



Lingfield

COLLEGE

Nursery | Prep | Senior | Sixth Form



Lingfield College Recruitment Pack

PE Coach Prep School

www.lingfieldcollege.co.uk

Welcome

Thank you for your interest in working at Lingfield College Nursery & Prep.

As the Head of Prep, I am delighted to introduce you to our fabulous school, made special by the wonderful children, supportive parents and hard-working staff.

I am incredibly proud of the work that we do here daily. We have a huge responsibility to ensure our children get a rich and diverse education. Our school is one where children are nurtured in a family atmosphere, where they are given every opportunity to flourish, learn, create and grow as individuals.

We are a very happy school. The relationship between staff and students is exceptional; although very busy, it is a pleasure to work and study in such a friendly environment. Expectations of teachers and pupils are high, but this serves both to stimulate achievement and provide reward.

I hope you find everything you are looking for on our website to help you decide if Lingfield College is the environment you would like to work in. If you have any questions, our HR department will be happy to answer them for you.

We look forward to welcoming you.

Jacky Shackel

Mrs Jacky Shackel, Head of Lingfield Prep



Our School

Lingfield College is a vibrant and successful all-through independent co-educational school for over 940 pupils aged 2–18 years. The school has a strong academic ethos. Results in recent years have been outstanding, and the curriculum is broad, relevant and innovative. There is a wealth of extra-curricular activities available, and the students are encouraged to make full use of them to develop their own individual strengths and personalities. We work alongside the pupils and their families as a connected and diverse community dedicated to a mutual goal of creating a happy learning environment for our pupils.

Our Aims

- To be a safe and trusted foundation for our pupils to achieve their individual academic, social and creative potential.
- To cultivate the skills, knowledge, self-awareness and academic credentials our pupils will need to confidently meet the challenges of our rapidly changing world.
- To instil and nurture a strong sense of social responsibility, moral justice and environmental awareness so our pupils can positively contribute to a sustainable and just society.
- To guide each child in the discovery, delight and development of their unique gifts, talents and character.
- To create and sustain an inclusive and contemporary school culture, where diversity, difference and individuality are recognised and celebrated.
- To prioritise physical and emotional wellbeing across every facet of our school community.

Lingfield, Surrey

Lingfield College is set within a beautiful 40-acre campus located on the outskirts of Lingfield Village in Surrey and close to the borders of Sussex and Kent. It is a delightful place to live in, with the countryside on your doorstep but with vibrant towns and the coast all within reach.

It is also a convenient distance from both London and Brighton with easy transport links.

The standard of living in the area is deemed attractive and sought after. Students and staff travel to the school from a wide area, from both rural and urban settings.



Our Educational Vision

A Lingfield education goes beyond the academic and that is something we pride ourselves on. Our innovative academic curriculum is underpinned by the development of skills, attributes and mind-sets that will help students find success in an increasingly unpredictable future, and support them in becoming effective learners. This approach is complemented and reinforced by our wide-ranging co-curricular and pastoral programmes, and aims to prepare students to flourish in a rapidly changing world. The skills, attributes and mind-sets have been carefully chosen and given formal Lingfield College definitions so that all staff, students and parents can share in the collective vision.



Job Description

The Role :	PE Coach Prep School
Reporting to :	Head of Prep School Sport

Key Responsibilities

Main Responsibilities

- Help deliver PE and Sport during the Games afternoons for Years 3,4,5 & 6.
- Be able to coach, umpire and be responsible for running a team in fixtures/tournaments against other schools in a variety of sports, which may include some of the following: Football, Netball, Hockey, Athletics and Cricket.
- Promote the general progress and well-being of individual pupils and of any class or group of pupils in your care.

Assessment and Planning

- Provide oral and written feedback from lessons and fixtures.
- Assist with short term planning on Games afternoons.
- Review, Induction, Further Training and Development.
- There will be opportunities to take part in courses and inset training as required for CPD.

General Responsibilities

- Ensure the safety and well-being of children and young people at the School by adhering to and complying with the School's Safeguarding and Child Protection Policy at all times.
- Attend Open Day as required.
- Attend training and staff INSET sessions organised by the School to provide a consistent approach across the entire School staff population.
- Adhere at all times to Health & Safety legislation, and all departmental policies and procedures, to ensure the safety of you and colleagues as well as pupils, staff and visitors.
- Carry out any other reasonable duties as requested by the Headmaster.

The job description sets out the duties of the post at the time it was drawn up. The post holder may be required to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level or responsibility entailed.

This is a common occurrence and would not justify a reconsideration of the grading of the post.



Person Specification

Qualifications

- Good level of general education including GCSE Maths and English at Grade C or above, or equivalent
- Training or qualifications in a sports specific or sports related course (desirable)
- Coaching qualifications (desirable)

Knowledge and Experience

- Experience in coaching children in sports activities
- Good subject knowledge of a wide range of sports
- An excellent sports practitioner
- Committed to supporting sports participation
- A role model for students

Skills and Abilities

- Excellent organisational skills
- Good written and oral communications
- Proven ICT skills to include Word and Excel
- Ability to relate to all staff within the School, build effective working relationships and exercise tact and diplomacy
- Ability to drive a minibus or willing to obtain a minibus driving licence
- Able to work on own initiative to a high standard, to prioritise conflicting demands and to deadlines
- Enthusiastic, self-motivated and a supportive team player
- Flexible and open to change
- Patience and a sense of humour
- Be physically fit and in good health

Terms & Conditions

- Salary discussed at interview dependent on qualifications and experience.
- Hours of Work: Wednesdays and Thursdays, from 12.30pm to 5.00pm term time only, with the possibility of some flexibility within these hours. Extra hours may also be available.
- Pension: Nest Pension Scheme.

The Process

Please complete an application form to and return it to the HR Manager, Lingfield College, St Piers Lane, Lingfield, Surrey, RH7 6PN or email hr@lingfieldcollege.co.uk



hr@lingfieldcollege.co.uk

By email



HR Manager,
Lingfield College, St Piers Lane,
Lingfield, Surrey, RH7 6PN

By post

Closing date:

Applications should arrive no later than 9.00am on Wednesday 13th September 2023. Interviews will be held week commencing 18th September 2023.

Lingfield College is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check via the Disclosure and Barring Service. At Lingfield College we uphold fundamental British values and expect all employees to do the same. Lingfield College is an Equal Opportunities Employer.