



St Catherine's BRAMLEY

Patron: Her Majesty The Queen Consort

Headmistress: Mrs AM Phillips MA Cantab

Charitable Objects of St. Catherine's School

The Objects for which the Company is established are to promote and provide for the advancement of education by providing, conducting, governing, carrying on and maintaining in the United Kingdom, or elsewhere, a boarding or day school or schools for girls in which the teaching shall be in accordance with the principles of the Church of England.

Child Protection Statement - St. Catherine's is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and an enhanced DBS with barred list check.

The post-holder will be responsible for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact and must adhere to and ensure compliance with the School's Child Protection Policy at all times. If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he/she must report any concerns to one of the School's Designated Safeguarding Leads.

Job Description for Head of Netball/Teacher of PE Full time

About St Catherine's School

St Catherine's was founded in 1885 and in 2020 celebrated 135 years of successful education for girls. The School is an Independent Church of England Day and Boarding School, in membership of the Girls' Schools' Association, with 850 pupils aged between 4 and 18. The Prep School has 225 pupils aged 4 to 11 and the Senior School 625 pupils aged 11 to 18, of whom some 165 are in the Sixth Form and 170 are boarders aged 11 to 18. The School is situated in a 25-acre site in the village of Bramley, three miles south of Guildford off the main Horsham Road (A281) and in the Surrey Hills Area of Outstanding Natural Beauty.

St Catherine's is a selective academic girls' school which prides itself on its excellent A Level results and the university places which all its leavers secure, including good numbers at Oxbridge. However, this is not at the expense of our commitment to the broader ideal of an all-round education for all our pupils, which will prepare them for full and happy lives as well as successful careers.

The School was inspected for Compliance and Quality of Education in October 2016 by the Independent Schools Inspectorate and the report may be viewed [here](#). A compliance inspection in October 2019 found all the Independent Schools Standards Regulations and National Minimum Standards for Boarding fully met. Our Good Schools Guide Reviews can be found [here](#).

We seek to appoint from January 2024 an enthusiastic and energetic full-time Head of Netball and teacher of PE to join this highly successful department which has the joint aspiration to make sport available to all and encourage exercise for life, whilst also fielding competitive teams in many sports for those girls who want to take part at school, county and often national level. The School achieved a ranking of top 5 Sports School in the UK, in the last pre-Covid season. You can watch a film about our provision [here](#).

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Personal and Professional Qualities Required

The successful applicant will be an enthusiastic and effective teacher, passionate about Netball and willing to make a positive contribution to the Department. An ability to teach/coach Netball to a very high level is of paramount importance, as too would be the applicant's own county, regional or national representative honours for Netball and/or experience of coaching successful school or county/regional/national teams. The successful applicant will also have an ability to teach some of the other sports within the PE subject remit, e.g. swimming, athletics, rounders, cricket, lacrosse, tennis, athletics and gymnastics etc. in particular a summer sport would be appreciated.

The Department

The department is made up of 10 full time staff 4 of whom are Netball specialists and 2 part time staff. In addition, there are several members of staff who assist with teaching and extra-curricular practices from the boarding community plus a tennis coach. The school has 6 floodlit tennis/netball courts and extensive playing fields which hold a grass 400m track, 6 rounders pitches and 4 lacrosse pitches.

The PE department is based in the Anniversary Halls which house state of the art facilities including a sports hall (National Netball court size), fitness suite, dance studio, pool, squash court and gymnastics area. Also based in the Anniversary Halls is the PE Office, two A Level and GCSE classrooms and the Forum Café.

Netball is a very popular sport at St Catherine's; the girls are passionate about their sport and consequently, participation at training is extensive. The school currently boasts 36 Netball teams, and upholds a policy of participation for all, ensuring that all students are coached by a Netball specialist, regardless of playing ability. Alongside our leading participation levels, we also have enjoyed much competitive success. Within the most recent full season our U16 team reached the National Schools Finals, alongside reaching the finals within the Surrey County competitions across all age groups. St Catherine's also enter a number of National Cups, where we reached quarter and semi-finals across multiple age groups. The Netball results, alongside National success within the lacrosse, cross-country, gymnastics, athletics and swimming teams helped the school to achieve a ranking of 8th top Sports School in the UK 2022 and 5th in the Independent Sports Schools 2019 in the last season pre-Covid.

Physical Education at St Catherine's

PE is taught as a separate curriculum subject from year 7 to year 13. It consists of two double periods per week from years 7 to 10 and one triple in Year 11 and 6th form. Netball and Lacrosse are taught during Year Games lessons in one double period a week alongside team/squad training sessions in the extra-curriculum.

Physical Education is also studied for public examination at GCSE (AQA) and AS/A level (OCR). Typically, these are small groups of dedicated sportswomen and results are excellent. Many girls gain places at some of the top universities to read Sports Science or sport-related subjects, including Physiotherapy, Leisure and Tourism and Physical Education.

An extensive extra-curricular provision is offered by the PE Department in which Netball is a major winter sport alongside Lacrosse.

Practical Information about The Post

As Head of Netball, the successful candidate will be expected to:

- be first and foremost an outstanding Netball teacher/coach and to have a Level 2 or 3 coaching certificate and/or a record of playing/coaching Netball at National, Super League or Premier League Level.
- be able to teach some other sports from this list: swimming, athletics, cricket, lacrosse, tennis and gymnastics as another specialism, in particular if possible, a Summer Term sport.

- oversee the arrangement of all Netball fixtures and ensure that these work around other sporting fixtures and other school commitments at key times of year which make demands on the pupils, e.g. school plays or concerts.
- be capable of setting the aspirational tone of all Netball teaching throughout the Senior School and inspire and promote the sport to all girls in the school.
- manage the Netball teaching/coaching team as delegated by the Director of Sport.
- help appoint Netball staff when necessary, working alongside the Director of Sport.
- keep the Director of Sport informed of all Netball activities at all times.
- liaise effectively with colleagues throughout the school including with the Prep. School PE Department to manage shared use of facilities and balancing the commitments of students to allow them to access all that the school has to offer.
- have strong organisational skills, allowing the Head of Netball to manage a busy and exciting extra-curricular programme and fixture calendar for Netball.
- be capable of umpiring school level fixtures at U19 level.
- have high standards of written and oral communication and a professional appearance and manner to allow for effective interactions with parents, other schools and external organisations.
- be wholly involved with extra-curricular activities, which fall outside the school day; this includes before-school practice, lunchtimes, after-school training and fixtures and weekends.
- be confident to oversee the organisation of, as well as lead, residential sports trips. The department currently organise three trips every two years in the UK and overseas. This programme is currently under review and the new Head of Netball would be involved in decision-making.
- develop a progressive Netball programme to guide teaching throughout the school, to include all players new to the game on joining, providing opportunity to develop all and to extend the top performers.
- ensure that all girls joining the School have the opportunity to play recreational Netball if they do not want to play competitively against other schools, and maintaining the value of all teams/individuals.
- develop links with local clubs and Netball academies.
- oversee the Netball facilities and equipment and manage the budget effectively to ensure that expenditure is accurately managed and future seasons are well-planned for.

As a PE Teacher, the successful candidate will also be expected to:

- be focused on Safeguarding of pupils at all times.
- be responsible for the delivery of Physical Education lessons in all activities across the curriculum as required by the Director of Sport.
- keep up-to-date records of the registers, attainment progress of all pupils taught, monitor these and take special action where necessary, also consulting/informing the Director of Sport.
- ensure that teaching and coaching reflect the agreed departmental norms and the Physical Education Policy.
- take part in all departmental activities, as required by the Director of Sport: departmental meetings, cover, etc.
- attend all required school functions, as directed by the Headmistress: staff meetings, parents' evenings, etc.
- have strong ICT skills.
- know, and adhere to all departmental policies.
- know, and adhere to all whole school policies.

Desirable Attributes:

- Have the ability to teach Academic Physical Education at GCSE or A Level.
- Have a good standard of knowledge which would allow the candidate to lead one of the school's summer sports: athletics, tennis or cricket.

Being an iPad School

We are committed to using digital learning alongside traditional educational values to offer the best of both worlds. The technology is there to support the learning. We make use of the iPads to redefine what we can do in a classroom to encourage collaboration, and to stretch, challenge and support students.

In 2014 St Catherine's became an iPad School, and all students from Year 5 to Year 9 have iPads that are the property of the School and are managed by the IT Department. Years 10 – 13 have their own iPads and/or laptops of choice in the Sixth Form. Staff are not required to have an iPad but are welcome to use any private device to facilitate their teaching. A laptop-style device is provided by the School, to colleagues who are required to present teaching materials in a classroom. All rooms are provided with wired/wireless mirroring solutions and projectors/LFDs. Staff *are* required to ensure that all resources needed for teaching are made available in an electronic format (Google Classroom and Microsoft Teams are our current chosen platforms) for downloading by girls and reading on the iPad. Strong general ICT skills are therefore a requirement, though high levels of technical ability in ICT are not. ICT training and support are delivered to all colleagues.

Support is freely available to all staff from the Director of Digital Technologies and the Head of Digital Learning.

Extra-Curricular Activities

All members of staff are asked to make a contribution to some areas of the extra-curriculum and from time to time to assist with an occasional evening event to help support events like the school plays or major concerts. These can often be combined with watching the girls in action in another sphere from the classroom and seeing another side to them which can be very helpful. All part-time and full-time staff also contribute, pro rata, to supervising Day Girls prep. time in the Library after school from 4.30 to 5.30 p.m. or 5.30 p.m. to 6.30 p.m. respectively roughly twice per term. However, as all members of the PE Department make their contributions to the extra-curriculum at the same times of day as part of the daily life of their subject, Library duty is not a requirement.

Statutory ECT Induction, Staff Induction, Staff Review and Continuing Professional Development

The School offers statutory ECT induction, as provided by the Independent Schools' Council, and a strong and well-established system of mentoring and support for ECTs. We have a well-established Initial Teacher Training Programme and consider applications from good graduates seeking school-based teacher training. All new staff are given electronic access to a Staff Handbook and School Policies well ahead of their joining the School and are given full induction training at the start of their first term. Subsequent twilight sessions also offer training in other specific areas, e.g. report writing.

The School is committed to the continuing professional development of its staff and there is an annual review procedure, conducted by a line manager. INSET opportunities are provided for the whole staff three times a year, and for individual staff, often arising out of discussions during the annual review.

St Catherine's School is committed to the proper Safeguarding of its students. All staff are required to undertake Child Protection Training as part of their induction and every three years thereafter.

Pastoral Roles

Posts within the pastoral house system of the School may also be available for the interested applicant for full-time posts. These are remunerated separately but are broadly the equivalent of form tutor responsibilities and applicants should state an interest in this additional responsibility in their application if it appeals. If such a post is not available initially, other opportunities will arise from time to time and will be advertised in the Staff Room.

Remuneration

Salary will be based on the St Catherine's Salary Scale and appropriate responsibility allowance and will be commensurate with the qualifications and experience of the candidate.

The School contributes towards the Teachers' Pensions Scheme.

The post offers medical insurance cover which is a taxable expense.

PE Colleagues are timetabled generously during the school day because the team is far larger than is needed to staff the PE academic lessons/teaching schedule. This staffing level ensures our extra-curricular Sport provision can be fully staffed. Some administrative time for team/match management is thus built into the timetables as well as an additional non-contact morning which reflects PE colleagues' weekend hours on match fixtures etc. Extra-curricular sessions at lunch and after school are counted towards the timetable allocation of an overall 33 out of 50.

Accommodation

Accommodation on site may be available in return for boarding duties. Opportunities can be explored at interview.

Other Benefits

Lunch is provided daily and all staff enjoy access to the School's leisure facilities for a small one-off joining fee: pool, tennis courts, squash court, fitness suite - when these are not in use by the girls or other visiting courses. Other meals will be provided if staff are required to work during the evenings. Other meals such as breakfast and supper may be taken regularly for a very modest charge, payable in advance.

A fees concession of 50% is offered for the education of daughters of full-time members of staff at St Catherine's if a place is available and the girl passes the entrance examination. For part-time staff any fee concession is calculated on a pro rata basis.

Full time teaching staff in the Senior School currently have an allocated free half day each week, usually an afternoon, or some other equivalent block of non-contact time, if this can be timetabled. However, this is a non-contractual privilege and it is expected that the member of staff would remain in school during this time if there were a school event/meeting requiring his/her attendance, or if he/she needed to catch up on work after some days' sickness leave, for example, or an INSET day out of School. PE Staff's equivalent non-contact time (morning or afternoon) is allocated in lieu of Saturday morning matches etc. on the same basis.

Applications

The application form should be returned to the HR Administrator, Miss Nicky Johnston, **by 12 noon on Wednesday 14th June 2023** and should take the form of:

- a letter of application relating to the specific job description for the post,
- the completed Application Form provided with these details/found on the School website at www.stcatherines.info/welcome/job-opportunities
- a curriculum vitae if you wish to submit one to complement the above documents

We anticipate that interviews will be held on Thursday 22nd June 2023.

Candidates will have their applications acknowledged and if you do not hear from us after a few days, please contact the HR Administrator by email on nicky.johnston@stcatherines.info

Thank you for your interest in St Catherine's School.

Alice Phillips, Headmistress

May 2023