



Sidcot School

Job Description and Person Specification

Director of Sport (Full Time)

Sidcot School

Sidcot School is a friendly, high achieving co-ed, day and boarding, independent school (3 to 18) set in 150 acres of glorious North Somerset countryside just south of Bristol. It is a place where children learn to be insatiably curious about the world and develop the confidence to live adventurous and purposeful lives.

Sidcot dates from 1699, when it was established as a Quaker School. In 1808 it opened its doors to non-Quakers whilst remaining under Quaker auspices. The school offers full boarding facilities as well as very good day scholar facilities. Fewer than half the total enrolment of over 550 students are boarders, with a majority being in the older age ranges. Sidcot is a mixed ability school with a skew towards the upper end of the ability range. Sidcot has been growing over the last few years and student examination results have been excellent at both GCSE and A level. A typical class size is about 15 to 18. Sidcot School is an International Baccalaureate World School and we have been successfully teaching the IB Diploma alongside A levels since September 2007.



The School is housed in an interesting range of buildings near Winscombe, North Somerset, the oldest of which date from about 1838. The facilities include a modern Junior School, a well-stocked library, specialist areas such as a science block, Health Centre, and a large purpose built Arts Centre.

At the heart of the School is the Cullis Sports Centre with 25m indoor swimming pool, large sports hall and recently refurbished fitness studio and gym. We have several acres of playing fields for rugby, football cricket and athletics, hard standing tennis and netball courts and a brand new full sized floodlit Astro turf. In addition we have a new 3G training pitch which can be used for rugby and football. The school has its own equestrian centre and provides lessons in partnership with a local riding school as well as on site liveryes.

Teaching at Sidcot means joining a group of like-minded professionals who value the school as a place where they can truly help children develop and grow.

For further information on the school, please visit our website at www.sidcot.org.uk.

Sport and physical activity at Sidcot

In 2015 we commissioned a consultant to look into our PE and sport provision, the Sports Centre and our Equestrian Centre. Following the publication of that research we appointed a Director of Sports Development to oversee the development in those three key areas and to put forward a strategic plan for the future of sport at Sidcot. The Director of Sport role is the next step in that process and there will be a planned and phased transition, with the Director of Sports Development stepping down in 2018. The Sidcot PE & Games Department currently consists of five members of staff (1 full time, 4 part time). There are also two graduate interns assigned to the department each year to assist



with delivery of PE, Games and extra-curricular activities. The Director of Sports Development is currently acting as the Head of Department.



Over the last 12 months we have spent a considerable amount of time reviewing our whole school curriculum to see how it meets the demands of an increasing complex and complicated world for our students beyond school. This has resulted in the production of the 'Sidcot Learning Wheel', a pedagogical approach that links skills, character traits and values to subject knowledge. We have also adopted the work of Carole Dweck and Guy Claxton in embedding growth mind-set and learning power into our teaching and learning.

We are aware that sport per se isn't for everyone, however we are also aware that the mastery of fundamental movement skills and fundamental sports skills increases the chances of young people enjoying and participating in sport. Just as learning the alphabet is necessary to read, the development of fundamental movement skills and sports skills is crucial if young people are to feel good about physical activity. We endeavour to deliver a curricular, co-curricular and extra-curricular programme that looks at developing the life skills of our students, rather than purely sport specific attributes.

We are great advocates of 'Sport for All', however this should not be confused with winning not being important, on the contrary, the processes involved in winning and achieving success are extremely important to us and we very much believe in the self-confidence that can be built in students.

Curriculum and Co-curriculum

The Sport Faculty is successful throughout the school, helping every child reach their fullest potential through combining capability development and direct sporting skill acquisition. The Sport team works closely together in a supportive and collaborative way, making good use of each other's strengths in delivering a balanced programme of physical activity and sport through the School (Junior and Senior) as well as GCSE and A Level PE. All students below the Sixth Form receive both a Physical Education lesson and have a games session per week

PE in the Junior School is focused on delivering the 'real PE' philosophy and approach and this skills based approach is followed through into the Senior School with the addition of activities such as swimming, trampolining and gymnastics. There is a focus on strength and conditioning and health related fitness through a range of mixed activities.

During Games sessions we focus more on a programme of major games which includes rugby, football, cricket and athletics for the boys and netball, hockey, athletics and rounders for the girls. In all these sports, and others including swimming, basketball, cross-country, rugby 7s, equestrian and biathlon, fixtures against opposing schools are arranged. Practices and fixtures take place during the week, although there are also matches played on weekends throughout all three terms. We have developed sound protocols around fixtures ensuring we keep a sensible balance regarding the demands required of students throughout daily school life.



We have recently introduced a compulsory Sixth Form Games session on Wednesday afternoons, equivalent to a double lesson, which provides an opportunity for team practices in major games, but also provides a range of more recreational activities including dry slope skiing, Zumba, yoga and badminton.

A varied programme of extra-curricular activities is provided by the team to enrich the core teaching of PE and Games. We also have a number of specialist coaches that support our activities programme as well as a management team to run our very busy Cullis Sports Centre.

As part of the role for the successful candidate you will be expected to oversee our Sports Scholarship programme, developing a specialist programme of lectures, workshops and mentoring provision for the scholars.

The Post

We are seeking a well-qualified and enthusiastic full time Director of Sport who would play an active role in contributing to the development and future success of sport and physical activity at Sidcot. The successful applicant would be able to deliver engaging and stimulating lessons to the full range of abilities. You will provide professional leadership to ensure the highest standards of teaching and learning are developed and maintained. There is the need to teach right across age range and the ability to teach GCSE and A Level PE is essential. Sidcot is proud of being an international school so an awareness of the needs of students, some of whom are learning in a second language, is a significant aspect of the post, especially at Post 16. The ability to work as a member of a supportive team is very important, as is the willingness to continue to develop teaching styles and to regard education as a lifelong learning experience for the teachers as well as the students.

The ability to coach at least two of the major boys' games of rugby, football, cricket and athletics would be a considerable advantage.

The Director of Sport will work with The Director of Sports Development in the first instance and be responsible to the Deputy Head (Academic) for the delivery of the curriculum and to the Deputy Head for co-curricular and extra-curricular sport, games and physical activities.

General Duties

A general contribution to the work of the rest of the school across the ability and age range is expected. This includes attendance at school functions and parents' consultations. There is considerable emphasis on extra-curricular activities at Sidcot, and some day, evening and weekend duties are required from all main professional grade teachers. All staff are expected to undertake some evening duties, as well as a share of the weekend duty and activity responsibilities. Main professional grade teachers will have a tutorial group and a share of cover arrangements for absent colleagues. These duties are included in the Sidcot salary scale and they are carried out pro rata by part time staff.

Remuneration

Remuneration is at the appropriate point on the Sidcot scale points 1 to 6 (£23,546 to £34,000), UPS 1/2 (£36,760/£38,088) depending on qualifications and experience, plus a Management allowance of £7,011. The children of staff may be educated in Sidcot Junior School and Sidcot School at reduced rates, subject to satisfying our standard Admissions criteria.

General

This is an excellent opportunity for someone who wishes to join a thriving boarding and day school, in one of the most attractive regions of England. Sympathy with the aims and principles of the Religious Society of Friends (Quakers) is essential. We welcome teachers and students of all faiths or none.

The successful candidate will be asked to apply for Disclosure at Enhanced level. Further information about the Disclosure service can be found at www.gov.uk/disclosure-barring-service-check or by contacting the Disclosure and Barring Service (DBS) on 0870 9090811.

The postholder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he or she is responsible, or with whom he or she comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy at all times. If in the course of carrying out the duties of the post the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he or she must report any concerns to the School's Child Protection Officer or to the Headmaster.

The appointment will commence on 1 September 2017

Application

A fully completed application form and a supporting letter addressed to the Headmaster, Iain Kilpatrick, should be emailed to jobs@sidcot.org.uk. The closing date for receipt of applications is 12:00 on Monday 20th February. Shortlisted candidates will be contacted within one week of this date and we hope to be able to conduct interviews during the week commencing 27th February.

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Job Description and Person Specification

Director of Sport (Full Time)

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Title:	Director of Sport
Summary of the role:	This is a Teaching appointment, with a leadership role.
Reporting to:	Deputy Head (Academic) and Deputy Head
Line management responsibility for	Teachers and staff within the Faculty
Main duties and responsibilities:	<p>The main elements of the specific post may be considered under the following headings, although this list is not exhaustive:</p> <ul style="list-style-type: none"> • Work with the Director of Sports Development in the first instance to maintain a constantly evolving strategy for the development of Sidcot Sport, articulated in the school and department development plans. • To represent and promote Sidcot sport within school and through social media. • Be a presence around the school on match days, meeting parents and reinforce the prominence and importance of sport at Sidcot. • Work with the Weekday Activity Co-ordinator to ensure a full range of extra-curricular sports and physical activities are offered. • Develop and deliver the major games we offer, during curriculum time and in the running of teams. • Actively contribute to the extra-curricular programme. • Be an advocate of and promote 'Sport for All', creating a balance and breadth of provision and avoiding elitism, within school and to the parent body. • Without compromising the above, strive to attain county/national levels of achievement. • Oversee the progress and contribution of all Sidcot Sport Scholars/Gifted and Talented students. • Ensure there is a consistency, as appropriate, across all sports with regard to things such as core values, principles of play and coaching philosophy.

	<ul style="list-style-type: none"> • Take responsibility for overseeing the organisation of all whole-school sports events, e.g. Sports Day, Swimming Gala, Celebration of Sports dinners, tours etc. • Support the deployment and development of graduate interns. • Work alongside the Sports Centre management team to make best use of the facilities for internal and external use. • Liaise with local and regional sports clubs and National Governing Bodies.
<p>Line management duties and responsibilities</p>	<p>There are eight academic Faculties in the Senior School. Some of these, for example the Humanities Faculty, are groupings of several smaller departments. Given below is a generic Head of Faculty Job Description:</p> <p>Leadership:</p> <ul style="list-style-type: none"> • to be responsible for all matters concerning the operation of the Faculty, including the line management of staff assigned to the Faculty; • to provide leadership to Faculty staff and to ensure that the school’s educational policies are implemented within the Faculty; • to endeavour to ensure that each student within the faculty is given full opportunity to realize his or her potential in the subjects studied and to ensure that the subjects within the Faculty are valued by students; • to endeavour to ensure that each member of staff in the Faculty feels valued and is given the opportunity and the resources to enable him or her to realize their professional potential, within the constraints of available resources; • to endeavour to ensure that the Faculty remains a centre of excellence within the school and contributes fully to the academic and non-academic life of the school at all levels; • to uphold Quaker values within the Faculty. <p>Teaching:</p> <ul style="list-style-type: none"> • To undertake teaching and pastoral duties as is consistent with your position in the School, including the teaching of students from a wide range of ages and abilities. <p>Curriculum and Assessment:</p> <p>Working with Heads of Department, Subject Leaders and teachers as appropriate within the Faculty:</p> <ul style="list-style-type: none"> • to be responsible for the drawing up of Schemes of Work for every stage of the school, giving details of materials and methods; • to ensure that these programmes are carried out, evaluated and modified where necessary; • to be responsible for entry of new pupils into classes; • to represent the Faculty on the Academic Board; • to liaise on Curriculum matters relevant to the Faculty with the Junior School;

- to maintain a system of assessment that accords with the policy of the School and the needs of the subjects within the Faculty;
- to monitor the progress of all pupils in Faculty subjects with a view to understanding the effectiveness of the teaching and the efficiency of the learning and to modify programmes where required;
- to monitor particularly the progress of pupils who show exceptional promise or display problems in learning or of behaviour;
- to devise and implement policies to meet the needs of these pupils;
- to ensure that Faculty/Departmental records of pupils' progress are maintained;
- to implement Faculty/Departmental policies to ensure that all pupils achieve satisfactory results in public examinations;
- to monitor and analyse public examination results closely and recommend appropriate changes in syllabus or in strategy to the Deputy Head (Academic) and the Headmaster.

Appraisal and Training:

- to carry out annual appraisal of staff in the Faculty in accordance with the school appraisal system. Where numbers of staff in Faculties are large, some appraisals may be delegated to Heads of Department in consultation with the Deputy Head (Academic);
- to be aware of new developments in methods, content and materials;
- to discuss with the Deputy Head (Academic) their implications and to implement them where suitable;
- to monitor the training needs of the Faculty, undertaking to meet these personally where possible or recommending appropriate INSET opportunities to the Deputy Head (Academic) and the Staff Development Tutor;
- to have special responsibility for the support and guidance of inexperienced teachers and those who have been recently appointed to the School;
- to integrate ICT into the Faculty curriculum as appropriate.

Administration:

- to hold Faculty meetings when required and to record recommendations made and to communicate them to the Deputy Head (Academic) and the Head;
- to be responsible for the drawing up of an annual Faculty budget, incorporating Departmental Budget budgets as appropriate and presenting it to the Director of Finance;
- to monitor expenditure on a monthly basis to ensure that it is kept within agreed budgets;
- to authorise invoices and expenses claims forms where they draw on the Faculty budget;
- to redistribute funds within the Faculty agreed budget, in response to unforeseen needs;
- to take reasonable steps to ensure that there is no misuse, damage or loss to school property within their Faculty;
- to ensure that his/her Faculty adheres to good practice regarding the registering of attendance and the maintenance of teacher records of work;

	<ul style="list-style-type: none"> • to be responsible for his/her Faculty submissions regarding public exam entries; to be responsible for his/her Faculty submissions regarding staff timetables; • to ensure that, wherever possible, each teacher in the Faculty is given the opportunity to teach the full range of classes, in terms of ability and of curriculum level; • to ensure that annual Faculty staffing is planned in as efficient a way as possible for the benefit of the school; • to provide information about the Faculty as required by the Deputy Head (Academic) or the Head, including annual reports. <p>Working with Heads of Department and Subject Leaders as appropriate (the authority, but not responsibility, for these may be delegated in line with existing Head of Department and support staff roles):</p> <ul style="list-style-type: none"> • to have responsibility for ordering materials and controlling stock; • to draw up a stock list of books and materials and update this annually; • to ensure that correct health and safety procedures are carried out in his/her Faculty, as laid down in the established School guidelines; • to ensure that the Departments within his/her Faculty are represented at Health and Safety Committee Meetings. <p>Other: To carry out other appropriate duties from time to time which the Head or Deputy Head (Academic) may reasonably assign, which are consistent with the Head of Faculty's other duties and take account of his/her workload.</p>
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You may also be required to undertake such other comparable duties as the Head requires from time to time.

Person Specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<p><i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i></p> <ul style="list-style-type: none"> • Graduate in a relevant discipline • Qualified Teacher Status 	<p><i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i></p> <ul style="list-style-type: none"> • Other professional qualifications as relevant to the post 	<ul style="list-style-type: none"> • Production of the Applicant's certificates • Discussion at interview • Independent verification of qualifications
Experience	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role</i></p> <ul style="list-style-type: none"> • Teaching experience in both Junior and Senior settings • A previous successful leadership role 	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i></p> <ul style="list-style-type: none"> • Background of representative sport as a player/coach • Experience of working in an Independent Boarding School • Experience of Pastoral Care of students • Experience of leading students in extra-curricular activities 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references

<p>Skills</p>	<p><i>The skills required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Excellent leadership skills • Excellent teaching/coaching skills • Able to work well in a team • Highly organised and motivated • Willing to engage fully in the extra-curricular life of the School • Good motivator and able to generate enthusiasm for their subject area • Able and willing to meet deadlines and targets set by managers 	<p><i>The skills that would enable the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Extra-curricular interests and a willingness to share them 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references
<p>Knowledge</p>	<p><i>The knowledge required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Excellent subject knowledge • Knowledge of effective teaching strategies and pedagogy eg. AfL 	<p><i>The knowledge that would enable the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Other relevant training, for example in safeguarding, careers education, etc • A regional and national network of professional sports contacts 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references

<p>Personal competencies and qualities</p>	<p><i>The personal qualities that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Supportive of the Quaker ethos and principles • Emotional resilience in working with challenging behaviours • Positive attitude to use of authority and maintaining discipline 	<p><i>The personal qualities that would assist the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Good sense of humour 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references
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