



Mill Hill

Instilling values, inspiring minds
Grimsdell | Belmont | Mill Hill School | Mill Hill International

Belmont

Director of Sport and Co-Curricular Activities September 2018 Candidate Information Pack



INTRODUCTION

A tremendous opportunity for a passionate, caring and committed sports teacher who wants to take Belmont sport to the next level. Belmont has over 30 acres of beautiful grounds and yet it is just 10 miles away from Central London.

Closing date for applications:
9am on Thursday 1st February

Panel Interviews and Lesson Observations:
Monday 5th February

Key facts about Belmont

**Co- educational
Day School**

FOR AGES 7-13

**Part of the
Mill Hill School
Foundation**

EDUCATING GIRLS AND
BOYS FROM 3-18

10 miles

FROM CENTRAL LONDON
WITH EASY ACCESS TO
UNDERGROUND AND
MAIN LINE STATIONS

35 acres

OF GROUNDS AND
FACILITIES

19 pupils

OUR AVERAGE CLASS SIZE

THE SCHOOL

Belmont

Belmont is a co-educational preparatory day school in Mill Hill and one of four schools that comprise The Mill Hill School Foundation. The school is set in 30 acres of the Mill Hill conservation area on the edge of the green belt and is over-subscribed. Some 520 pupils are on roll, aged from 7 to 13. Belmont has an excellent academic and sporting reputation and provides a happy and friendly environment in which pupils enjoy learning. Belmont has an excellent academic reputation and provides a happy and friendly environment in which pupils enjoy learning; the extra-curricular programme is extensive and of high quality.

Entry at 7+ is automatic from our pre-prep Grimsdell and selective for external candidates. Entry at 11+ is selective and gives automatic transfer to Mill Hill, the senior school, at 13+. Approximately 90% of pupils transfer; the remaining pupils are successful in gaining entry to other independent schools in North London and beyond.

The school achieves high academic standards at Common Entrance and other entrance exams to senior schools, with a significant number regularly achieving academic, music, art, design, drama and sports awards. The School has a strong reputation for the quality of its pastoral care and for the very good personal development of the children. In our 2012 inspection, the inspectors found all aspects of the School's provision to be excellent. We wish to maintain and build on the standards currently achieved and the successful candidate will play a key role in helping the School achieve its aims.

Further details about the School can be found on the website at: millhill.org.uk/belmont

The Mill Hill School Foundation Ethos

The Mill Hill School Foundation educates boys and girls from 3–18, seeking to equip them for life, both now and in the future.

Our stimulating academic environment and numerous activities outside the classroom encourage learning and personal growth. We are committed to the development of every pupil and believe that our friendly and supportive community helps this to happen. We seek as a Foundation to instill a love for learning which will last a lifetime whilst balancing this with a readiness to embrace change.

We are committed to the on-going professional development of all our teaching and support staff as well as the full induction and training of all new staff.



THE SPORTS DEPARTMENT

The Sports Department currently has a full-time Head of Boys' Games, Head of Girls' Games and a Head of PE. There are also three full time specialist PE and games teachers, two full time coaches, two sports graduate assistants. In addition numerous well qualified and enthusiastic teachers of other subjects contribute to the Games programme. There are extensive and comprehensive schemes of work in place for all elements of the curriculum and regular department meetings take place, including weekly meetings with the Boys' Games department. New changing room accommodation has recently been built and existing changing rooms have been refurbished.

Sport Facilities and Programme

The School has extensive playing fields, sufficient for 6 rugby or football pitches, a cricket square, 2 all-weather cricket surfaces and 6 cricket nets. In addition, 2 astro-turfed surfaces used for hockey, netball and basketball in winter are converted to 6 tennis courts in the summer.

Belmont has its own Gymnasium for the PE programme and uses the swimming pool and sports hall at the senior school across the road when required. The senior school also has new Eton Fives courts and the game is currently introduced to children in Year 3 as part of the extra-curricular activity programme.

The Games programme for girls includes: netball, hockey and cricket and for boys: rugby, football and cricket.

Both girls and boys also participate in swimming, athletics, tennis, basketball, cross-country and gymnastics through the Physical Education programme. Belmont has a well contested House system and House competitions prove to be important and popular part of the games programme. The school runs an extensive fixture list for U8 to U13 age groups in all major and some minor sports. Belmont has a 'sport for all' ethos and whilst the teams for competitive matches are selected by ability, there is always an opportunity for every child to represent the school competitively at least once during each term.

A significant number of pupils achieve academic, art, music, drama and sports awards at 13+. Students have considerable success in gaining places in County teams for netball, hockey, tennis, swimming, rugby and cricket and the School has links with Southgate Hockey Club, Saracens Rugby, Turnford and Hatfield Netball Club and Middlesex Cricket.

The Post

Reporting to the Deputy Head (Operations) and the Head on the development of sport and the co-curricular programme.

The successful candidate will be required to teach games each afternoon and deliver swimming and PE lessons in the mornings to all age groups. The school is large and can be flexible to suit the experience of the successful candidate, although coaching qualifications or high level performance in one or more of the major sports would be an advantage. The salary will be based on the Belmont salary scale, which is enhanced over that of maintained schools. The School participates in the Teachers' Pension Scheme.

Sport within the Mill Hill School Foundation

The Foundation is committed to excellence in sport and has a development plan for the improvement of talented children from the Pre-Prep through to the senior school. 'Masterclasses' are arranged from time to time so that the pupils have an opportunity to work with older students under the direction of professional coaches and players. Boys and girls are encouraged to join local clubs and be put forward for County trials each year. The Foundation offers its staff free membership of the Gym and use of the facilities in the senior school sports hall, subject to availability.



JOB DESCRIPTION

The successful applicant will be required:

- > To effectively manage a team of well qualified and enthusiastic staff to deliver a high quality Games programme that promotes a love of sport for all ages and abilities.
- > To work closely with the Director of Sport at Mill Hill School and the PE Co-ordinator at Grimsdell - to develop a full strategic plan for sport at Belmont within the framework of the Mill Hill School foundation.
- > To advise the Head on the strategic development and direction of School curricular and co-curricular sport and activities.
- > To undertake and report on such research as is needed to help determine the future direction and strategy of sport at the School.
- > To advise the Head on the strategic development of facilities for sport.

Key Areas:

Pupils

- > To work with the PE coordinator in the Pre-Prep to identify talented Year 2 pupils and plan their development.
- > To work with the PE coordinator and Director of Sport in the senior school to ensure continuity of provision and promote cross-Foundation links ensuring a smooth transition for pupils to Mill Hill Senior School.
- > To devise a programme of development for the most gifted girls and boys, including researching opportunities for club, County and international trials.
- > To be responsible for organising the compilation of sports CVs for students trialling for sports awards at 13+.
- > To be involved in the organisation of the 11+ Assessments Days.
- > To develop new initiatives to encourage the less able and promote their development in sport or other activities.
- > To maximise the involvement and attainment of all Belmont pupils in sport.
- > To teach PE, games and swimming.

Staff

- > Oversee the update, when necessary of the sports handbook, action plan and medium term plans for PE and Games.
- > To oversee and develop the sport and PE curriculum throughout the School and provide direction to the heads of boys' and girls' departments.
- > To oversee the coaching structures in the major sports and promote the professional development of staff.
- > To establish, monitor and maintain coaching best practice for each sport at Belmont.
- > To ensure all staff have the highest standards of 'Safety in Sport' relating to all sporting opportunities in the Activities, PE and Games Curriculum.
- > To encourage and nurture non-specialist staff to support and contribute to the co-curricular programme of the School.
- > To implement effective communication and teamwork at Grimsdell, Belmont and Mill Hill School PE and Games departments.
- > Liaise with the Head of PE and Director of Sport at the Senior School to ensure the Foundation's sporting facilities are maximised.



School Organisation

- > To oversee a competitive and balanced sports fixtures programme across the whole School including overseas tours and national competitions.
- > Enhance and promote Belmont's reputation for the breadth and quality of its provision and achievement in sport and extra-curricular activities.
- > To oversee the writing of sports reports and promotion of sport in School publications, on social media channels and on the school website.
- > To contribute to the PHSE and Carousel curriculum addressing issues of health, fitness and diet.
- > To book all coaches and external minibuses required for match fixtures in consultation with the Heads of Boys' and Girls' Games. Liaise with EVC on the use of Belmont minibuses to ensure no double booking with school trips.
- > Maintain an updated audit of resources and oversee the distribution/storage of such.
- > To co-ordinate, in consultation with the Head of Boys' and Girls' Games, the catering and hospitality arrangements for all fixtures.
- > Work to increase the significance of our newly developed partnership with Middlesex Cricket, as the home of Middlesex Girls' Cricket.

Co-Curricular

- > To oversee the development of a stimulating and broad programme of activities, produce the year group timetables, interview and appoint (working with the Deputy Head Operations) external tutors, coaches and teachers.
- > Lead Belmont's contribution to Foundation-wide initiatives in sport and Co-curricular activities.
- > To attend meetings with parents and potential parents to promote Belmont's range of opportunities in all year groups.
- > To devise and oversee the School Activity Week in June each year.
- > To annually evaluate the participation levels of the co-curricular activities programme and recommend areas for development to the Deputy Head Operations and Head.

Facilities

- > To ensure that there is a programme in place to ensure that all sports equipment is properly maintained and regularly serviced.
- > To liaise with the senior school Head of PE and Director of Sport with regards to using their sports facilities in PE, Games and Co-curricular times

Health and Safety

- > To ensure all aspects of Health and Safety relating to Sport and Activities are fully understood and all procedures are followed by staff and pupils.
- > To liaise with the School nurse and monitor the data available to ensure correct processes are in place such that relevant sports staff are aware of all medical issues.
- > To ensure risk assessments of sports areas and activities are annually updated, staff are aware of their obligations with regard to School policies.

Meetings

- > Full staff meetings
- > Faculty of Games to coordinate the work of the Heads of Boys' and Girls' games
- > Foundation Heads of Department
- > Cross Foundation Sports Committee

Budgets

- > Oversee and consult with Heads of Department regarding expenditure of Boys' Games, Girls' Games, PE budgets and activities budget.

PERSON SPECIFICATION

As the successful candidate, you will be able to demonstrate the following:

Abilities, Skills and Knowledge

- > Teach their subject to pupils from age 7 to 13 years.
- > Effectively manage students and their learning environment.
- > Demonstrate knowledge and understanding of the key curriculum, assessment, teaching and learning issues at Key Stage 2 and 3.
- > Motivate the boys and girls and help develop a love of sport.
- > Display a commitment to maximising achievement for students of all abilities including the most able to those with Special Educational Needs.
- > Provide efficient administration, organisation and resource management and be a 'team player', managing staff effectively and with good humour.
- > Lead staff in the development of schemes of work and syllabuses.
- > Communicate well with parents in writing and during meetings.
- > Work under pressure and meet tight deadlines.
- > Demonstrate excellent communication skills.
- > Show initiative.
- > Communicate a commitment to equal opportunities.
- > Offer at least one extra-curricular activity per week.

Education and Experience

- > A degree, or appropriate Higher Level Qualifications.
- > A Teaching Qualification.
- > Ability to coach at least one of the major sports to a high standard.
- > Ability to teach athletics, tennis, basketball, swimming and gymnastics.
- > Computer Literacy.

In addition to a candidates' ability to perform the duties of the post, the interview will also explore issues, relating to safeguarding and promoting the welfare of children including:

- > Ability to form and maintain appropriate relationships and personal boundaries.
- > Attitudes to the use of authority and maintaining discipline.



HOW TO APPLY

1

If you would like to apply for this role, please download the application form from the **School website**. Our Guidance Notes for Applicants can also be found on the website.

[View Online Page](#)

2

Your application form should be completed in full and returned to the **Head's PA** **gellen@belmontschool.com** by **9am on Thursday 1st February 2018**

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview

The Mill Hill School Foundation and its staff are committed to safeguarding the welfare of children. The School is registered with the DBS and successful applicants will be required to complete successfully the Disclosure procedure at the Enhanced level. It is an offence for any person barred from working with children to apply for this post.

The Mill Hill School Foundation is committed to Equal Opportunities and welcomes applications from all sections of the community.



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