

Job Vacancy – PE Intern



Table of Contents

Nottingham High School	2
The Future	3
Job Description – PE Intern	3
Sport at Nottingham High School	5
Benefits of Service	6
Safeguarding and Child Protection at Nottingham High School.....	7
Selection Process.....	7



Nottingham High School

The High School is an independent day school (HMC), founded in 1513, which relocated to the Arboretum in 1867 and which became co-educational in 2015. A Junior School was established in 1905, moved into new accommodation in 1978 and admitted infants in September 2008.

The Infant and Junior School (ages 4-11) has over 290 students. The Senior School selects for entry at age 11+ and 16+. There are roughly 800 students in the Senior School and a vibrant Sixth Form of over 230. The school's move to co-education has been a great success with 280 girls in School during the fourth year of co-education and with further significant growth planned in future years.



The High School is a school of national reputation, the Headmaster having membership of HMC; the Infant and Junior Head membership of IAPS. Staff from cluster groups of local independent schools and national large day schools meet annually.

The High School has a very strong academic reputation and achieved the best examination results in the region last summer and has recently been awarded East Midlands Independent Secondary School of the Year.

The School has an extensive pupil catchment and is first choice for much of Nottinghamshire, Derbyshire, Lincolnshire and Leicestershire.

Students come from a wide range of backgrounds and the School is committed to maintaining a representative entry, supporting this with generous bursary and scholarship funds. Together, these mean that about a fifth of students receive some form of financial assistance. Entry is by competitive assessment in the Spring Term.

The Future

The person appointed will be joining a dynamic innovative school. Our Sports offer is extensive and our website www.nottinghamhigh.co.uk contains links to Twitter accounts for various parts of the school including our Sports and PE department.

Each of the parts of Nottingham High School has a comprehensive development plan for the future focusing on teaching and learning, pastoral care and co-curricular activities, as well as building developments. We have a first class Sixth Form Centre and a modern dining facility, and a major extension to the Junior School was complete April 2018.

Recently we have announced plans to open overseas branches of the School.

Job Description – PE Intern

Responsible to: Director of Sport

The successful candidate will be a dynamic, responsible and positive individual who is prepared to throw themselves into our busy School community with commitment and enthusiasm. They will need to relate well to young people, whilst retaining a suitable professional distance. They will be able to work on their own or as part of a group, lead activities as required and follow the School's expectations of staff in terms of behaviour as outlined in the staff code of conduct and other School policies.

Role profile

The successful candidate will support the department in a number of ways, including, but not limited to:

- Assisting in setting up of PE and Games lessons.
- Assisting qualified staff in the delivery of PE to pupils in both the Junior and Senior School.
- Assisting with the coaching of the School's Games programme.
- Assisting with the running of age group teams both after normal school hours and on weekends as required.
- To take responsibility for the coaching and management of a major sports team in all three terms.
- Umpiring/refereeing school matches, where appropriately qualified.
- To assist with the School outreach program.

The successful candidate should be able to show a high level of competence and ability in at least 2 of the following sports: Netball, Hockey, Rugby, Athletics, Cricket, Rounders, Swimming, Cross Country, Tennis, Strength and Conditioning.



Candidates will be expected to support the work of the PE department both during the school day and outside of school hours for 5 days per week including Saturday to assist in the involvement in extra-curricular sports.

The successful candidate will be available during the holiday period by negotiation if there is a need to assist with sporting activities.

In addition the successful candidate, may be asked to work in other areas of the school to cover different aspects of school life. They may also be asked to assist on School trips with other academic departments, at the discretion of the Director of Sport.

An ability to drive would be an advantage but is not essential for this post.

Benefits

This full time role within a thriving sports department offers a great opportunity for the successful candidate to gain excellent experience in a successful working environment.

Nottingham High School sports kit is provided.

Sandwich placement staff receive breakfast, lunch and a pack up evening meal each day during term time.

Travel expenses to and from Valley Road (or other home venues) are paid for weekend fixtures by agreement with the Headmaster.

Training

Full induction training and involvement in our INSET training days is provided and attendance expected. Topics are varied but as a core include; Health and Safety, Manual Handling, Child Protection/Safeguarding and other Pastoral and Academic sessions.

The School will support the successful candidate if they wish to achieve coaching qualifications relevant to their position at the school and their future career aspirations, by funding the course, subject to time and availability.

This role constitutes Regulated Activity and an enhanced Disclosure and Barring Service disclosure, with a check of the Children Barred List, is required for this position in addition to other pre-employment checks.



Sport at Nottingham High School

Nottingham High School has a strong tradition in Physical Education, with sport playing a vital part within the life of the school.

Teams represent the school in a variety of sports. The main Autumn Term sports are hockey for girls and rugby for boys, in the spring term netball for girls and hockey for boys with in the summer term cricket for boys and girls. Other teams are organised for swimming, athletics, badminton, handball, cross-country, tennis, rounders and football (for Sixth Formers not involved in the major sports).

Facilities include a fully equipped sports hall with fitness suite and climbing wall, gymnasium and a 25m swimming pool. Playing fields are situated 2 miles away at Valley Road and have an enviable reputation for the fine surfaces that are prepared by the three grounds staff. In



addition to 3 permanent cricket squares, 5 artificial strips and 8 artificial nets, there are 6 rugby pitches, 3 netball/tennis courts, and full athletics facilities including grass 400m and 200m tracks and also 2 football pitches. Our Hockey programme is based at Highfields Hockey complex, and other sports at the West Bridgford Tennis club, Nottingham Squash

club and the Harvey Hadden Athletics stadium. We are currently in the planning process to enable us to have our own two Astroturf hockey pitches. A new Junior School Sports Hall was completed in 2018.



There are currently six full time members of the PE department as well as hockey coach, a fitness professional and a graduate teaching assistant. We often have university students on placement. All staff teach both in the senior and junior school with three members of the department delivering the A level course. The department is fortunate to have at

least another 30 teaching staff who help to deliver the PE curriculum, mainly team games. Currently, at least 25 staff assist with running school teams across a wide co-curricular programme.

Benefits of Service

Professional Opportunities and Career Development

The High School believes in, supports and resources an extensive system of continuing professional development and all teachers and non-teaching staff participate in it throughout their careers. The School has developed an Appraisal Scheme for all staff. Each member of staff has a Line Manager with whom they have Professional Review or appraisal meetings for their individual personal development. In this case, the Director of Sport is the line manager.

Working Environment

This is an enjoyable and stimulating place to work. Staff Rooms and Staff Common Room areas are provided where complimentary tea and coffee is provided during the day. We offer a wide and varied range of staff benefits including free school lunch during term time. Members of the Staff Common Room organise a series of social events during the year for teaching and support staff including an annual Christmas event. Many of the facilities of the School are open to staff and their families, including the Gym and swimming pool.



The School is on the Nottingham Tram system with its own 'High School' tram stop. Employees who have children in the School currently benefit from some remission of fees in accordance with School policy, at the discretion of the Governors and are subject to amendment or withdrawal at a calendar year's notice.

Living in Nottinghamshire

Good quality housing in Nottinghamshire and the surrounding counties is affordable and as a result many of our staff have a good choice of areas to live in and experience a good quality of life. Most live within a twenty-minute commute of school.

There are many attractive villages surrounding the city in which staff choose to live as well as a good stock of suburban housing in the city. In the centre of the city there has been considerable development of high quality apartments.



As well as the facilities which would be expected of a city with two universities, Nottingham boasts the Royal Concert Hall and two theatres.

Safeguarding and Child Protection at Nottingham High School

Nottingham High School is totally committed to doing all it can to ensure the safety and wellbeing of all its students.

All adults who work at the School must recognise that there is an absolute duty to respond to any issues that are brought to their notice and as such, this post is subject to an enhanced DBS check. The post holder's responsibility for promoting and safeguarding the welfare of children for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection and Safeguarding Policy at all times. Any safeguarding concerns must be reported to the School's Designated Senior Lead.

Training in safeguarding children is given to new members of staff.

Selection Process

The High School seeks to recruit individuals of the highest calibre. We welcome applications from all sections of the community. The High School recognises its responsibility to treat equally each person who comes into contact with the School.

All members of the School are equally valued so that they can develop a sense of self-esteem. No-one is discriminated against because of actual or imagined differences.

This policy applies to both staff and students, and it is the responsibility of all staff to promote practices which overcome prejudice in our society.

The Application Process

Application Form

- Applications will only be accepted from candidates completing the School's own application form in full. CVs will not be accepted in substitution.
- 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.

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 selection process for this role will be based on interview and assessment of an activity. Further information will be provided to shortlisted candidates.
- 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 at least two satisfactory references, one from the current or last relevant employer
- verification of the candidate's identity
- a satisfactory Enhanced DBS disclosure, including a check of the Children Barred List where the role constitutes Regulated Activity
- further checks, as appropriate, where the candidate has lived and/or worked outside the United Kingdom for 3 months or more in the last 10 years such that an Enhanced DBS disclosure may not be sufficient. This includes recording checks for the European Economic Area (EEA) teacher sanctions and restrictions as per paragraph 129 and 150 of KCSIE (Sept 2018)
- verification of qualifications
- birth certificate
- verification of professional status
- the production of evidence of the right to work in the UK

Applications should be sent electronically to jobs@nottinghamhigh.co.uk no later than **10am on 17 April 2020**. Selection will take place on 1 May 2020.