



WOODHOUSE GROVE SCHOOL

I am Grovian

**Director of Sport
September 2017**



General Information

Woodhouse Grove is situated on a beautiful 70-acre campus within easy reach of Leeds and Bradford. The School provides a first class all-round education for boys and girls, day pupils and boarders alike. Day pupils are drawn from a wide and well-populated catchment area both within and beyond the West Yorkshire (Leeds and Bradford) conurbation. The School runs several bespoke bus services at the start and end of each school day and benefits from a recently opened railway station situated across the road from the School campus.

Since 1996 the School has grown from 750 to its current total of 1000 pupils (aged 3 to 18) and has a Sixth Form of more than 200 students. It has benefited from substantial capital investment in recent years that has significantly improved the School's teaching, sporting and performing arts facilities.

The School has an enviable reputation for meeting the needs of a wide range of children, including the top 5% of the ability cohort and those with specific learning needs. An acknowledged centre of sporting excellence, pupils from Woodhouse Grove regularly achieve places in county, regional and even national teams, and in recent years, the School's 1st XV won the Daily Mail Trophy and the 1st XI won the National Schools' Twenty20 Cricket Championship. As well as sport, the School has a thriving and well respected tradition of performing arts with several major productions and concerts throughout the year.

Woodhouse Grove is both academically ambitious and academically sensitive. The School routinely achieves outstanding results from a non-selective intake, meeting a range of learning needs in its well established Learning Support Unit, and provides an excellent academic education that means its leavers regularly succeed in their applications to the most successful universities, including Oxford and Cambridge, as well as preparing students for more vocational options available at colleges of Further Education. At A level the School usually achieves a 100% pass rate with >80% A*-C and >60% A*-B. At GCSE the pass rate (A*-C) usually exceeds 90% with >40% A*/A.

Woodhouse Grove's junior school, Brontë House, opened in 1934 and the pre-prep (Early Years) department, Ashdown Lodge, opened in 1993. Academically our results at KS1 and KS2 are consistently well above national expectations and class sizes are kept small to give the children the individual attention that they need. The junior school offers a wide range of extracurricular opportunities for all the pupils.

Automatic entry to the Grove from Brontë at 11 is attractive to many parents and offers real continuity of provision from 3-18. Approximately 50% of Year 7's join directly from Brontë House, the rest from a wide range of local state and prep schools with whom the school enjoys very positive relationships. In addition to Brontë House, Woodhouse Grove has oversight of a coeducational prep school, Moorlands, in Leeds.



From its foundation in 1812, Woodhouse Grove has been a Christian school in the Methodist tradition. It was established by the Methodist Conference for the sons of itinerant Wesleyan ministers. Today it is placed by the Methodist Conference under the control of the Methodist Independent Schools Trust (MIST).

The Christian ethos is expressed throughout Woodhouse Grove in the School's concern with individual character and commitment, its programmes of religious, personal and social education and its public contribution through charity work. Pupils are encouraged to be honest, caring and conscientious.

All pupils are encouraged to take part in clubs and activities outside the classroom. Some of our pupils are involved in the Duke of Edinburgh Award Scheme; which provides a range of experiences of life beyond school with opportunities for expeditions locally and further afield.

Such travel is an important part of educational experience: from outdoor education days to international sports tours; from field trips to language exchanges; from development education trips to ski trips. During lunch periods, after school, in the evenings and at weekends, the Grove is a hive of co-curricular activity. As well as sports fixtures and training sessions, there are House competitions (involving six houses, mixed day/boarding), orchestras, bands, choirs, dance, art, design & technology clubs and more besides.

Woodhouse Grove's commitment to the development of the whole person demands a proper balance of work and play and the School's splendid setting and committed staff encourage this.



*When you nurture
a child's confidence,
achievement follows.*



Overview

Woodhouse Grove is renowned for its proud sporting tradition and has a regional and national profile in a number of sports. The School's Sports Centre houses a comprehensive selection of facilities, offering its pupils a wide range of sports and activities.

The Sports Hall is used for badminton, basketball, cricket nets, five-a side-football, hockey, netball, tennis and volleyball whilst the Centre also houses a multi-gym, aerobics studio, fitness suite, fencing salle – and the 25m Jubilee Pool.

The School also has two squash courts and a climbing wall. Our extensive outdoor sporting provision includes grass pitches, netball courts, outdoor cricket nets and pitches, tennis courts and a state-of-the-art floodlit (World Rugby approved and FIFA 2* elite standard) 3G pitch.



Some of the facilities have been made possible by the School's partnerships with local and other sports clubs. This includes a strong partnership with Bradford City AFC whose 1st team, Youth and Academy teams train at the Grove.

Significant numbers of pupils gain district, county, regional and international schools' and youth honours year on year, in both our **Performance** sports and **Development** sports, along with **Foundation** activities on occasion.



The School has an established pathway and culture for supporting pupils on National Governing Bodies and Regional Academy programmes, both in our school sports and also in wider activities. Our facilities, links with elite clubs and Governing Bodies, along with a curriculum and appropriate staff support, have enabled pupils to pursue elite level commitments alongside their studies in a diverse range of sports, including rugby, cricket, netball, swimming, diving, athletics and tennis.

Rates of development vary and pathways similarly so; the typical and prescribed route is not always the only way. Top-level performers enjoy post School development at leading universities and professional clubs, as well as Scholarship opportunities in the USA in a range of sports and activities.

*I am more than
just academic. I am
everything I want to be.*



Job Description

Job Title: Director of Sport

Responsible for: Leading the Sporting Programme at Woodhouse Grove School

Responsible to: Headmaster

Background

After 24 distinguished years as Director of Sport, and following on from his energetic work as Chairman of the Old Grovian Association, and his unprecedented two years continuous service in this role, Roger Howard has been afforded the opportunity to head up the Woodhouse Grove Charitable Foundation Trust; which will have a number of charitable arms, one of which will be to raise money for bursary places at Woodhouse Grove. As a former pupil who has benefited from a Grove education, and who believes education to be a liberating force, this is an opportunity Roger could not pass up. It is in this context that the role of Director of Sport now becomes vacant.

General

The School seeks to appoint a Director of Sport from September 2017, to lead and manage all aspects of physical activity at Woodhouse Grove School. This will be an outstanding opportunity for a forward thinking and innovative individual.

Vision

The Director of Sport will work with the Headmaster to clearly identify the success criteria for the future of PE, Sport and physical activity in the School. The appointed person will be expected to have a clear, and wide-ranging, vision for a coherent and modern programme of activities, which will impact positively upon all pupils. Once agreed, this will be widely communicated. Such vision will recognise the impact of a changing demographic, in terms of the boy/girl mix in younger age groups, and clearly define the desirable future place of sport within the School.

Leadership

The Director of Sport will be the figurehead of sports activity, and the constant ambassador of its values, both within the School and beyond. (S)he will be expected to engage persuasively with pupils, parents and colleagues, and to promote positive attitudes to sport and exercise throughout the School community. Through convincing leadership, it is expected that the Director of Sport will create and support an environment in which all pupils will participate enthusiastically, and many will seek to excel.

Management

There will be considerable management responsibility. There is a team of twelve specialist teachers, two assistants, one cricket professional and considerable coaching contribution from the wider Common Room, in addition to a range of visiting coaches. The School has onsite facilities and a substantial budget. The appointed candidate will be expected to manage people, programme and resources efficiently.

Quality Control

There is a Teacher in Charge of each of the School's Sports. The Director of Sport will work closely with these colleagues to ensure that all programmes consistently support the School's priorities, in terms of both performance and participation. This will require oversight of the competition offer, to ensure this is appropriately ambitious and wide-ranging, and relevant to all pupils. Additionally, the School seeks to ensure that able and motivated pupils have the best environment in which they are able to strive to be the best that they can be. Such quality assurance will be an important part of the development of a changing pupil demographic. The Director of Sport will be responsible for the quality of delivery of non-examined PE teaching and Games coaching throughout the School, together with the professional development of all colleagues involved in this.



Job Description cont

PE and Games Programme

The Director of Sport will take the lead in developing and maintaining an industry-leading programme, which will reflect the most recent thinking in PE and Games. The appointed person will manage a programme, which builds a strong culture of health, fitness, and physical literacy. It will encourage wide participation – in a range of games and activities – and seek excellence in high performance. The School gives prominence to traditional games, in which large numbers of children participate enthusiastically and for which the School has justifiably gained a national reputation. It is keen to maintain this focus, whilst also providing meaningful physical experiences for those not involved in team games. The PE and Games Programme of the Junior School, Brontë House, is line managed by the Director of Sport, and there is the opportunity to create a coherent, developmental programme throughout the 3 – 18 age range.

Communication

The Director of Sport will build and maintain excellent communication mechanisms, both internally and externally, using a wide variety of channels. The School seeks to build strong relationships with parents and the wider world of sport. Clear and frequent communication, not just of the logistics of the programme, but also the underlying philosophy and rationale, will be an important feature. Sport must fit seamlessly into the wider operation of the School, and high quality communication will support this. The Director of Sport will be a strong personal advocate of the benefits of sport and exercise, and a tireless ambassador for both the School and its Games Programme.

The School enjoys wider partnerships with external organisations such as Yorkshire Carnegie RFC, Yorkshire CCC and Bradford City AFC, who use the School as their training base. Nurturing, developing and expanding such relationships and partnerships will be an integral part of the Director of Sport's role.

Teaching and Coaching

The appointed person will be a qualified, experienced and inspirational teacher. An ability to contribute to the Examined PE (GCSE and/or BTEC) programmes would be desirable, though is not essential. Credibility as a coach of one or more of the School's **Performance** sports is also highly desirable: it is anticipated that the appointed person will coach school teams in each term, though not necessarily the School's top team in any sport. The successful candidate will need to contribute to the School's programme of Saturday fixtures in term-time either at **Performance** level or across the ability range, and there will be the opportunity to take part in overseas tours with School teams during the school holidays.

Emergency Contact

The Director of Sport acts as the main emergency contact (a mobile phone is provided) for all School sports fixtures.





Person Specification

The Director of Sport will have a challenging and varied role and a major part to play in all significant Woodhouse Grove sporting developments and future strategic planning. Hence, we are looking to appoint a person of vision, energy and experience. In particular, the successful candidate should have, and be able to demonstrate, the following:

Measured by A: Application form B: Interview C: Task

Leadership - A, B

- Excellent and proven ability to manage a team
- Able to motivate and empower others in order to reach agreed goals
- Able to maintain high standards with clear boundaries and a light touch
- Able to take charge of situations, and make and act upon decisions

Strength of Character - A, B, C

- Resourceful, flexible, energetic and determined
- Able to display resilience in challenging situations

Planning and Organisational Skills – A, B

- Proven ability in organising and scheduling events, activities and resources
- Proven track-record of high quality record-keeping and administration
- Experience of managing a budget
- Proven ability to work under pressure

Strategic planning skills - A, B, C

- Able to demonstrate a broad-based view of issues, events and activities, and a perception of their longer term impact or wider implications

Persuasive Communication - A, B, C

- High standards of written and oral communication
- Able to influence and convince others, both individuals and groups, in a manner which results in acceptance, agreement or behaviour change

Action Orientation - A, B, C

- Proactive and dynamic
- Able to demonstrate a readiness to take initiative and originate action
- Able to work independently or as part of a team

Interpersonal Sensitivity– A, B

- Proven ability to interact with others in a sensitive and effective way
- Warm, caring and approachable; able to get the best from others
- Consistent and straightforward in their dealings with others

Teaching & Coaching Experience - A, B, C

- Credibility as a coach of one or more of the School's **Performance** sports
- A qualified, experienced and inspirational teacher
- Contribute to the School's programme of Saturday fixtures in term-time
- Experience of dealing with pastoral and disciplinary issues

Suitability - A, B, C

- Must be suitable to work with children
- An understanding of safeguarding processes





The Application Process

Candidates should complete their application form electronically and email it to the Headmaster's PA (gilks.tv@woodhousegrove.co.uk) addressed to Mr James Lockwood, Headmaster. There is no need to submit a CV.

Application Form

Applications will only be accepted from candidates completing the application form in full. CVs will not be accepted in substitution for such forms.

Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind overs, including those regarded as 'spent', must be declared.

The successful applicant will be required to complete a Disclosure from the Disclosure and Barring Services at the appropriate level for the post.

We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.

If you are currently working with children, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not working with children but have done so, in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or DfE Children's Safeguarding Operation Unit.





The Application Process cont

Invitation to Interview

If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children.

The interview process for this role may include the requirement to teach a lesson, coach a games session or to undertake relevant activities.

All candidates invited to interview must bring documents confirming any education and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc.). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

We will provide full information about the documents to confirm identity required for those invited to interview. Please note that originals of these documents will be required. Photocopies or certified copies will not be sufficient.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

- receipt of satisfactory references (if these have not already been received)
- verification of identity and qualifications
- evidence of the right to work in the UK
- a Barred Check List
- a satisfactory Enhanced DBS disclosure (original certificate must be shown to school staff) and Staff Suitability Self-declaration
- verification of professional status such as QTS Status (where required)
- verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- a check of the list of teachers prohibited from the profession where the successful candidate has worked or been resident overseas in the previous five years
- such checks and confirmations as the School may require in accordance with statutory guidance
- verification of medical fitness in accordance with DfE Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training
- satisfactory completion of the probationary period

Application process in Outline:

Applications should be addressed to the Headmaster, Mr James Lockwood, and sent electronically to the Headmaster's PA, Mrs Tara Gilks, at gilks.tv@woodhousegrove.co.uk to arrive no later than **9am on Monday 20th March**.

Long List interviews will take place on: Wednesday 29th March

Short List interviews will take place on Tuesday 25th April.

