



# CLAIRE'S COURT

## Application Pack

**Head of Girls' Sport**

Required for September 2023

# Our School

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Our curriculum extends far beyond the basics and offers a myriad of opportunities and stimuli. Our students experience an education which equips them really well for life in an ever changing, fast paced and challenging world.

At Claires Court our aim is to develop our boys and girls to succeed in life and we achieve this by having a strong and coherent learning philosophy, called the Claires Court Essentials. This is underpinned by our Key Values and together they help develop happy young people with deep feelings of self-worth and self-belief. As an all through diamond structure school, we offer girls and boys the unique opportunity to thrive in surroundings that suit their learning and social needs best.

It is our job as educators to ensure that we provide multiple opportunities which enables access for children, builds a have-a-go mentality and develops interests in diverse areas. Whatever a child's starting point in life, developing their internal motivations to succeed is the most effective way of ensuring they will be successful as learners and collaborative members of their society.

## **Junior & Senior Girls (4-16) Nursery (co-ed 3-4+) Sixth Form (co-ed 16-18) College Avenue**



## **Junior Boys (4-11) The Thicket, Maidenhead Thicket**



## **Senior Boys (11-16) Ray Mill Road East**



# The Role

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Claires Court has a worldwide reputation for sporting excellence; we are the only school to have won both male and female events at Henley Roya Regatta and have produced medal winning Olympians and adults with a lifelong love of sport. The successful candidate will build up on these achievements and develop Claires Court sport to the next level.

We are seeking to appoint a dynamic, enthusiastic and passionate Head of Girls' Sport at Claires Court School to join our highly committed and professional team. The post would suit a practitioner who is committed to raising standards at all levels and enthusing pupils through their passion for teaching and coaching sport. This is a full-time post from September 2023. Both experienced PE teachers and current Heads of Sport are encouraged to apply.

To be successful in this role, you must be:-

- Suitably qualified with QTS, with a sport science or sports related degree.
- A passionate sport enthusiast with the ability to inspire students, staff and parents.
- Able to maintain and develop a culture of excellence across a range of sports.
- Capable of consistently delivering excellent lessons across KS3 – KS5.
- Experienced at developing an extra-curricular programme that caters for both elite sport and mass participation.
- Engaged with the school's ethos, thinking creatively and reflectively within an open, honest and hardworking team.
- Ready to utilise the benefits of an independent curriculum that is innovative and flexible in terms of delivery and content.
- Appreciates the benefits of using digital technology in teaching and learning.

Above all, you must want the very best for our pupils and be prepared to put their needs first. In return, we offer a positive working environment, with supportive colleagues and regular opportunities for professional development and training. Additionally, our timetables, class sizes and school culture support a healthy work-life balance.



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# Job Specification

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## Job purpose:

The Head of Sport has responsibility for all senior girls sport (including Girls Sixth Form) within Claires Court School. This outstanding practitioner will lead our team of teaching staff and coaches to develop sporting excellence and participation across all disciplines, but particularly Netball, Hockey and Athletics.

To be an effective professional, committed to personal and professional development, who demonstrates thorough curriculum knowledge and can teach and assess effectively so that pupils achieve and thrive at school.

## Key responsibilities:

- Strategic vision for girls sport at Senior Girls (including Girls Sixth Form)
- Achievement of excellent academic results
- Staff development and management
- Health & safety
- Partnerships internally and externally
- Teaching
- General

### Strategic vision for girls sport at Senior Girls (including Girls Sixth Form)

- Develop and maintain an engaging vision and strategic plan for the Girls Sports department and to put Claires Court girls sport on the map as the best in the region. To include:
  - Active engagement in sport and physical activity for all regardless of ability levels.
  - A performance programme that exploits the links with local and regional sports excellence
  - Develop effective student programmes
  - A well-balanced competitive fixture programme across the main sporting disciplines
  - Lead on inter-house sporting programme
  - Lead an engaging and well attended extra-curricular programme
  - Outstanding touring opportunities for all ages, to include joint tours with Senior Boys
  - To lead by example of excellence both in school and locally within our network of schools
- Create a detailed and aspirational Department Improvement Plan each year and work with the Headteacher and leadership team to ensure progress is made against the agreed outcomes

### Achievement of excellent academic results

- Ensure there is excellent teaching and learning across both practical and academic PE
- Ensure there is excellent tracking, monitoring and interventions to support pupil progress
- Ensure there is excellent verbal and written communication between the department and parents

- Work closely with the Deputy Head Academic, to ensure all students are making excellent progress

#### Staff development and management

- Proactively develop an effective team of teachers and coaches, to enable girls sport to thrive
- Support ongoing progress of each member of the sports department utilising Continuous Progress Meetings (CPM).
- Ensure the department produces an exemplary set of written reports for each report cycle
- Ensure there is an excellent dance show, sports awards evenings and events to bring together our parent community
- Ensure that adequate cover is in place for sports sessions when sports teachers or coaches are absent for fixtures, training or sickness
- Effectively line manage PE department sports instructor to ensure facilities and transport bookings are accurate and up to date.

#### Health & safety

- Ensuring that the safety of pupils and staff within departmental areas complies with the School's Health and Safety Policies
- Adhering to the policies of the School, in particular policies relating to the safeguarding of children
- Ensure sports staff receive appropriate (and are up to date with) training/retraining to maintain compliance

#### Partnerships

- Work in partnership with all divisions of the school to ensure sporting excellence
- Partner with 'Heads of Sport' in the continued development of the Sixth Form Sports Development Programs
- Contributing, wherever appropriate, to the wider life of the school, including evening/weekend extra-curricular and trips
- Be prepared to represent Claires Court at relevant association conferences and meetings and within our network of local schools
- Work closely with the facilities, events and marketing departments to plan and coordinate day to day sporting activities
- Oversee engagement with social media

#### Teaching

- Teaching Staff must also have regard for the Teachers' Standards as set out by the Department for Education.
- Contribute to the whole school aims, values, policies and practices especially those in relation to the pastoral care of pupils.
- Lead and/or support through participation in extra-curricular activities.
- Effectively teach students of all abilities planning, preparing and delivering engaging and challenging lessons which enable all students to make good progress in their learning.
- Use a range of appropriate classroom management strategies to maintain high levels of behaviour and discipline and deal promptly and effectively with misbehaviour in accordance with school policies.

- Where appropriate, use ICT in preparation and delivery of lessons, in the tracking and reporting of pupils and in accordance with the general professional expectations of teaching staff.
- Recognise each student as an individual, for instance liaising with the SENCO and EAL co-ordinators and supporting the gifted and talented.
- Write and deliver regular reports on pupil progress to parents and guardians, giving clear and constructive feedback in accordance with school policies.
- Develop own teaching practice, and support colleagues' development, in line with whole school initiatives.
- Be responsible for identifying and participating in further professional development and continuous INSET as appropriate/required to maintain a thorough and up-to-date subject knowledge and wider developments relevant to your work\*
- Attend staff meetings, pastoral meetings, open evenings and parents' evenings (and other functions of a similar nature) as deemed necessary by the Headteacher and/or Senior Management Team.
- Undertake any additional responsibilities, including cover work and participation in the school's arrangements for continuous performance management, as required by the senior leadership team from time to time.

#### General

- Work safely for own protection and the protection for others (see also Health and Safety policy).
- Be responsible for safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security.
- Complete and attend all safeguarding and child protection training as required by the school.
- Ensure compliance with the requirements of the General Data Protection Regulation (GDPR) and the School's Privacy Notice for Staff.

(\*NB: this is in addition to the in-house INSET sessions held at the beginning and end of each term which all staff are expected to attend in accordance with the published staff term dates calendar)

Due to the nature of the work the post holder will be engaging in regulated activity with children.

*All responsibilities outlined in this job specification are subject to review and change from time to time.*

# Person Specification

The School will seek evidence of the following criteria from:-

- Application form
- Letter of application
- References
- Interview
- Qualification certificates

Education, training and qualifications	Essential	Desirable
Qualified to degree level in Sport Science or sports related discipline, holding QTS in the appropriate subject and age range.	✓	
Experience or qualifications in Strength and Conditioning training		✓
Leadership	Essential	Desirable
Ability to maintain and develop a culture of excellence across a range of sports	✓	
Evidence of leading an exciting extra-curricular programme that caters for both elite sport and mass participation	✓	
Passion, credibility and charisma to inspire students, staff and parents	✓	
Evidence of recent coaching achievements	✓	
Knowledge and understanding	Essential	Desirable
High level of subject knowledge and current senior curriculum requirements.	✓	
Thorough understanding of current education policies and practice, in particular relating to Safeguarding and Health and Safety.	✓	
Experience	Essential	Desirable
Evidence of success in both practical and academic PE, across KS3-KS5	✓	
Experience of sports performance at a high level	✓	
Experience of playing hockey to a high standard or have National Coaching Qualifications		✓
Skills	Essential	Desirable
Create a happy, challenging and effective learning environment.	✓	
Able to teach pupils of all abilities and ages to a high standard, utilising excellent classroom teaching skills to enhance pupil learning.	✓	

The ability to deliver the curriculum in an imaginative and exciting way.	✓	
Personal qualities	Essential	Desirable
Still actively participate in sport outside of school		✓
Show kindness and empathy towards all.	✓	
Strong communication skills to effectively communicate with staff, parents and pupils.	✓	
Good team player, willing to make a full contribution to the work of the department and the extra-curricular programme.	✓	
Committed to the protection and safeguarding of children and young people.	✓	
Understands and is willing to uphold, the core values of Claires Court.	✓	
Well organised with high expectations of achievement and behaviour.	✓	
Must be willing to comply with all School policies and procedures.	✓	
Other		
Ability to travel other sites, as required.	✓	



# Further Information

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## EQUAL OPPORTUNITIES

It is the policy of Claires Court Schools to ensure equality of opportunity for all members of staff, both teaching and non-teaching.

## SAFEGUARDING STATEMENT

We are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo Child Protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

In addition to an assessment of their ability to perform the duties of the post applied for, candidates invited to attend for interview should expect further discussion relating to safeguarding and promoting the welfare of children.

## PRE-EMPLOYMENT CHECKS

In accordance with our Recruitment of Ex-offenders Policy, you are advised that all posts within the School will have the opportunity for unsupervised contact with children and therefore all shortlisted candidates will be required to complete a self-declaration form to declare any convictions, cautions, reprimands or final warnings that are **not "protected"** as defined by the [Rehabilitation of Offenders Act 1974 \(Exceptions\) Order 1975 \(as amended in 2013\)](#). This is regardless of whether any such convictions, caution, reprimand or final warning is considered 'spent' or 'unspent'.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are "protected" and not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the [Disclosure and Barring Service website](#). **Having a criminal record will not necessarily bar you from working with us:** this will depend on the nature of the position and the circumstances and background of your offence(s).

## APPLICATIONS

To apply, please download an application form from our website. Completed application forms may be emailed to [recruitment@clairescourt.com](mailto:recruitment@clairescourt.com) (no agencies, please). Alternatively please post completed forms to the following address:-

HR Department  
Claires Court Schools Ltd  
1 College Avenue  
MAIDENHEAD  
SL6 6AW

**Applications must be received by 8am on Wednesday 22 March 2023. We plan to interview on Thursday 23<sup>rd</sup> or Friday 24<sup>th</sup> March 2023. Please apply early as applications will be considered upon receipt; we reserve the right to interview/appoint prior to the closing date.**

NB: CVs will not be accepted in place of an application form, but may be submitted as additional supporting documentation.



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# CLAIRE'S COURT HR

1 College Avenue  
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[www.clairescourt.com](http://www.clairescourt.com)

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