

SEVENOAKS SCHOOL

JOB DESCRIPTION



Graduate Assistant Sports Coach x2
(Term-time only, 1 year FTC)





The School

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for over 1100 pupils from the age of 11 to 18.

Inspiring facilities, together with expert, enthusiastic and imaginative teaching, provide rich opportunities for students participating in lessons, and a wide variety of sports and the performing arts.

The school's international make-up and outlook promote the principles of tolerance and open-mindedness. About 390 pupils board in the seven boarding houses, and students originate from some 50 countries worldwide.

In 2018 Sevenoaks School was, for the second time in 10 years, awarded The Sunday Times Independent School of the Year. It was the second highest achieving large-cohort IB school in the world in 2018 and 2019, the top independent IB boarding school in the UK in 2018 and also the top fully co-educational IB school in the UK.

In 2018 the Independent Schools Inspectorate (ISI) awarded Sevenoaks School the highest grade – 'Excellent' – in both of the two categories which formed the basis of the inspection: 'Pupils' Achievement' and 'Pupils' Personal Development'. The inspectors were most impressed by the outstanding attitude to learning and the genuine spirit of enquiry and contribution that characterised all aspects of the curricular and co-curricular programmes.

This excellence is achieved by bright, motivated students, inspired by highly qualified and dedicated teachers in well-resourced classrooms. The school has around 200 teaching staff, well supported by a large number of ancillary staff. A professional pastoral team of specialist tutors, boarding house staff and year heads give care and guidance, promoting student welfare and happiness. The mutual respect shared by students and staff generates a harmonious and purposeful atmosphere. Further information about the school can be found at: www.sevenoaksschool.org.

The Campus

The school is situated in the Kent market town of Sevenoaks and has a prime position at the top of the high street. The 100-acre site, which includes a number of listed buildings and attractive gardens, is beautifully landscaped and adjoins the medieval deer park of Knole. London is only a 30-minute train ride away. Gatwick airport is only 30 minutes by car, and there are good transport links to other London airports and the Channel Tunnel.

The school has first-class resources and facilities, including a superb sports centre, The Sennocke Centre. Facilities of the Sennocke Centre include a 6 lane swimming pool, double sports hall, 3 indoor squash courts, 3 indoor tennis courts, dance studio and fitness suite. Outdoor facilities include 2 all-weather astro turf pitches, 5 outdoor netball courts, 7 outdoor tennis courts, 9 rugby pitches, 9 football pitches, 3 cricket pitches and an all-weather 6 lane tartan athletics track.



The Physical Education & Games Department

The PE Department is dynamic and ambitious, providing a variety of sports and activities to all students. The Heads of Sports work together as a team under the leadership of the Director of Sport. A diverse concept-based curriculum is taught with the aim to enhance the physical literacy of every student, whilst fostering and developing personal attributes through physical activity. As a department, we have an explicit focus upon the strengths of character through participation in sport, linking to the schools IB learner profile.

PE module topics include Athletic Development, Athletics, Co-ordination, Communication, Independence, Invasion Games, Net and Wall Games, Reflection, Striking and Fielding and Swimming. These topics cover a vast number of different sports and compliment the performance of our Games and fixture programme which run every afternoon including Saturdays.

We are looking for applicants confident to deliver in sports covered in our games programme which include hockey, rugby netball, football, cricket, tennis and athletics. There are 8 full-time PE teachers and several part-time coaching staff who, along with many academic staff, support and deliver our games programme.

All pupils joining the school in Year 7 take two PE plus one swimming lesson per fortnight. Year 7 and 8 also enjoy 2 games afternoons which will include their fixtures, as well as after school training sessions.

From Year 9 onwards students have two games afternoons including their main fixture programme which will take place on a Saturday afternoon, with the occasional mid-week fixture. The PE department run a series of tours and trips all over the world which provides unprecedented opportunity for students to enjoy developing their expertise and competing against international students.

All Sixth Form students will choose their games sports options from the vast and encompassing programme, and this provides two afternoons of training and fixtures or activity. The presence of almost 200 students with international backgrounds enriches the student body and develops awareness in other countries and their sporting interests. There are regular sporting competitions to participate in, and several Sevenoaks sports teams have enjoyed progressing through to Regional and National competitions in recent years.

Main Duties and Responsibilities

The successful candidate will be an enthusiastic, well-qualified and dynamic coach. He or she will be confident to deliver the following:

- Coach sessions to develop student skill, fitness and tactical understanding. Manage a team for training sessions (during games afternoons and after school practices) and fixtures.
- Lead and assist PE lessons to enhance the delivery of the curriculum.
- Responsible for ensuring teaching and coaching staff are supported with the necessary equipment for lessons.



- Provide positive and constructive feedback to students on their performance.
- Deliver individual and team coaching sessions throughout the year, whilst ensuring that students are physically prepared for the demands of performing.

Person Specification

Essential

- University graduate or sports coach with suitable qualifications.
- Foster a strong team spirit, helping to develop their own skills and look to inspire the students.
- Passion for the subject and an ability to convey this to students.
- A good administrator, able to proactively manage day-to-day tasks in the department with initiative and efficiency.
- Regulations for Health and Safety and Child Protection policies are adhered to as outlined by Sevenoaks School.

Desirable

- Hold a recognised coaching qualification specific to a chosen sport (Level 2).
- Experience of coaching secondary students of all ages (11-18 years).
- A commitment to excellent pastoral care, supporting boarding and a willingness to support the whole school's ethos and environment.
- Ability to deliver coaching specific to a sport across three terms.

Hours

09:00 – 17:30 Monday to Friday, plus 10:00 - 16:30 Saturdays during term-time. When required to work Saturdays, you will be given four hours lieu time during the week.

On some days there may be a requirement for a later finish, balanced by a later start time, but this will be agreed in discussion with management and notice will be given.

Salary and Benefits

Salary

The full-time equivalent salary for this post will be £19,891 per year. The take-home pay will be based on a pro-rata calculation from this figure, depending on the hours outlined above.

Benefits

- As this is a term-time role, payment for the pro-rata holiday entitlement of 34 days (including 9 bank holidays in 2022) will be included in the salary offered.
- School lunch.
- Free parking.
- Membership of the school's defined contribution pension scheme is available.
- Cycle to work scheme.
- Membership of the school's fitness centre.
- Employee Assistance Programme.



- Free or reduced price tickets to events in The Space, our Performing Arts Centre.
- Sevenoaks School Savers voluntary benefit scheme.
- Fee remission policy (terms apply).

Child Protection

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are always required to adhere to and ensure compliance with the school's Safeguarding Policy Statement. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

Offer Conditions

The successful applicant will be offered the role subject to the satisfactory completion of a number of background checks including but not limited to: an enhanced DBS check with Children's Barred list check, the taking up and verification of references, the verification of career history and fitness to undertake the role. The complete list of required checks will be provided to the successful candidate.

Note

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the school in relation to the post holder's professional responsibilities and duties. We

are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role.

Health and Safety

Under the Health and Safety at Work Act 1974 and subsequent legislation, the school is obliged to provide you with a work place and working conditions which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.

Accommodation

Accommodation may be available for the successful applicant at a subsidised rate. More information will be provided.

Application

If you wish to be considered for this role, please complete the online support staff application form at <http://www.sevenoaksschool.org/support-vacancies/>

The closing date for applications is 20/02/2022 at 23:59.

The school reserves the right to appoint at any stage of the recruitment process. Applications may be reviewed on a daily basis and interviews may occur at any stage. We therefore invite interested candidates to apply as soon as possible.

At Sevenoaks School our mission is to ensure that students secure their full potential. We prepare



young people for life in a modern, global society and seek to provide every student with excellent role models. Having a diverse staff enhances our school community and we warmly welcome applicants from all backgrounds.

Sevenoaks School is a Covid-19 secure environment. Interviews will be held in person in line with social distancing requirements.

Please contact the Human Resources Office at humanresources@sevenoaksschool.org or by telephone on 01732 467740 if you have any questions about a completed application.