculum	E
• Knowledge of accredited PE and Sports awards including the Sports Leader award	E
• An understanding of the needs of pupils with SEND and associated difficulties and a real willingness to ensure that their experience of sport is positive	E
• Experience of working with teaching assistants and other adults	D

<ul style="list-style-type: none"> • Experience of writing detailed schemes of work, producing risk assessments for sports and other departmental policies and documents 	E
<ul style="list-style-type: none"> • Demonstrates clear potential to be a member of the Senior Management Team for the school 	E
Knowledge	
<ul style="list-style-type: none"> • Knowledge of the principles of change management 	E
<ul style="list-style-type: none"> • A clear understanding of what is required to achieve sustainable leadership 	E
<ul style="list-style-type: none"> • A clear understanding of what makes an independent school PE curriculum outstanding 	E
<ul style="list-style-type: none"> • Experience of developing and sustaining a learning culture that has the Every Child Matters five outcomes at its core, including high expectations and standards of achievement 	E
<ul style="list-style-type: none"> • A real understanding of what excellence looks like in an independent school 	E
Skills	
<ul style="list-style-type: none"> • Clear leadership skills 	E
<ul style="list-style-type: none"> • High level of motivation towards excellence 	E
<ul style="list-style-type: none"> • Ability to communicate a vision effectively and inspire others including staff, pupils and parents 	E
<ul style="list-style-type: none"> • A flexible and accommodating approach with a 'can do' attitude 	E
<ul style="list-style-type: none"> • Excellent inter personal skills 	E
<ul style="list-style-type: none"> • Passionate about improving the potential of all pupils through involvement in physical activities 	E
<ul style="list-style-type: none"> • Excellent organisational skills 	E
<ul style="list-style-type: none"> • Conflict resolution skills 	E
<ul style="list-style-type: none"> • Lesson observation skills which identify and bring about improvements in performance of colleagues 	E

GUIDANCE NOTES FOR APPLICANTS

Rehabilitation of Offenders/Disclosure and Barring Service

A criminal conviction will not necessarily be a bar to your employment. Bury Grammar Schools comply with the Disclosure and Barring Service's Code of Practice and will consider the suitability of all applicants on merit and ability.

The Rehabilitation of Offenders Act 1974 entitles people who have been convicted of a criminal offence carrying a sentence of up to 30 months' imprisonment and who have completed the appropriate period of rehabilitation to regard their conviction as "spent". "Spent convictions" can then be regarded as never having occurred.

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, however, exempts certain types of employment such as working in a school from the provisions of the Act. In addition, the Police Act 1997 required Police checks for all posts that come into contact with under 18s and vulnerable adults on a regular basis. Appointment to this post will require the post-holder to undergo checks by the Disclosure and Barring Service before commencing any duties which could bring them into contact with children.

Any information disclosed will be kept in strict confidence and used only in consideration of your suitability for the job for which you are applying. If you fail to disclose relevant information requested at any stage of the recruitment process, then your employment could be subject to withdrawal of contract, dismissal or disciplinary action in accordance with Bury Grammar Schools' policies.

Evidence of permission to work in the UK

Prior to being permitted to commence employment with Bury Grammar Schools, you will be required to produce documentary evidence of your right to work in the United Kingdom. You could provide, for example, either a British passport or a passport or a National Identity Card from an EEA Country or Switzerland; alternatively, a document showing your permanent UK National Insurance Number and your full UK Birth Certificate.

A full list of acceptable documentary evidence is available on request. Original documents must be provided at interview stage. For further information, please refer to the Home Office website: www.bia.homeoffice.gov.uk.

Safer Recruitment

Bury Grammar Schools are committed to safer recruitment and safeguarding pupils. Any appointment will be subject to successful DBS clearance, satisfactory reference and confirmation of medical fitness for the post.

**Bury Grammar Schools welcomes Diversity and is Inclusive of all Cultures,
ensuring all are respected and valued for who they are as an individual, and as a group.**

HOW TO APPLY

Completing your application form

To apply for this position, please complete all sections of our application form. You are also required to complete a covering letter of application, but in Microsoft Word format only. Please do not submit your CV, even to supplement your application as this will not be considered.

Employment

Please give us details of your complete work history since leaving school/tertiary education. This should include information on your current and past employers, job title, dates employed and salary. Please explain any breaks in employment when detailing your full work history. You need to demonstrate clearly how your experience, knowledge, skills and abilities match those required in the job, as detailed in the Person Specification.

Where possible you should give examples of when you have used specific skills and abilities or needed to develop competencies in the relevant areas. You can draw on elements from any aspect of your life, such as education, work, home or community life, as long as you focus on its relevance in comparison to the needs of this job. It is important that you fully complete your application as all shortlisting decisions are based on the essential criteria in the person specification and only those candidates who are the closest match to the identified criteria will be invited for interview.

References

Please give details of 2 referees who can comment on your suitability to do this job. At least one reference must be from your current or latest employer and your references must cover your last three years of employment. It is BGS policy to request references prior to interview and these are verified as genuine.

BGS reserves the right to contact your current or latest employer following the interview and prior to offering a contract of employment.

In providing the names of referees, you are agreeing that Bury Grammar Schools may ask their opinions on your character in relation to this application. These opinions, given in trust, will remain confidential.

General

By signing and returning our application form you consent to Bury Grammar Schools using and keeping information about you, provided by you, or by third parties such as referees, relating to your application or future employment. If you are unsuccessful then your information will be retained for six months from the closing date. If you are successful, then your information will be transferred to your personnel file.

Keeping your information secure

Personal and Monitoring information is treated as strictly confidential and will be dealt with in accordance with the General Data Protection Regulation and our Data Protection Policy.

Assistance with your application

If you need any assistance in completing your application, please contact the HR Department on 0161-696 8600.