



INSPIRATIONAL
Box Hill School

Director of Sport

Candidate Pack

Box Hill School: Excellence Maximises Outcomes

Welcome to Box Hill School, where education transcends the curriculum since 1959. Under the leadership of our first female Headmistress, Ms Hayley Robinson, we empower each student to excel both in and out of the classroom. Nestled in 26 acres of Surrey countryside, our nurturing environment fosters growth for 450 students aged 11-18.

We seek an individual to aid us in maintaining our standard of pastoral excellence.

Round Square: Were Ideals Shape Futures

As a founding member of Round Square, we embrace the philosophy of Dr Kurt Hahn, championing a holistic yet personalised approach to education that nurtures global citizens. Guided by the principles of Internationalism, Democracy, Environmental Stewardship, Adventure, Leadership, and Service, we instil in our students a sense of purpose, empathy, and responsibility that goes beyond the confines of the classroom.

We believe when students are happy, they thrive.



Job Purpose

Directly Responsible to: Assistant Head (Academic)
Directly Responsible for: PE Teaching colleagues within the department.
Teaching Assistants.

Areas of Responsibility

Summary of the role and aim:

We are looking for an enthusiastic, experienced teacher to continue to drive forward the Physical Education Department at Box Hill School, to support the implementation of the schools aims and policies through the work of the department.

Main duties and responsibilities:

The specific responsibilities of Director of Sport at Box Hill School including the following, but the list is by no means exhaustive:

- Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.
- To plan and implement the curriculum of Physical Education, including the updating of schemes of work, considering, where appropriate, any national or international guidance
- To manage the provision of all Boys/Girls, PE/Games, liaising with the Director of Co-Curricular and Adventure to ensure the coherence of the curriculum at Key Stage 3
- To plan and monitor the implementation of schemes of work at all Key Stages and provide copies for the Assistant Head (Academic)
- To oversee the successful delivery of GCSE and A Level specification
- Ensure that high academic standards are achieved and the high standards of teaching and learning are maintained.
- To review and develop the curriculum in line with school policy.
- To develop and evaluate teaching approaches.
- To publish annually a departmental handbook, including details of the curriculum and programmes of study in line with the standards outlined by the Assistant Head (Academic)
- Overseeing the learning environment including displays of student work.

- To promote the use of ICT within the curriculum where appropriate.
- To plan and implement Physical Education and Games components liaising with the Assistant Head (Academic)
- Responsibility for students' progress and welfare within the department
- Establish and publish procedures for rewards and sanctions within school policy.
- To assist in the maintenance of discipline through implementation of behaviour management policy so that effective learning can take place.
- Lead in the process of setting and monitoring targets with students.

Line management duties and responsibilities:

- Assist with the recruitment and induction of new colleagues as required and Teaching Assistants into the Physical Education departments.
- Line manage and coordinate the timetables of the Teaching Assistants liaising with the Assistant Head Pastoral and Boarding.
- Manage and support the non-specialist teaching staff assisting with the Physical Education and Games programme.
- Setting, in consultation with members of the department, departmental priorities for Physical Education.
- To ensure effective communication and unified sense of purpose within the department; to hold regular, minuted, Physical Education departmental meetings.
- Establish good communication with other departments, the Director of Co-Curricular Adventure, Tutors, HOY's, HoMs, and Senior Staff.
- Allocate in consultation with the Assistant Head (Academic) responsibilities within the department and ensure their effective management.
- To contribute to the appraisal and professional development process and act as a reviewer for staff within Physical Education.
- Liaising with the grounds and maintenance staff regarding the upkeep of the facilities and equipment.

Departmental Administration and Information Management:

- Preparation for assessment and/or examinations (internal and external) and liaison with staff responsible for their organisation.

- Ensure that all departmental reports are completed on time and to the standards set out by the Deputy Head (Academic)
- Prepare and submit a Departmental Development Plan for Physical Education and associated budget to the Deputy Head (Academic) and the Chief Operating Officer by the end of January each academic year.
- To represent Physical Education in all matters within Box Hill School, to attend Head of Department meetings; contribute, as required to the various Open Mornings, academic booklets and promotional literature.
- Provide the Assistant Head (Academic) and Headmistress with a detailed report on examination results including analysis of value-added data by the end of the second week in September for Physical Education.
- Ensure all internal and public examination entries are correctly determined and given to the Examinations Officer by the deadlines requested.
- Take responsibility for the assessment and recommended selection of all scholarship candidates for Physical Education.
- Ensure appropriate cover work has been put in place in the case of absence within Physical Education.
- Take responsibility for the purchase, provision, and audit of all equipment within the Department.
- Co-ordinate and take responsibility for the provision of a comprehensive fixtures programme each Wednesday for all year groups/teams and provide other opportunities for all sport within the school, ensuring appropriate staffing and coaching of all teams.
- Co-ordinate the booking, confirmation, and cancellations of all match day provision, liaising with the transport co-ordinator, catering and grounds staff.
- Responsible for departmental locking up of the Sports Hall daily.

Health and Safety

- Maintain the teaching and other facilities in Physical Education in an appropriate condition to comply with Health and Safety Regulations.
- Ensure that all equipment is maintained annually in accordance with Health and Safety requirements.
- Ensure that all the Department's activities are adequately Risk Assessed and signed off through the correct processes prior to the activity taking place.
- Liaise with the Headmistress and Assistant Head Academic in the development of the departmental resource areas.
- Ensure that all equipment is suitably maintained and stored departmentally at all times.

Other Professional Responsibilities

- Uphold and follow the Staff Code of Conduct.
- Always operate within all stated policies and practices of the school and annually review policy and procedure updates.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents, and colleagues.
- Maintain an attractive and stimulating sports environment with displays of pupil activities and learning resources and contribute to displays in the school.
- Maintain positive working relationships with pupils, colleagues, parents, and other members of the school community.
- Undertake such other tasks as may reasonably be assigned by the Headmistress from time to time.
- It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of staff.
- All members of staff have a responsibility and duty of care to safeguard and promote the welfare of pupils.
- Staff must be aware of the systems within the school which support safeguarding and must act in accordance with the school's Safeguarding and Child Protection Policy.



Person Specification: Essential Criteria

Qualifications

Essential

- A good honours degree and recognised teaching qualification (PGCE)

Desirable

- A master's degree
- Level 2 and above coach in a few of the major sports.

Experience

Essential

- Experience of responsibility within a Physical Education Department.

Desirable

- Experience of managing a team.

Skills

Essential

- A good sense of humour
- Outstanding inter-personal skills
- An ability to work hard; resilience.
- Enthusiasm that inspires others.
- Excellent communication skills.
- To liaise closely with parents.

Desirable

- Ability to chair meeting within the department/school.
- To manage staff members professional development.

Knowledge

Essential

- A good level of knowledge in the school's major sports namely Football, Hockey, Rugby, Cricket, Athletics and Netball.

Desirable

- GCSE and A level PE

Personal competencies and qualities

Essential

- Ability to work with students at all levels.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Emotional resilience in working with challenging behaviours.
- Positive attitude to use of authority and maintaining discipline.
- Experience and responsibility within a Physical Education Department
- Ambition to develop Physical Education further at Box Hill School

Terms and Conditions



Staff on site parking



Use of the school gym



Staff discount on school fees



Lunch is provided free of charge during term time



Pension Scheme provided through Aviva Pension Trust for Independent Schools



Cycle to work scheme

- The successful applicant will be required to complete a pre-employment medical questionnaire.
- Salary competitive within the sector and commensurate with the successful candidate's experience

Child Protection and Safeguarding

The Governors of Box Hill School are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post. This will include making an enhanced disclosure to the Disclosure and Barring Service. Further details about the school's policy regarding Safeguarding and Disclosure in relation to recruitment and selection can be found on the Current Vacancies page of our website.

Applications

Applicants are required to submit the completed Application Form and Equal Opportunities Monitoring Form.

CVs alone will not be accepted but can be included as part of the application process.

Additionally, please review the Explanatory Note on our application and recruitment process, available on the website's [Current Vacancies page](#).

Applications should be sent (by post or email) to: hadmin@boxhillschool.com.

The closing date for applications is **Monday 29th April 2024 at 9.00am**

