



ST MARY'S CALNE

## Director of PE

Full-time, April 2022

A recognised leader in the field of girls' independent boarding education, St Mary's Calne has approximately 360 girls aged 11-18, including 120+ girls in the Sixth Form. Results in public examinations are consistently excellent, with almost all of the girls going on to university, several each year to Oxbridge, to read a wide variety of subjects. As well as innovative teaching, learning and scholarship, St Mary's offers outstanding pastoral care and a vibrant, warm community.

Following a recent review of the PE Department, we are delighted to accept applications for the position of Director of PE.

The Director of PE will have responsibility for the day to day management of the PE department and its staff and for inspiring the strategic development of the department. They will demonstrate a clear vision for girls' sport and PE and will encourage both pupils and staff to achieve high standards of participation and excellence.

The successful candidate will work closely with the Executive Director of Sport who oversees the provision of Sport across the site which includes St Mary's Calne, St Margaret's Prep School and the St Mary's Sports Club.

**St Mary's is committed to safeguarding and promoting the welfare of pupils.**

**Due to the nature of the work involved, the successful applicant will be required to undertake an Enhanced DBS check.**

**We are an equal opportunities employer and committed to ensuring all applicants will be treated in a fair and equal manner and in accordance with the law regardless of gender, marital status, race, religion, colour, age, disability or sexual orientation.**



**Headmistress: Dr Felicia Kirk,  
BA (University of Maryland), MA and PhD (Brown University)**

# THE SCHOOL: ITS ETHOS AND AIMS

St Mary's Calne believes in excellence in all respects. As a school community, we thrive amidst a culture of strong expectations and the education which we provide nurtures and develops the concept of high performance. The principal aim is to develop well-rounded pupils who are equipped to excel as adults.



Whilst the achievement of top quality examination results is a central tenet, since these will be a key passport for the girls in the path to their future careers in the modern world, we seek to encourage everyone (girls and colleagues) to strive for excellence in a wide range of spheres. We aim to inculcate habits for life, enabling the girls to relish the prospect of hard work; to develop and deploy the necessary qualities of perseverance and determination; to learn how to do well; to acquire the belief and self-confidence that they are capable of high performance and success – both in the short term and in the future; to instil a sense of desire and an appreciation that the future, indeed their future, lies within the grasp of their own efforts.

Extra-curricular opportunities beyond the classroom are a vital and integral part of life for girls at St Mary's Calne. They are woven into the timetable during the day, in the evenings and at weekends. We believe that both boarders and day girls benefit from all aspects of the strong boarding ethos of the school.



## BENEFITS OF WORKING AT ST MARY'S CALNE

St Mary's Calne offers an academically enriching working environment within the beautiful Wiltshire countryside, with easy transport links to Bristol, Bath and London.

Excellent and tailored continuing professional development within the department and across the school.

Highly motivated girls with lessons taught in small groups.

Competitive salary and membership of the Teacher Pension Scheme.

Discounted membership of the St Mary's Calne Sports Club

Fee remission for daughters educated at St Mary's Calne and for sons and daughters educated at St Margaret's Preparatory School.

Complimentary meals in the Dining Hall during term time.

Free on-site parking.

St Mary's Calne is an HMC member School. HMC schools are world-leading independent schools. To find out more about what it's like to teach at an HMC school, visit: [www.hmcteachingcareers.org.uk](http://www.hmcteachingcareers.org.uk)



# THE PHYSICAL EDUCATION DEPARTMENT

Sport plays a very important part in life at St Mary's and in recent years the school has enjoyed a strong and improving reputation for success. The Physical Education Department consists of a broad mix of PE teachers and sport coaches under the direction of the Director of PE. We also utilise the coaching and instructing expertise within our Sports Club staff to complement the main teaching team. In addition, there is an independently run highly successful (LTA Regional Winner & National Finalist in 2021) Tennis Academy.

Our PE department's vision for sport is Sport for All with a focus on Process over Outcome. Our focus is on giving the girls the tools to succeed and promoting good physical literacy. The results and outcomes then take care of themselves. It is paramount for us that our Director of PE shares in this vision to help us drive it forward in not only our PE programme, but also in training and competition.

The main winter sports are Lacrosse, Hockey, Netball, with Swimming, Gymnastics and Dance taught to the Fourth Form. Other sports such as Badminton, Basketball, Mountain Biking, Football and Touch Rugby are also experienced during a girls' sporting journey at St Mary's. The main summer sports are Tennis, Athletics, Cricket and Swimming. All members of the department are expected to contribute to the teaching of all age groups.

Riding takes place all year round under the direction of the Equestrian Co-ordinator; girls stable their horses at local liverys and may choose riding as their main sport. In recent years the Equestrian Team has been very successful. The Tennis Academy runs a year-round programme of Private Tennis lessons as paid extras and many pupils take advantage of these lessons.

Teams are run in all age groups for Lacrosse, Hockey, and Netball in the two Winter Terms and Tennis and Athletics in the Summer Term. Team practices, which all members of junior and senior teams are expected to attend, are held at lunchtimes or after school. Swimming is all year round and pupils regularly compete in swimming galas with other schools. Private tennis lessons can also be taken as paid extras. In the Winter Terms, fixtures for Lacrosse are primarily held on Saturday afternoons and fixtures for Hockey and Netball are held mid-week. In the summer, tennis fixtures are usually on a Saturday afternoon, and athletics meets are during the week. We also try to offer some cricket matches for all year groups and these can be either mid-week or at the weekends.

The PE curriculum also runs from Years 7-11. Between Year 7-9 there is a wide range of activities through which the girls rotate over the academic year. These include Swimming, Dance, Functional Movement, Health Related Fitness, Water Polo, Cricket and Lifesaving. At Year 10-11 we offer a performance and well-being pathway, with focus on our teams' sports and elite sporting development in the performance pathway, and a holistic approach to sport in the well-being pathway, including Badminton, Football, Netball, Climbing, Yoga



Dance, Volleyball to name a few of the options. In addition to the compulsory element of the curriculum, pupils are also offered the opportunity to get the Sports' Leader qualification alongside their GCSEs.

A Level PE is offered in the Sixth Form and take up for the subject fluctuates from year to year. The department follows the Edexcel specification with the teaching delivered by three members of the department. Every year pupils go on to study Sports' related degrees at a variety of universities.

Facilities include seven hard tennis courts and netball courts, a full-size floodlit Astro which provides an additional twelve tennis courts in summer, and two grass pitches. The Sports Club provides a sports hall with four badminton courts/basketball or netball court, a dance studio, a fitness suite, and a six-lane indoor swimming pool. There are additional grass facilities off-site where lacrosse matches are played on a Saturday in the winter, and a 400m athletics track with field events that can host meets in the Summer Term.

## THE DIRECTOR OF PE

### Job Summary

The Director of PE will have responsibility for the day to day management of the PE department and its staff and for inspiring the strategic development of the department. They will demonstrate a clear vision for sport and PE and will encourage both pupils and staff to achieve high standards of participation and excellence. Reporting to the Executive Director of Sport, the post holder will form part of the newly formed "Leadership for Sport Team" that will see them working closely with not only colleagues at St Mary's but with peers from the wider organisation that encompasses St Margaret's Prep and the St Mary's Sports Club. The Director of PE will lead by example, by teaching and coaching a broad range of sports and will draw on best practice to ensure that both the curriculum and co-curriculum PE is cutting edge and in line with the aims and ethos of the whole school strategic thinking. They will be passionate leader who is dedicated to girls sport and the unique opportunities and benefits that an all-girls environment can offer.

### Main Responsibilities

#### Management of the Department

- Demonstrate a clear vision for Sport and PE, with the ability to inspire staff and pupils and willingness to promote the subject through a comprehensive and full sporting programme.
- Maintain and develop department initiatives within the school and the wider community and be alert to new ideas that will enhance the education experiences of pupils.





- Lead the department in the review of both curriculum and co-curriculum provision.
- Take a professional approach in the planning, preparation and organisation of lessons and continually monitor and evaluate all sessions, activities and programmes and adapt future delivery to cater for all ages and abilities.
- Develop effective professional relationships with colleagues and ensure effective communication structures across the faculty including chairing regular meetings and leading faculty based CPD.
- Ensure the delivery of a well prepared competition schedule that balances opportunity for a high number of pupils with represent St Mary's at sport whilst not over stretching a particular group of pupils.
- Attend Progress Meetings and follow up on any departmental matters that might arise from these.
- Line manage PE department staff to ensure that lessons and team practices run smoothly and that all aspects are resourced appropriately.
- Strive for excellence in all teaching and learning and enable other members of the department to do the same through professional development and monitoring.
- Oversee the monitoring of, assessing and reporting on pupil progress.
- Ensure the continued professional development of all members of the department, mentoring (or managing the mentoring) of PGCE and ECT teachers in their development.
- Lead by example by teaching a broad range of sports across the school and coaching teams in at least two sports.
- Ensure a safe teaching and coaching environment.
- Liaise with colleagues from a range of different departments and across the wider organisation to ensure there is a careful balance to the co-curricular opportunities the school offers.
- As a member of the Leadership for Sports Team make a positive and constructive contribution to all discussions around strategy and operation of sport and PE at St Mary's, St Margaret's and the Sports facilities.



## Curriculum

- Teach to the highest standard across all year groups, aiming to be the foremost exponent of the teaching of the subject within the department
- Work with the Executive Director of Sport and the Leadership for Sport Team to increase the standard of all sports across all age groups.
- Promote equality of opportunity for all pupils so that their potential is encouraged and developed.
- Ensure the delivery of key cross-sport skills such as agility, dexterity, co-ordination and fitness in Years 7-11.
- Oversee the Sports' Leaders programme and delivery of A Level PE.
- Encourage links with other subjects across the curriculum.



### **Facilities and resources**

- Liaise with grounds and maintenance staff to ensure that all facilities are fit for purpose.
- Ensure that sufficient equipment is available to enable the smooth running of the department.

### **Budget and Administration**

- In collaboration with the EDoS, manage the departmental budget effectively and ensure that equipment required is purchased effectively and efficiently.
- In collaboration with the EDoS, be responsible for the Strategic Development Plan for the Department.

### **Links with the wider community**

- Representing the department at events such as Open Days, Prep School visits etc.
- Promoting liaison between partner preparatory and primary schools and making appropriate use of information provided on transfer.
- Promoting links with the wider community and with organisations abroad.

This list is not exhaustive and the post holder will be expected to perform any other tasks that are reasonably assigned.

## **PERSON SPECIFICATION**

### **Education, Qualifications and Training**

- A degree in a sport related subject or equivalent training and experience
- Leadership and Management qualification (desirable)
- A coaching and/or umpiring qualification in Lacrosse or one of the main sports of the school (desirable)

### **Knowledge and Experience**

- Committed to promoting PE and Sport across the whole school
- To be a positive and professional role model to the girls
- Proven record of academic success
- Committed to educational excellence and the fulfilling of girls' potential
- A commitment to instilling and developing excellence in young athletes
- To be enthusiastic and able to motivate and inspire pupils
- Ability to coach at least two sports from Year 7 to Year 13
- Motivation to work with young people
- High level of emotional intelligence.
- Ability to manage and prioritise use of time
- Willingness to participate in the wider life of a boarding school
- The ability to tutor girls and be pastorally aware of their needs
- The ability to use initiative
- The ability to relate effectively with Staff, pupils and their parents
- The ability to be flexible and work independently
- The desire to develop professionally on a continuous basis
- Prepared to attend internal and external training days
- Previous experience in a management position (desirable)
- Playing or coaching sport at a county or higher level (desirable)
- Ability to coach and umpire Lacrosse (desirable)

### **Skills**

- Passionate leader dedicated to girls' sport.
- Outstanding organisational and administrative skills including a sound knowledge of the Microsoft Office suite of programs, including Word and Excel
- Personal dynamism
- Excellent interpersonal and team management skills.





# EXPECTATIONS OF ACADEMIC TEACHING STAFF

Most importantly, we are looking for an enthusiastic, energetic and well-qualified teacher who will inspire his/her pupils and who can engage sympathetically with young people. He/she will: make an active contribution to the department; stretch pupils of all abilities to achieve their potential; encourage pupils to learn by making the subject taught both interesting and accessible; be innovative and dynamic in order to ensure the effective delivery of the curriculum. Our pupils' success in acquiring new abilities, skills and understanding depends crucially upon the quality of teaching which we are able to offer.



St Mary's School has an innovative approach, incorporating Connected Teaching and Learning. This is based around the seven attributes of a St Mary's learner which seeks to encourage the girls to be: Proactive Learners; Inquisitive Learners; Creative Thinkers; Confident Learners; Collaborative Learners; Robust Learners and Reflective Learners. These attributes are interwoven into all areas of school life. Members of the teaching staff are expected to embrace this culture of being at the forefront of girls' education through, amongst other things, attending regular CPD sessions and demonstrating an openness to new ideas.

All members of staff are expected to commit to the boarding ethos of the school which includes supporting the extra-curricular life, as well as taking on the role of a House tutor within a boarding House on one evening a week. This provides a key interface between the specific academic work of the classroom and the broader life of the boarding community.

In particular at St Mary's, we pride ourselves on our focus on the needs of individual girls. This is underpinned by the tutorial system in which all members of the academic staff play a full part, looking after a number of Tutees in different year groups; these tend to be drawn from the particular House in which each member of staff tutors.



## TEACHING STAFF ROUTINE DUTIES AND COMMITMENTS

St Mary's School holds all teaching staff to the highest standards in accordance with DfE guidance on teacher standards:

'Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up to date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.'

In addition, a full-time member of teaching staff can expect:

- To teach 20 lessons per week; staff are expected to be in school for 28 out of a total 33 lessons so they are available for cover and other duties) this allows staff to have a morning and afternoon off). Part-time staff members are expected to be in school for the same proportion of non-contact time as teaching time.
- To be on the premises to check pigeonholes and daily information boards before the start of school.
- To check email at several points during the day.
- To set and mark work in accordance with Departmental guidance.
- To invigilate, set and mark internal exam papers.
- To prepare girls for public examinations as appropriate.
- To write reports and grade sheets in accordance with the guidance issued by the Deputy Head Academic.
- To be a Tutor to a number of girls up to a maximum of eight.
- To take a share in cover and other duties.
- The equivalent of one day off per week, made up of either one full day or two half days. However, staff should be in school on the first and last day of term, even if this falls on their allocated day off.
- To be a House Tutor with an evening duty once a week.
- Evening, weekend and other duties allocated by the Senior Deputy Head or Deputy Head Pastoral.
- To be in school for the part weeks at the beginnings and ends of terms as CPD frequently takes place at this time.
- To be a member of a Company and attend Company events.
- Cover for absent colleagues as required.
- A salary will be paid at the appropriate point on the St Mary's Pay Scale. For all new members of staff, the first six months of employment is a trial period for both parties. The normal one term's notice to terminate the contract is not applicable until after that period.



All members of staff are expected to have proper regard for the school's safeguarding policy and procedures, including update training. The above applies to part-time teaching staff on a pro-rata basis.





# FURTHER DETAILS AND HOW TO APPLY

Further information about the school may be viewed on the website: [www.stmaryscalne.org](http://www.stmaryscalne.org)

In order to ensure that all applicants are assessed equally and fairly, and to ensure compliance with our safer recruitment procedures, applications will only be accepted on a school application form which can be downloaded from the website or can be sent on request. Please contact:

Mrs Karen Turner  
St Mary's School  
Calne, Wilts, SN11 0DF

Email: [teacher.recruitment@stmaryscalne.org](mailto:teacher.recruitment@stmaryscalne.org)

Tel: 01249 857 338

A fully completed application form, together with a covering letter explaining your vision for the role of Director of PE at St Mary's Calne, should be sent by email to: [teacher.recruitment@stmaryscalne.org](mailto:teacher.recruitment@stmaryscalne.org)

**Email is very much our preferred method of receiving applications** and receipt of an application will be acknowledged as soon as possible.

**Closing date for applications: 9am, Thursday 6th January 2022**

**Proposed date for interviews: Friday 14th January 2022**

All members of staff are expected to have proper regard for the school's safeguarding policy and procedures, including up-to-date training. Extracts from the school's policy are on the following page.

## EXTRACT FROM ST MARY'S CALNE CHILD PROTECTION POLICY

**St Mary's Calne fully recognises its responsibilities for Child Protection.**

We are dedicated to safeguarding and promoting the welfare of our pupils, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation or culture. We follow the child protection procedures set out by Wiltshire's "Safeguarding Vulnerable People Partnership". We understand the need to engage with the Safeguarding Vulnerable People Partnership and the statutory duty to cooperate if the school is named as a relevant agency. We have regard to statutory guidance issued by the Department for Education Keeping Children Safe in Education, 2021. Our policy takes full regard to Working Together to Safeguard Children 2018 (WT), What to do if you are Worried a Child is Being Abused (2015) and the National Minimum Boarding Standards (2015).

At St Mary's we have a 'Nominated Governor' to take leadership responsibility for the school's safeguarding arrangements.

### **What is safeguarding?**

Safeguarding can be defined as promoting the physical and mental health, safety and welfare of all pupils.

Safeguarding is the responsibility of all adults, especially those working or volunteering with children. The school aims to help protect the children in its care by working consistently and appropriately with all relevant agencies to reduce risk and promote the welfare of children.

### **Staff:**

- are advised to maintain an attitude of 'it could happen here' as far as safeguarding is concerned;
- should always act in the best interest of the child.

### **What is child protection?**

Child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm.