



MALVERN ST JAMES

Girls' School

DIRECTOR OF SPORT

Required from April 2022 or September 2022

**Permanent
Full Time**



MALVERN ST JAMES LTD

Malvern St James (MSJ) is a leading boarding and day school which presents an imaginative vision of education for girls from the age of 4 through to 18, taught within a positive, purposeful atmosphere. MSJ fosters creativity and bold thinking, challenging, and encouraging every girl to extend her personal horizons and realise her full potential.

MSJ is in the heart of Malvern in Worcestershire, two hours from London and one hour from Birmingham, having excellent transport links. Great Malvern station is situated opposite the School. The MSJ bus service covers five counties to pick up and return pupils each day.

The School is home to a warm and welcoming community – girls, parents, staff, and governors alike, enjoying the friendly and buoyant atmosphere of shared celebration, extolling personal success in every field of endeavour. MSJ offers a range of boarding options (ages 7 – 18) to fit in with the demands of modern family life and girls can choose from full, weekly, or flexi-boarding. Ofsted recognised the exceptional standard of boarding with an 'Outstanding' inspection judgement, which extends to all areas of Malvern St James. Malvern St James also received the highest rating of 'Excellent' in the ISI's Educational Quality Inspection in May 2017 and has been compliant in all other ISI Compliance and Regulatory inspections since then, including September 2021. In March 2021, the School was awarded the Carnegie Mental Health Gold Award for its outstanding pastoral care and support for pupil and staff mental wellbeing.

Intellectual and social confidence, personal development and achievement lie at the heart of the School and each pupil is treated as an individual. MSJ promotes academic excellence and innovation in teaching and learning throughout the school which provide each girl with the challenges and support to develop her talents, character, and abilities to the full. We prepare pupils for the most competitive UK and international universities and pathways. This individual emphasis is complemented with teamwork, community values and the importance of service to others.

The School has excellent facilities which include an award-winning Science and Mathematics Centre, a Drama Studio, Music Centre in Avenue, several IT suites, and a multi-media Language Laboratory. The School also has a brand-new Astroturf, launched in October 2020. At MSJ we use Microsoft and there has been significant investment and development of E learning in recent years. The School is currently creating a state-of-the-art Learning Hub centred in the Library and radiating out to learning zones

throughout the School to support its commitment to innovation and learning and initiatives in STEAM (Science, Technology, Engineering, Arts and Mathematics).

The Year 13 Sixth Form Boarding House was transformed in 2018 with an extensive, highly contemporary, refurbishment programme to provide a transition house for university. Benhams, the Year 10 Boarding House was refurbished in 2021. The next phase is the transformation of Hatfield, one of the middle school Houses in 2023.

Girls take full advantage of the enviable setting and superb facilities, which inspire a wonderfully rich and imaginative extra-curricular life. They leave Malvern St James as poised, self-assured young women who can meet and embrace, with integrity, the challenges and risks of our modern world. The Good Schools Guide observed on visiting the School that MSJ is 'full of girls who are going to change the world'!



Malvern St James has a reputation for the excellent range and quality of its sport. The school regularly attracts pupils, including elite athletes who compete at national and international level, because of its quality provision and commitment to sporting excellence, alongside its strong reputation for academic achievement and pupils' personal development.

Curriculum:

PE is taught at all levels and GCSE and BTEC are offered in the Senior School, alongside the Level 2 Sports Leaders Award. Curriculum PE offer is broad and the department is open to new ideas about its future development.

A very busy weekly schedule of extra-curricular activities takes place each lunchtime and evening, from Hockey and Horse Riding to Trampolining and Badminton. We also participate in a wide range of fixtures and tournaments during the evenings and at weekends. The School is a member of ISA, GSA and various specialist local, regional and national networks for competitive sport. We host regular community days, for example, where visiting schools enjoy participating in varied and challenging activities in a range of sports.

We are very fortunate to be able to use qualified Sports Centre staff to deliver a range of alternative classes to our older girls. Opportunities such as Spinning are popular with Sixth Formers; Malvern St James offers a rare opportunity for them to experience these activities as part of their curriculum. They are also able to request individual training sessions to help them when using the Fitness Suite.

Our Sports Scholars are also offered their own Personal Trainer, to assist/monitor and help them with their progress, often supporting programmes set up by external specialist coaches. Hockey, Tennis, Netball Athletics and Equestrian are just some of the areas in which Malvern St James girls are making a county, regional, national and international impact.

Our Facilities

The Sports Department has excellent facilities:

Within our purpose-built Sports Centre, the PE department has its own office with a range of resources for both staff and pupils for academic and practical use. There is a dedicated PE classroom nearby which is equipped with a desktop computer and an overhead projector to enhance the use of ICT and enable us to access resources. ICT plays an important role in the delivery of PE, particularly at examination level, as well as providing the opportunity to watch up-to-date games and tactics.

Outdoor facilities include: 300m Athletics Track, 4 Rounders Pitches, 2 Lacrosse Pitches, 4 Tennis Courts (hard courts), 12 Tennis Courts (Astroturf), 4 Netball Courts, 1 Floodlit Astroturf and a Football Pitch.

Indoor facilities include: 6 Badminton / Volleyball Courts, Basketball Court, 2 Practice Netball Courts, Indoor Hockey and Football, 1 International size Netball Court, 1 Tennis Court, Trampolining, Climbing Wall, fully equipped Fitness Suite, Dance Studio and 1 Indoor heated Swimming Pool.

The Dome: 3 Badminton Courts, 1 Netball Court, 1 Basketball Court, 1 Tennis Court and 2 Squash Courts

JOB DESCRIPTION

The Role

The Director of Sport will have a genuine passion for and commitment to girls' Physical Education and Sport. This is a key appointment that will help to shape the School's wider curriculum offer: the successful candidate will have significant responsibilities in leading the School's PE and Co-curricular Sports provision to ensure excellent opportunities in a range of sports and support for every pupil's enjoyment, development and success in sport.

The Director of Sport will develop a strategic vision for participation and performance in sport that challenges each pupil to achieve her personal best and to find fulfilment in sport, whether at a competitive or recreational level. The leader will be an inspiring role model to pupils who believes and can demonstrate that with excellent teaching and relevant support, all girls can go beyond any limits they may place on themselves.

We require someone who can provide inspirational and innovative leadership to an energetic and committed department and who has clear ideas about developing girls' sport in view of the changing nature of school sport. Excellent organisational, management and interpersonal skills are essential as is the ability to build effective relationships and inspire confidence with students across the school, their parents, the department and the wider local community to be effective in role.

He/she should have a strong track record in teaching girls' Sport and curriculum PE up to and including A level or BTEC and will lead by example. He/she will offer their own contribution to the Co-curricular Sports programme with a high level of expertise in at least one of our main sports. He/she will have appropriate coaching and umpiring / referee certificates and a First Aid Certificate.

The Director of Sport is accountable to the Headmistress via the Deputy Head and will report to the Deputy Head.

He/she will have a reduced teaching timetable and will direct a department currently numbering four staff, including a Second in Department, specialist teachers in Netball and Hockey and a team of external specialist coaches. The Department has a PE Administrator.

Key responsibilities, alongside those of all Heads of Department include:

- overseeing/managing all aspects of Sport and Physical Education in the Senior School and Prep Department to ensure continuity throughout the age range, consistency in the quality of provision and match preparation, and development of physical potential through a broad range of competitive and recreational opportunities whether team based or individual;
- line-managing all members of the department and developing their expertise and skills in providing high quality teaching and learning in PE and Sport at all levels;
- promoting a culture within the department and wider school that encourages positive attitudes towards physical fitness and self-image and a lifelong healthy and active lifestyle;
- developing and managing an innovative and balanced Physical Education programme which includes regular evaluation of pupil progress to help inform teaching and learning, useful pupil feedback both formal and informal, and effective communication with parents;
- working with the Deputy Head, the Sports Centre Manager and Directors of Expressive Arts and Music to coordinate successfully and ensure the smooth running of the School's co-curricular programme;
- working with the Marketing Manager and the Outreach Coordinator to support the development and promotion of positive community links with feeder Prep and local primary schools, sharing best practice and helping to organise quality outreach activities and events;
- working with the Marketing and Admissions Department and to raise awareness of the School's sporting achievements and successes, and to communicate fixture/competition results regularly to maintain the wider profile of the department;

- ensuring that up to date policies and effective resource allocation is in place and shared within the department to optimise opportunities for all pupils to enjoy PE and School Sport;
- overseeing the allocation of Sports awards and scholarships, and ensuring that an effective elite programme is in place to develop sporting talent in all sports disciplines;
- working with other Heads of Department to promote cross-curricular links and whole-school thinking on effective teaching and learning practice;
- supporting the School Leadership Team in recruiting, developing, appraising and retaining high quality staff through effective CPD and INSET programmes;
- encouraging non-specialist PE staff to support and contribute to the Co-curricular Sports programme of the School;
- overseeing a co-ordinated fixture programme, working with the Deputy Head appropriate to the needs and levels of teams/year groups;
- organising and co-ordinating a programme of Sports Tours/Trips (domestic and overseas) working with the Deputy Head;
- keeping abreast of current developments in School Sport and fostering/maintaining links with the GSA and ISA network, local clubs, leading university departments and national organisations to ensure the provision is relevant and reflects current best practice;
- developing among pupils a coherent set of sporting values and important life skills such as leadership, resilience, perseverance, determination, self-discipline and motivation, personal responsibility, teamwork, encouragement of others, tolerance and fair play;
- ensuring that School policies with regards to all other Head of Department responsibilities including concern for pupil safeguarding and welfare, relevant health and safety measures, facilities and equipment maintenance, budgeting and effective financial planning, are fully implemented.

These responsibilities should be read alongside the job description for Heads of Department.

All School staff are expected to:

- a. Work towards and support the School vision and the current School objectives outlined in the School Development Plan.
- b. Support and adhere to School Safeguarding and Child Protection Policies.
- c. Contribute to the School's programme of extra-curricular activities.
- d. Regularly review own practice, set personal development targets and take responsibility for own continuous professional development.
- e. Work within the School's Health and Safety policy to ensure a safe working environment for staff, students and visitors.
- f. Work within the Equal Opportunities Policy to promote equality of opportunity for all students and staff, both current and prospective.
- g. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- h. Engage actively in the performance review process.
- i. Adhere to policies as set out in the Staff Handbook/Teacher Standards and Regulations.
- j. Undertake other reasonable duties related to the job purpose required from time to time.
- k. Support and contribute to the School's boarding ethos.

PERSON SPECIFICATION

Criteria	Essential or Desirable	How this will be assessed
Good degree in Physical Education (or closely related subject)	Essential	Application
Experience of teaching Physical Education throughout the school to girls including GCSE, BTEC or A level, including evidence of a range of teaching and learning strategies	Essential	Application / Interview
Ability to lead, inspire, empower, motivate pupils and staff, putting other people first	Essential	Application/Interview/Assessment
Capacity to be a proactive member of a successful team of enthusiastic senior leaders and managers	Essential	Application/Interview
Strategic thinker with an ability to develop a stimulating, imaginative and challenging programme of lessons and co-curricular activities to promote sporting excellence across the school	Essential	Application /Interview
High level expertise and proven track record in at least one of our main sport	Essential	Application
Umpiring and coaching certificates in key school sports	Essential	Application
A good communicator who is keen to promote the department within and outside the School and to raise the profile of the department across all Key Stages	Essential	Interview
Excellent organisational, teamwork and planning skills	Essential	Application/Interview
Ability to work with colleagues to co-ordinate co-curricular programmes effectively	Essential	Application / Interview
Ability to prioritise the workload of self and others and to work flexibly to tight deadlines	Essential	Application / Interview
Effective pastoral skills and commitment to the safeguarding of children	Essential	Application/Interview
A positive attitude to self-development and own learning	Essential	Application / Interview

Proficient in the use of IT in the classroom	Essential	Application/Interview/Assessment
First Aid Certificate	Essential	Application
Commitment to Saturday fixtures	Essential	Interview
Commitment to the boarding ethos.	Essential	Interview
An understanding of independent education and girls' boarding.	Desirable	Application/Interview
Teaching qualification	Desirable	Application

GENERAL REQUIREMENTS

Malvern St James is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

This job description is not necessarily a comprehensive definition of the post; it is to be enabling rather than restrictive. It will be reviewed at least once every two years and it may be subject to modification or amendment at any time after consultation with the post holder.

APPLICATIONS

The completed application form, which must include all dates of previous employment and give reasons for any gaps in employment together with a covering letter addressed to the Headmistress, should be returned to HR Department, by post to Malvern St James, 15 Avenue Road, Great Malvern, Worcestershire, WR14 3BA, or by email to recruitment@malvernstjames.co.uk

The personal statement within the application form should set out why you consider yourself a suitable candidate for the post citing relevant experience, previous achievements and your vision for this role. The statement should not repeat the contents of the covering letter.

References of shortlisted candidates will normally be taken up before interview one of which should be from your most recent employer. Two satisfactory references are required before the appointment is confirmed. The appointment of the successful candidate will also be subject to satisfactory DBS checking.

BENEFITS OF WORKING AT MALVERN ST JAMES GIRLS' SCHOOL

Malvern St James Girls' School prides itself on its warm, friendly, and welcoming environment where all staff are encouraged to play a part in a successful and supportive community.

Pay

We offer a competitive salary, taking into account previous experience and relative skills and abilities. Teaching salaries are paid on Malvern St James Teachers' Pay Scale.

Pension Scheme

After completing three months' employment with Malvern St James, Support Staff will automatically be enrolled into our Pension scheme, to which the School also contributes, this is subject to satisfying certain eligibility criteria and subject to the rules of such scheme as amended from time to time.

Teaching Staff are automatically entered into the Teachers' Pension Scheme.
Death in Service Cover.

Sport

MSJ Sports & Fitness Centre promotes flexibility as a key attribute to create fitter, healthier employees. Free membership for boarding staff includes gym and swim and a wide range of classes. The Sports Club provides many activities for members. These include a wide range of sports and regular competitions.

Other benefits include:

Year-round accommodation provided within the Boarding House

All meals provided during term time

Fee remission



