



THE CHELSEA NURSERY  
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CAMERON VALE SCHOOL  
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# Recruitment: Primary Sports Lead

December 2023

# Cameron Vale School

Cameron Vale School is a prestigious independent preparatory schools for approximately 70 pupils aged 4 to 11 years old. It has an excellent reputation for delivering an outstanding all-round education, including successful entry and scholarships to many of London's top senior schools. It is an exciting time of change and growth for the school, with the addition of a Baby Room as part of the 50 week nursery, The Chelsea Nursery, which takes children from 6 months to pre-Reception.

Our staffing team are critical to the school's continued success and the school has made some excellent recent appointments. We are delighted to have welcomed our new Headmistress, Mrs Alison Melrose, to the school in January. She has an outstanding track record including founding Prince's Gardens Preparatory School, being a member of IAPS and ISA as well as Headship at Broomwood Hall and working with the Cognita, the global schools group. We have recruited a new Head of EYFS who also joined the team in January.

Cameron Vale is part of Forfar Education, a specialist school investment and advisory business, which partners with and manages schools across the world, supporting them to become outstanding centres of excellence for pupils of all ages to learn and grow. Forfar Education is committed to working in close partnership with school leadership for the benefit of all pupils, celebrating each school's identity and strengths.

# Cameron Vale School

## **Location**

The School is located just off the King's Road in Chelsea, easily accessible by foot, bus, tube and train.

## **Facilities**

The School is based in a tall Victorian House with a small outdoor garden for playtimes. Cameron Vale has recently opened a new nursery floor which is a welcome addition in the local community.

## **Pastoral care**

The School is renowned for its nurturing ethos and the care of each individual pupil, an approach that underpins the success that pupils show in all areas. Our highly dedicated staff aim to produce happy, polite and academically successful pupils.

## **Co-curricular activities**

We offer a wide range of activities with after-school activities and clubs for older pupils and wrap-around care for those attending The Chelsea Nursery.

## **Destination of leavers**

Each year, Class 6 leave for well known London day schools as well as boarding schools, with a growing number of scholarships. Many leave for Francis Holland, St Pauls, Wetherby and Godolphin & Latymer.

# Cameron Vale School

The aims of the school and ethos are:

- Providing a warm, happy, family atmosphere
- Ensuring all children are valued and cared for as individuals
- Providing a challenging educational experience through a broad, balanced and enriching curriculum
- Offering high quality teaching that motivates and inspires children to develop a lifelong love of learning
- Encouraging children to be curious, creative and independent and not be deterred by challenge or failure
- Promoting our 5 Cs; curiosity, courage, collaboration, creativity, critical thinking, reflectiveness and ambition
- Celebrating success and achievement
- Generating opportunities for leadership



# The Role: Primary Sports Lead

- Reports to: Headmistress
- Working Hours:
  - Term-time & INSET: Mon to Fri 8am to 5pm
- Holiday:
  - An hour for lunch
- Benefits:
  - Cycle to work scheme
  - Staffroom, tea and coffee
- Salary: dependent on experience
- Permanent role

# Main Responsibilities and Duties

## **The Sports Lead will:**

- Lead sport provision across the school and links with local schools
- Plan, prepare and teach PE and games across the school
- Manage additional staff attending sports lessons
- Be a role model for students, inspiring them to be actively interested in PE
- Make an impact on the experience young people receive through PE and sport
- Assess, record, report on progress / attainment of pupils
- Prioritise and manage time effectively, ensuring continued professional development in-line with the role
- Contribute to a full and extensive extracurricular programme and holiday club provision
- Manage, coach and officiate sport teams
- Teach according to pupils' educational needs
- Have a clear vision / focus
- Be passionate about the subject and communicate well with young people
- Maintain discipline in accordance with school procedures
- Lead on healthy living, mental health and wellbeing and holiday sport provision/ clubs
- Curriculum innovation to broaden access to sport for example, skiing, climbing
- Develop links across the schools group
- Lead organisation of residential trips

# Main Responsibilities and Duties

## **Provision of cover teaching:**

- Providing instruction, managing the classroom environment, and promoting student learning in the absence of the regular classroom teacher
- Line Manager: Assistant Head - Teaching and Learning

## **Duties and Responsibilities:**

- Teaches scheduled classes. Prepares a written summary of work completed
- Assumes all duties and responsibilities of the absent teacher
- Follows the teacher's written lesson plans. Consults with the SLT and/or staff to resolve questions and/or concerns
- Makes the absent teacher aware of special situations or problems encountered
- Upholds board policies and follows administrative procedures
- Implements effective pupil management procedures. Maintains high standards and upholds the student conduct code
- Develops and maintains a positive learning environment
- Works cooperatively with staff and parents
- Incorporates the effective use of available technology

# Main Responsibilities and Duties

## **Duties and Responsibilities:**

- Upholds computer technology acceptable use policies
- Respects personal privacy. Maintains the confidentiality of privileged information
- Takes precautions to ensure staff/student safety. Does not leave students unsupervised
- Supervises non-classroom duties when assigned
- Accepts personal responsibility for decisions and conduct
- Performs other specific job-related duties as directed

## **All staff will:**

- To work with the Headmistress, SLT and other colleagues to build positive working relationships
- To represent the school and communicate its values to a range of audiences
- Work alongside colleagues in planning, adjusting and delivering learning activities
- Attend school events as appropriate.
- Job descriptions are intended to give individuals clear guidance of what the job entails, but they rarely capture every detail of the role. The School reserves the right to require you to perform other duties that are reasonable, from time to time, and it is a condition of your employment that you are prepared to do this.

# Person Specification

## Experience

- Be able to motivate and inspire a team
- Have strong drive for delivery
- Have excellent problem-solving skills
- Be results oriented
- Have eye for detail
- Have excellent communication skills,
- Have commercial acumen and negotiation skills,
- Be able to manage a budget,
- Have strong organisational skills,
- Have excellent record keeping skills,
- Take pride in delivering a high standard of work,
- Be willing to go the extra mile,
- Previous school experience is desirable

# Safeguarding

The School is committed to safeguarding and promoting the welfare of children and questions will be asked at interview to assess the suitability of candidates to work with our children. A copy of the school's Safeguarding and Child Protection Policy is available to download from the School's website.

All appointments are subject to a satisfactory enhanced Disclosure & Barring Service check (including a check against the Children's Barred List) and other pre-employment screening. This includes receipt of at least two references satisfactory to the School, medical fitness, qualifications check where relevant for the post, the right to work in the UK, an identity check and a self-declaration of childcare disqualification. Please see the enclosed Safer Recruitment Policy for further details.

All appointments are made in accordance with our Equality policy and applicants should let us know of any special needs they may have.

# Application Process

Candidates are required to submit a completed application form together with a supporting letter outlining the extent to which they can demonstrate their ability to do the job and meet the criteria indicated. An application pack can be downloaded from the school website.

You should provide details of two referees and one must be your current or most recent employer. References will be taken prior to interview unless specifically requested.

**Applications will be considered as they are received therefore early applications are encouraged. Short-listed candidates will be contacted and asked to attend an interview soon after. Employment will commence, subject to the satisfactory completion of all pre-employment checks, as soon as possible after this.**

## Further Information

If you require any further information please contact Mrs Alison Melrose, Headmistress on 020 7352 4040 or email [head@cameronvaleschool.com](mailto:head@cameronvaleschool.com)

# The Forfar Schools Group




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