



## **Director of Sport**

### **Appointment to take effect from September 2022**

#### **GENERAL**

Malvern College is a leading independent school for girls and boys aged 13 to 18. Our focus is on encouraging academic excellence, personal growth and all-round achievement in our pupils and providing outstanding pastoral care through the impressive House system. It is a vibrant hub of activity where pupils participate in an enormous range of co-curricular activities that support and inform their individual academic programmes.

The school is proud of its high academic standards and its pastoral care. There is a broad curriculum which is intended to give all pupils breadth and depth in a range of disciplines. We have offered the International Baccalaureate as an alternative to A levels since 1992 and approximately 50% of our Sixth Form choose each course of study. Results are excellent and pupils consistently secure places at Russell Group universities, including Oxford and Cambridge and an increasing number of pupils go to Ivy League or top universities in the US and Canada. Malvern College is a SAT centre.

There are approximately 660 pupils at Malvern College, around 200 at The Downs Malvern and around 200 at Abberley Hall, our affiliated prep schools. We are a traditional full boarding school with approximately 75% of our pupils boarding and weekends are busy with a full programme of activities. We seek to prepare those who study at Malvern for a world that is fast-changing, and our House system engenders a sense of community and collective purpose. Pupils eat in their Houses creating the family feel for which Malvern is well-known.

Situated on the slopes of the Malvern Hills and close to the centre of Great Malvern, the beautiful 250-acre main College campus commands striking views across the Severn Plain towards the Cotswolds.

The excellent facilities include an Arts Centre, a newly redeveloped Theatre, two tournament quality Rackets Courts, a Library, extensive sports grounds, two all-weather pitches and a Technology Centre. Our refurbished Science Centre has, alongside state-of-the-art laboratories and equipment, a lecture theatre. Our other facilities include a fantastic Sports Complex which has a twenty-five-metre pool, an eight-court sports hall, squash courts, gym, dance studio, climbing wall and rifle range. In addition, a hospitality suite allows the College to host a variety of functions throughout the year. Malvern College is a Steinway school and will be redeveloping our Music School in 2022, along with ongoing investment into our Boarding Houses.

The Malvern brand is globally strong: we have sister schools in Qingdao, Chengdu, Cairo, Hong Kong, Switzerland and, from September 2023, Tokyo.

Our school community is vibrant and staff are committed and enthusiastic; all applicants are encouraged to view our website [www.malverncollege.org.uk](http://www.malverncollege.org.uk)

The academic curriculum for the Foundation Year (Year 9), is a foundation course in which pupils study a wide range of subjects, but with a focus on skill development rather than purely subject content. It

is a great time to develop the wide-ranging and transferrable skills needed for the success and the FY Passport has been developed so that pupils can reflect on and chart their progress. In the Remove (Year 10), pupils start their GCSE courses and Physical Education GCSE is a popular choice. Currently pupils' study nine or ten subjects to (i)GCSE. We have been offering the IB Diploma course and A Levels in parallel since 1992 and this offers all of our pupils two routes to success with well over 95% of pupils continue to university. The IB involves pupils studying six subjects (three at higher level and three at standard level) as well as the Theory of Knowledge course, a 4000-word Extended Essay and a commitment to Creativity, Action and Service (CAS). A significant majority of our A Level pupils' study four subjects or three plus one of our extension courses and the Extended Project Qualification is the most popular of these with over 50 pupils choosing this course this academic year.

Malvern's holistic curriculum provides a transformational learning environment for the whole pupil, based around the following key areas:

- Academic core-curriculum – academic and intellectual grounding and qualifications
- Super-curriculum – pupil led individualised curriculum fostering intellectual curiosity and interest
- Co-Curricular – developing a wider transferrable skillset as well as holistic personal development
- Pastoral underpinnings – providing a happy and healthy environment where social and emotional intelligence are developed and the key to high-performance learning

## **The Teaching Staff**

We have a very friendly diverse teaching staff. Some joined Malvern straight from university, others after taking a PGCE or through a career-change. Some have taught in an independent school before, others have not. What all of our teachers have in common is an enthusiasm for their subject, a willingness to be involved in the personal development of each pupil, a keen pastoral awareness of individuals and a commitment to the holistic nature of our curriculum.

As the College has a duty to supervise pupils around the clock during term time, our teachers' responsibilities include caring for the pupils at irregular times outside normal teaching hours. To facilitate this, and so that they can better perform their duties, a number of teachers are accommodated on-site, and it is anticipated that accommodation would be available with the post of Director of Sport.

The College has its own salary scale, with generous additional benefits including private medical insurance and staff are eligible for fee remission at Malvern as well as at one of our prep schools.

## **Malvern Qualities**

All staff are expected to model and promote our Malvern Qualities, which are:

- Resilience
- Self-awareness
- Open-mindedness
- Kindness
- Collaboration

- Risk-taking
- Curiosity
- Ambition
- Independence
- Integrity
- Humility

## **Sport at Malvern**

At Malvern, Sport is an important part of our broad curriculum. We make sport fun for our pupils and encourage their active and enthusiastic participation in physical ability. At the same time, producing highly motivated sportsmen and women who are excellent role models. As a consequence, sport is thriving at the College, and we have a reputation as a centre of sporting excellence. A number of Malvernians go on to enjoy careers in elite level sport.

Malvern has a very long sporting heritage, and we are proud of our continuing success at first-team level, but we are equally proud that all pupils have the opportunity to represent the College at whatever level suits them. With afternoon games three times a week (Tuesday, Thursday and Saturday), a choice of up to 16 different sports, and regular inter-school and inter-House matches, they are kept healthy and active. Many pupils play several sports, and we encourage this: breadth of experience is preferable to specialisation at this age and level.

At the centre of our campus are two cricket pitches and adjoining the College are two floodlit hockey astroturf pitches, rugby and football pitches, a golf range and putting facility as well as tennis, netball, rackets and fives courts. Our Sports Centre contains a sports hall, a 25m swimming pool, a climbing wall, a fitness studio, a firing range, squash courts, a performance gym. We aim to offer a breadth of sporting opportunities to match every interest and ability.

Over 50 members of teaching staff, with a range of heads of sport leading our major sports and a range professional coaches, deliver our broad and diverse games programme. We offer different main team games in each term and play a variety of other sports appropriate to the time of year. Our major team games are rugby union, football, hockey, netball and cricket, and compete in a range of other sports such as fives, rackets, golf, athletics and tennis. Fixtures take place mainly on Saturday afternoons, and our extensive hotly contested inter-House sports programme engages pupils in all 11 houses in varied competitions. Unique occasions like the Ledder (Ledbury Run) provide memorable highlights in our sporting calendar.

There is a timetabled Physical Education programme for Foundation Year, which runs alongside the formal games programme for all pupils. Pupils are also able to choose Physical Education at A Level and at GCSE, for which the uptake is particularly healthy.

## **The Job - Purpose**

We require a well-qualified Director of Sport to be responsible for:

- the leadership, management, development and coaching of sport at Malvern;
- the integration of sport into our academic, super-curricular and co-curricular programmes;

- promoting wide participation in and a lifelong love of sport and exercise among our pupils;
- promoting the development of transferable skills and Malvern Qualities through physical activity; and
- helping those with high sporting potential to achieve excellence in their chosen sport.

The successful applicant must also be keen to contribute to the wider life of the college in a full-boarding environment.

We occasionally appoint teachers with outstanding qualities and a good degree who do not have a formal teaching qualification. Support and training to achieve Qualified Teacher Status can be offered if required.

## **Management Structure**

The Director of Sport is accountable to the Deputy Head: Curriculum (and, through the Deputy Head: Curriculum to the Headmaster).

The Director of Sport will liaise closely with the Director of Studies, and members of staff in charge of individual sports in order to integrate the sports programme with the academic and co-curricular programmes at the School.

## **Responsibilities**

### **Leadership and Development**

Direct the School's sporting strategy to optimise the quality of sports provision at Malvern;

Promote high standards of performance and participation in all College sports;

Ensure that pupils, staff, parents, prospective pupils and all other contributing parties understand the College's philosophy and vision for sport;

- In doing the above, help Malvernians to acquire attitudes, skills and knowledge that will help them to make a positive contribution to society, including by promoting the Malvern Qualities through the sports programme;
- Encourage the sharing of best practice across all sports;
- Monitor and evaluate the standard and delivery of sport, and the quality of coaching at Malvern, and report to the Deputy Head: Curriculum and the Headmaster;
- Regularly monitor and encourage the development of pupils with sports scholarships;
- Arrange and promote sports tours and festivals, and host events and competitions that make the most of the College's sporting facilities and create a programme attractive to pupils;
- Play a role in the appointment of teaching staff, taking into account their possible

contribution to the games programme, as directed by the Headmaster and Deputy Head: Curriculum;

- Keep the Headmaster, Deputy Head: Curriculum and other relevant staff informed of national initiatives in sport with potential impact on Malvern, and advise them on the future development of sport at the school;
- Working with other members of the sports department, keep the departmental development plan and other associated documents up to date.

## **Management and Administration**

- Coordinate the activities of the Games Committee and sports coaches on a day-to-day basis, with regular recorded meetings of the Games Committee, led in collaboration with the Deputy Head: Curriculum;
- Oversee all external fixtures, in liaison with the Deputy Head: Curriculum, the member of staff in charge of each sport and the Transport and Catering Managers, ensuring a suitable balance in the number of fixtures and standard of opposition;
- At the start of each year, agree with the Senior Deputy Head and the Deputy Head: Curriculum the availability and deployment of staff to school teams and sporting activities;
- Line-manager the Assistant Director of Sport and the Sports Administrator;
- Manage and regularly liaise with the staff member in charge of each sport;
- Review the work of the member of staff in charge of each sport and specialist sports coaches annually;
- Advise on the appointment of external coaches and interview potential candidates;
- Ensure that staff are monitoring attendance at sport;
- Liaise with the Sports Centre Manager to ensure the smooth running of activities in the Sports Centre and other relevant sports facilities;
- Liaise with the Chief Operating Officer, Grounds Manager and Sports Centre Manager on the upkeep of the games fields and sports facilities ensuring high standards;
- Manage the school sports kit suppliers in collaboration with the Deputy Head: Curriculum, Head of Marketing and Admissions and School outfitters;
- Manage an annual stock check and inventory of sporting equipment;
- Be accountable to the Deputy Head: Curriculum, the Director of Finance and the Chief Operating Officer for the sport budget and ensure that financial targets are met;
- Have oversight of sports programmes taking place during the holidays.

## Teaching

Teach in an academic department, related and/or unrelated to sport; and / or, depending on qualifications and experience, deliver (either directly or indirectly) GCSE Physical Education, A Level Physical Education and be able to deliver IB Sport, exercise and health science.

## Communication and Outreach

- Represent sport at Head of Department meetings and at meetings of the Academic and Curriculum Management Committee when required;
- Liaise with House staff and the Deputy Head: Curriculum on House sports activities and competitions;
- Ensure that sporting events are published in the calendar, and updated on SOCS and the sports website;
- Supply sports news for internal and external communication, including weekly assemblies, The Malvernian and the School website, and encourage others to do the same;
- Maintain and build links with relevant external organisations, such as sports clubs, universities and national governing bodies;
- Foster links with prep, primary and secondary schools by, for example hosting events, visiting schools and coaching CPD workshops;
- Liaise with the Managing Director MC Enterprises, and Facilities Manager over potential lettings of benefit to the School (e.g. Worcester Cricket Club, Worcester Warriors and international sports teams);

## Health and Safety

Ensure that risk assessments for each sport are up to date and that health and safety issues are properly managed, in line with current legislation and college policy;

Liaise with the Health and Safety Manager; the Medical Centre and the School's physiotherapist to ensure that the appropriate level of medical and first aid support is available on match days; and;

Assist in the implantation of an injury management strategy, aimed at minimising the time that pupils spend off sport and at helping them with recuperation.

## Person Specification

All members of staff are expected to conduct themselves in line with the **Malvern Qualities**.

The successful applicant for this role will demonstrate the following:

## **Professional Qualifications and Attributes**

- Enthusiasm for the subject, strong subject knowledge and high expectations of pupils;
- Strong inter-personal and communication skills necessary to guide, motivate and support both pupils and staff;
- Ability to forge effective relationships with external organisations and professionals in support of sport at Malvern;
- A creative mind and an ability to think on a whole-school scale and across the full spectrum of sports;
- Excellent administrative abilities; especially efficiency and good organisation, with the ability and willingness to delegate;
- Resonance with Malvern College's ethos; and an understanding of the full-boarding environment

## **Personal Attributes**

- Stamina and resilience;
- Tact and discretion; and
- Integrity.

## **How To Apply:**

Applicants may contact Mr Stephen Holroyd, Deputy Head: Curriculum to discuss the post if they wish. Mr Holroyd can be contacted by email: [stephen.holroyd@malverncollege.org.uk](mailto:stephen.holroyd@malverncollege.org.uk)

Full details of working at Malvern College and our Application form can be found on our website: [www.malverncollege.org.uk/Job-Vacancies](http://www.malverncollege.org.uk/Job-Vacancies)

Applications, consisting of an online application form including a supporting statement should be submitted via the 'Quick Apply' on the TES website. Any queries regarding the application process please contact the Human Resources team either via email [humanresources@malverncollege.org.uk](mailto:humanresources@malverncollege.org.uk) or by phone 01684 581647.

Applications should be submitted by no later than **Friday 18<sup>th</sup> February 2022**.

## **Short-listing Procedure**

Only those best fulfilling the job and person specification will be shortlisted.

## **Interview Procedure**

In addition to teaching a lesson and running a training session in one of the sports you offer, you will be interviewed by the Headmaster, the Senior Deputy Head, the Deputy Head: Curriculum, and the Deputy Head: Pastoral, and the Head(s) of Department in the subject area(s) in which you might teach. You will be required to undertake an oral in-tray exercise during the interview process.

You will also meet more informally with:

- those in charge of the College's major sports as well as the existing Director of Sport;
- members of the department(s) in which you might teach;
- some pupils in the College currently involved in sport at a high level;
- a representative group of House staff; and
- other members of the Senior Management Team.

The selection process and interview questions will relate to the details given in this job description, in particular 'The School', 'The Job' and 'Person Specification'. You will be asked to explain any discrepancies or anomalies in the information you have provided either on the application form or in your covering letter, as well as any issues arising from references, which we will take up in advance of your interview.

### **SAMPLE LESSON AND COACHING SESSION**

When we observe your coaching and your teaching, we will be looking, in particular, for the fostering of the Malvern Qualities and wider-transferable skills. The same principles apply in the observed coaching session.

***This post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are 'spent' unless they are 'protected' under the DBS filtering rules) in order to assess their suitability to work with children.***

***Malvern College exists to provide a quality all round education for pupils aged 13 – 18 and is committed to safeguarding and promoting the welfare of children and young people. Candidates must be prepared to undergo child protection screening and an Enhanced DBS check.***

***We will seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview.***

**January 2022**