



# 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 Visiting Squash Coach** **Part time | Tuesday afternoon/evening and one other day after School**

### **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 September 2023 or as soon as possible thereafter, an enthusiastic and energetic Visiting Squash Coach to provide coaching to students across the 11-18 age range.

### **Personal and Professional Qualities Required**

The successful candidate will be an enthusiastic and inspiring teacher, an excellent squash player him/herself, an experienced coach, and a strong team player committed to supporting the work of the PE department and contributing to the high profile of sport at St Catherine's. The person appointed should be able to work

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constructively within a very busy Department where children matter. It is essential that the person appointed enjoys working with young people.

### Job description

#### Line management

The School Tennis Coach is the Visiting Squash Coach's day to day line manager, although the Squash Coach is ultimately answerable to the Director of Sport.

#### The successful candidate will be expected to:

- be focused on Safeguarding of pupils at all times
- teach pairs of pupils in the Tuesday Senior Games afternoon for ¾ hour lessons from 2.00pm - 4.00pm
- teach after school lessons for individuals on Tuesday and one other day initially, in line with demand.
- run and oversee a Squash Ladder system for girls to take part in during the week/at weekends for boarders in their free time
- once established in the role, explore running 2-4 Squash matches per term in the Autumn and Spring Terms on Tuesdays or Thursdays after school against other schools in the local area. This would involve hosting matches here or escorting girls to matches elsewhere. Additional hours beyond contractual hours would be billed to the School
- be self-employed and responsible for collecting all fees from parents
- communicate with parents regularly about their daughter's lessons and progress
- communicate with the School Tennis Coach, the Director of Sport and the School's pastoral team about the attendance, progress and any other developmental issue of individual pupils
- ensure that he/she adheres to health and safety standards and works in line with Child Protection/Safeguarding legislation. Safeguarding training will be provided.
- manage the administrative tasks required by the school e.g. keeping registers, writing reports etc.

#### Essential qualities:

- an experienced and enthusiastic Squash Coach
- an ability to teach squash from beginners to experienced level
- an ability to motivate and inspire young pupils, with a sense of humour and fun
- good administrative/IT skills
- effective communication skills with pupils, parents and colleagues
- a cooperative and friendly professional manner

#### Desirable qualities:

- previous experience of running squash ladders and match fixtures
- an ability to offer tennis coaching alongside squash may be an advantage
- ability to drive a minibus/people carrier an advantage

### The Physical Education Department

The department is made up of 11 full time members of staff. In addition, there are 4 members of staff who assist with teaching and extra-curricular practices from the boarding and teaching community plus a tennis coach and swimming coach. The school has 6 tennis/netball courts and extensive playing fields which hold a grass 400m track, cricket pitches and 4 lacrosse pitches.

The PE department is based in the 125<sup>th</sup> Anniversary Halls, opened in 2011, which house state of the art facilities including a large sports hall, fitness suite, dance studio, swimming 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.

### **Extra-Curricular Activities**

Squash is an extra-curricular sport which just happens to be taught to Years 11-13 in a dedicated Games Afternoon on Tuesdays but otherwise is taught outside the curriculum and after school. Matches would take place in those times. The girls would pursue the squash ladder in their own time on other evenings and over the weekends.

### **Staff Induction, Staff Review and Continuing Professional Development**

All new members of staff will have access to the full Staff Handbook and School Policies within the Department well ahead of their joining the School. They will also be given full induction training at the start of their first term/on joining.

Any visiting teacher colleague who would like to opt at any stage for a review of his/her work is warmly welcome to approach his/her Head of Department. Such reviews can be useful tools for development as well as affirmations of good practice. INSET opportunities are provided for the whole school Staff each term.

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, and to complete Prevent Training.

### **Remuneration**

Visiting Sports' Coaches currently bill parents at the rate of £22.50 per 30 minute individual lesson. The School makes a charge of 70p per lesson for use of the teaching facilities.

### **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.

### **Applications**

The application form should be returned to the HR Administrator and should take the form of:

- a letter of application relating to the specific job description for the post
- the completed Application Form found on the School website at [www.stcatherines.info/welcome/job-opportunities](http://www.stcatherines.info/welcome/job-opportunities)
- a curriculum vitae if you wish to submit one to complement the above documents

Candidates will have their applications acknowledged and if you do not hear from us after a few days, please contact the HR Administrator, Miss Nicky Johnston, by email on [jobapplications@stcatherines.info](mailto:jobapplications@stcatherines.info).

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

Alice Phillips  
Headmistress  
October 2023