



ST MARY'S CALNE

DIRECTOR OF SPORT

FULL-TIME
SEPTEMBER 2024

APPLICANT PACK





Acting Head: Mrs Diana Harrison
MA (Cantab), PGCE (Bristol), CPP (Roehampton)

A recognised leader in the field of girls' independent boarding education, St Mary's Calne has approximately 360 girls aged 11-18, including 120+ girls in the Sixth Form. Results in public examinations are consistently excellent, with almost all of the girls going on to university, several each year to Oxbridge, to read a wide variety of subjects. As well as innovative teaching, learning and scholarship, St Mary's offers outstanding pastoral care and a vibrant, warm community.

We are looking to appoint a Director of Sport who will have responsibility for the leadership and operational management of the PE and Sport Department. They will demonstrate a clear vision for girls' PE, Sport and Physical Activity and will encourage both pupils and staff to achieve high standards of participation and excellence.

The successful candidate will work closely with, and be supported by, the Executive Director of Sport who oversees the strategic provision of Sport across the site which includes St Mary's Calne, St Margaret's Prep, St Mary's Tennis Academy and the St Mary's Sports Club.

St Mary's is committed to safeguarding and promoting the welfare of pupils. Due to the nature of the work involved, the successful applicant will be required to undertake an Enhanced DBS check.

We are an equal opportunities employer and committed to ensuring all applicants will be treated in a fair and equal manner and in accordance with the law regardless of gender, marital status, race, religion, colour, age, disability or sexual orientation.



THE SCHOOL: ITS ETHOS AND AIMS

St Mary's Calne believes in excellence in all respects. As a school community, we thrive amidst a culture of strong expectations and the education which we provide nurtures and develops the concept of high performance. The principal aim is to develop well-rounded pupils who are equipped to excel as adults.

Whilst the achievement of top quality examination results is a central tenet, since these will be a key passport for the girls in the path to their future careers in the modern world, we seek to encourage everyone (girls and colleagues) to strive for excellence in a wide range of spheres. We aim to inculcate habits for life, enabling the girls to relish the prospect of hard work; to develop and deploy the necessary qualities of perseverance and determination; to learn how to do well; to acquire the belief and self-confidence that they are capable of high performance and success – both in the short term and in the future; to instil a sense of desire and an appreciation that the future, indeed their future, lies within the grasp of their own efforts.

Co-curricular opportunities beyond the classroom are a vital and integral part of life for girls at St Mary's Calne. They are woven into the timetable during the day, in the evenings and at weekends. We believe that both boarders and day girls benefit from all aspects of the strong boarding ethos of the school.

Our latest Co-Curricular
Booklet & Weekend
Programme



THE SCHOOL VALUES

AMBITION

Deliver a tailored and specialised curriculum to inspire a love of learning and enable our students to achieve top class academic results

Guide and support every student to challenge themselves and reach their full potential

Prepare our students for higher education, careers, leadership and the challenges of a fast-changing global world



COMMUNITY

Be a vibrant, warm, open and inclusive community, where boarders and day students live with empathy and respect

Encourage our students to become proactive, engaged citizens who make a positive difference to the world

Connect, collaborate and communicate with our dynamic, supportive and extensive alumnae network



INNOVATION

Spearhead research and practice in adolescent development

Foster creativity in the arts and sciences, encouraging freedom of thought and self-expression

Embrace new developments in technology to prepare our students for the future



OPPORTUNITY

Deliver a breadth of academic and co-curricular opportunities to meet each student's ability, needs and interests

Create opportunities for adventure, exploration and discovery for all members of our community

Provide opportunities for girls from diverse backgrounds who would benefit from a St Mary's Calne education



BENEFITS OF WORKING AT ST MARY'S CALNE

St Mary's Calne offers an enriching working environment within the beautiful Wiltshire countryside, with easy transport links to Bristol, Bath and London. The school is set in its own attractive 24 acre grounds, shared with St Margaret's Prep School.

The benefits of working at St Mary's include:

- Competitive salary, based on the school's own pay scale.
- Generous Pension Scheme (APTIS).
- Excellent and tailored continuing professional development within the department and across the school.
- Highly motivated pupils taught in small groups.
- Discounted membership of the on-site [St Mary's Calne Sports Club](#) which offers a variety of fitness classes including yoga, pilates, zumba and spinning, as well as use of the gym and pool.
- School Fee remission for daughters educated at St Mary's Calne (day or boarding for ages 11-18), and for sons or daughters educated at [St Margaret's Prep School](#) (day school and nursery for ages 2 to 11).
- Complimentary meals in the Dining Hall during term time.
- Free on-site parking.
- Employee Assistance Programme offering free services and access to experts to aid professional and personal life, such as legal and finance advice, and health, well-being and medical support.
- Access to [the School Library](#) and the School Shop.

St Mary's Calne is an HMC member School. HMC schools are world-leading independent schools. To find out more about what it's like to teach at an HMC school, visit: www.hmcteachingcareers.org.uk



EXPECTATIONS OF ACADEMIC TEACHING STAFF

Most importantly, we are looking for an enthusiastic, energetic and well-qualified teacher who will inspire their pupils and who can engage sympathetically with young people. They will: make an active contribution to the department; stretch pupils of all abilities to achieve their potential; encourage pupils to learn by making the subject taught both interesting and accessible; be innovative and dynamic in order to ensure the effective delivery of the curriculum. Our pupils' success in acquiring new abilities, skills and understanding depends crucially upon the quality of teaching which we are able to offer.

St Mary's School has an innovative approach, incorporating Connected Teaching and Learning. This is based around four pillars.

Connected across subjects: developing interdisciplinary thinkers with the ability to transfer skills and knowledge.

Connected digitally: using IT to enhance learning.

Connected with teachers: to foster a love of learning.

Connected with the wider community: collaborating with universities, other institutions and professionals to create opportunities for real world learning.

These four pillars are connected to our broader academic philosophy of 'Academic Buoyancy', the capacity to overcome setbacks, challenges, and difficulties that are part of everyday academic life. By fostering academic buoyancy pupils will leave St Mary's with five key strengths that will prepare them for the academic and wider challenges beyond school: Confidence, Coordination, Control, Composure, Commitment.

All members of staff are expected to commit to the boarding ethos of the school which includes supporting the extra-curricular life, as well as taking on the role of a House tutor within a boarding House on one evening a week. This provides a key interface between the specific academic work of the classroom and the broader life of the boarding community.

In particular at St Mary's, we pride ourselves on our focus on the needs of individual girls. This is underpinned by the tutorial system in which all members of the academic staff play a full part, looking after a number of Tutees in different year groups; these tend to be drawn from the particular House in which each member of staff tutors.



TEACHING STAFF ROUTINE DUTIES AND COMMITMENTS

St Mary's School holds all teaching staff to the highest standards in accordance with DfE guidance on teacher standards:

'Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up to date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.'

In addition, a full-time member of teaching staff can expect:

- To teach 20 lessons per week; staff are expected to be in school for 28 out of a total 33 lessons so they are available for cover and other duties) this allows staff to have a morning and afternoon off). Part-time staff members are expected to be in school for the same proportion of non-contact time as teaching time.
- To be on the premises to check pigeonholes and daily information boards before the start of school.
- To check email at several points during the day.
- To set and mark work in accordance with Departmental guidance.
- To invigilate, set and mark internal exam papers.
- To prepare girls for public examinations as appropriate.
- To write reports and grade sheets in accordance with the guidance issued by the Deputy Head Academic.
- To be a Tutor to a number of girls up to a maximum of eight (though this does not apply to a HsM).
- To take a share in cover and other duties.
- The equivalent of one day off per week, made up of either one full day or two half days (e.g. one Saturday morning and an afternoon). However, staff should be in school on the first and last day of term, even if this falls on their allocated day off.
- To be a House Tutor with an evening duty once a week (though this does not apply to a HsM).
- Evening, weekend and other duties allocated by the Senior Deputy Head or Deputy Head Pastoral.
- To be in school for the part weeks at the beginnings and ends of terms as CPD frequently takes place at this time.
- To be a member of a Company and attend Company events.
- Cover for absent colleagues as required.
- A salary will be paid at the appropriate point on the St Mary's Pay Scale. For all new members of staff, the first six months of employment is a trial period for both parties. The normal one term's notice to terminate the contract is not applicable until after that period.



All members of staff are expected to have proper regard for the school's safeguarding policy and procedures, including update training.

The above applies to part-time teaching staff on a pro-rata basis.

THE PE AND SPORT DEPARTMENT

Sport is highly valued and popular at St Mary's Calne. It plays a hugely important role in the day-to-day life of the girls and is a central part of the broad and balanced education we offer. Our aim is to provide all pupils with a first-class programme in physical education, sport, and physical activity.

Our dedicated team of specialist staff, across our site, have a shared philosophy which allows us to provide all our learners with an exciting range of opportunities and experiences. Our staff are passionate about sport, know our pupils well and care deeply about our offer to them. This is a combination that works well, and participation rates are consistently high across the school.

Our philosophy centres around putting pupils at the heart of everything we do. It is only by being clear about what we want to achieve for them that we can provide a carefully crafted offer to meet their needs. It is only by meeting their needs that we can create a culture where they can flourish and excel.

All pupils experience a generous programme of lessons and activities. These include PE lessons, games afternoons, team practices, fixtures and competitions, and a wider programme of co-curricular activities. Older pupils 16+ can make use of the state-of-the-art fitness suite based in St Mary's Calne Sports Club.

The school's major winter sport is lacrosse and major summer sport is tennis. In addition, we also compete in hockey, netball, swimming, cricket, athletics, cricket, cross country, equestrian, ski racing and badminton. We strongly believe in healthy competition. Each term there is a challenging and inclusive fixture programme for pupils to enjoy, whether they aspire to be a high-level performer or just enjoy participating with their friends.

Riding takes place all year round under the direction of the Equestrian Co-ordinator; girls stable their horses at local liverys and may choose riding as their main sport. In recent years Equestrian has grown in popularity and our team has been very successful.



We look to ensure pupils receive a broad, balanced, and engaging programme of activities to ensure variety. We strive to find something for everyone. Pupils can experience dance, health related fitness, water polo, climbing, outdoor and adventurous activity, archery, ultimate frisbee, yoga, pilates, mountain biking and kayaking, to name a few, in their time with us. This may be through our PE and games lessons or through our impressive co-curricular programme.

In addition, pupils can have 1-1 tennis lessons delivered by our onsite tennis academy, 1-1 swimming lessons delivered by our specialist swim coach based at St Mary's Sports Club or 1-1 riding lessons at local stables organised by our equestrian co-ordinator. These are paid extras and are carefully built into individual timetables.

During their time with us there are also opportunities for pupils to gain qualifications in sports leadership, officiating and coaching, as well as undertaking voluntary work with partner primary schools within our local community. Pupils can choose to study 'A' Level Physical Education in the Sixth Form.

Overseas sports tours, residential trips and visits serve to enrich experiences and providing lifelong memories of their time here with us.

We believe that by carefully selecting the right balance of activities and by adopting a multi-faceted approach we can provide opportunities that meet the needs of all learners allowing us to develop:

- Performance
- Competition
- Active Participation
- Health and well-being
- Memorable experiences

If you would like to be part of our successful team and believe you can lead our thriving programme, then we look forward to hearing from you.



THE DIRECTOR OF SPORT

Job Summary

The Director of Sport will have responsibility for the leadership, operational management and strategic development of the PE and Sport Department and its staff. They will demonstrate a clear vision for PE, Sport and Physical Activity and will encourage both pupils and staff to achieve high standards of participation and excellence.

Reporting to the Executive Director of Sport, the post holder will form part of the “Leadership for Sport Team” that will see them working closely with not only colleagues at St Mary’s but with peers from the wider organisation that encompasses St Margaret’s Prep, St Marys Tennis Academy, and the St Mary’s Sports Club.

The Director of Sport will lead by example, by teaching and coaching a broad range of sports and will draw on best practice to ensure that both the curriculum and co-curriculum are cutting edge and in line with the aims and ethos of the whole school strategic thinking. They will be passionate leader who is dedicated to girls’ sport and the unique opportunities and benefits that an all-girls environment can offer.

The Director of Sport is supported by a full time Sports Administrator who is based within the Department. They will also be supported by a Director of Tennis and Head of Lacrosse.



MAIN DUTIES AND RESPONSIBILITIES

Leadership and Management of the Department

- Demonstrate a clear vision for PE, Sport, and Physical Activity
- Demonstrate the ability to inspire staff and pupils by promoting a compelling sports offer.
- Strive for excellence in all teaching and learning and support other members of the department to do the same through effective professional development.
- Maintain and develop department initiatives within the school and the wider community; to be alert to new ideas that will enhance the education experiences of pupils.
- Lead the department in the review of both curriculum and co-curriculum provision.
- Take a professional approach in the planning and organisation of lessons and schemes of work. To continually monitor and evaluate all programmes so they meet the needs of learners.
- Develop effective professional relationships with colleagues and ensure effective communication structures across the faculty including chairing regular meetings and leading faculty-based CPD.
- Ensure the delivery of a well-prepared competition schedule that balances high representation and participation levels, whilst not over stretching a particular group of pupils.
- Attend Parental Progress Meetings and follow up on any departmental matters that might arise from these.
- Line manage staff to ensure that lessons and team practices run smoothly.
- Oversee the monitoring of assessing and reporting on pupil progress.
- Ensure the continued professional development of all members of the department, mentoring (or managing the mentoring) of ECT teachers PE.
- Lead by example by teaching a broad range of sports across the school and coaching teams each term.
- Ensure a safe teaching and coaching environment.
- Liaise with colleagues from a range of different departments and across the wider organisation to ensure there is a careful balance to the co-curricular opportunities the school offers.
- As a member of the Leadership for Sports Team, make a positive and constructive contribution to the strategic and operational direction of PE, Sport, and Physical Activity across the site.



Curriculum

- Teach to a high standard across all year groups, modelling effective practice within the department.
- To plan the curriculum and games afternoons each term, allocating staff appropriately.
- Promote equality of opportunity for all pupils so that their potential is encouraged and developed.
- Ensure the delivery of key core sport skills, physical literacy, and health related fitness in Years 7-11.
- Oversee the Scholarship programme, Sports' Leaders programme and delivery of 'A' Level PE.
- Encourage links with other subjects across the curriculum.

Facilities and resources

- Work effectively with the Sports Administrator to plan fixtures including travel and match teas.
- Ensure facility usage is carefully planned in relation to the curriculum and fixtures.
- Ensure that sufficient equipment and resources are available to deliver the programme.
- Ensure that PE and sports kit is reviewed regularly and worn appropriately by all pupils, liaising effectively with the School Shop.
- Regularly review and update PE and Sport risk assessments.

Budget and Administration

- In collaboration with the Executive Director of Sport, and Sports Administrator, manage the departmental budget effectively and ensure that equipment required is purchased efficiently.
- In collaboration with the Executive Director of Sport, be responsible for the Strategic Development Plan for the department.

Links with the wider community

- Publishing the PE diary weekly and updating Socs accordingly.
- Representing the department at events such as Open Days, Scholarship Days, Prep School visits, etc.
- Work in partnership with Admissions to deliver Scholarship and Entrance days.
- Communicate effectively with parents to promote PE and school sport and resolve any queries or concerns.
- Promoting links with the wider community and with relevant partner organisations.

This list is not exhaustive, and the post holder will be expected to perform any other tasks that are reasonably assigned.



PERSON SPECIFICATION

Education, Qualifications and Training

- A degree in a sport related subject or equivalent training and experience
- Leadership and Management qualification (desirable)
- A coaching and/or umpiring qualification in one or more of the main sports of the school

Knowledge and Experience

- Committed to promoting PE and Sport across the whole school
- To be a positive and professional role model to the girls
- Proven record of academic success
- Committed to educational excellence and the fulfilling of girls' potential
- A commitment to instilling and developing excellence in young athletes
- To be enthusiastic and able to motivate and inspire pupils
- Ability to coach at least two sports from Year 7 to Year 13
- An ability to deliver Lacrosse, or at least a willingness to learn or undertake CPD to support a lower school team
- Ability to teach A Level PE
- Motivation to work with young people
- High level of emotional intelligence.
- Willingness to participate in the wider life of a boarding school
- The ability to tutor girls and be pastorally aware of their needs
- The ability to use initiative
- The ability to relate effectively with staff, pupils and their parents
- The ability to be flexible and work independently
- The desire to develop professionally on a continuous basis and to attend internal and external training days
- Previous experience in a management position (desirable)
- **Playing or coaching sport at a county or higher level (desirable)**

Skills

- Passionate leader dedicated to girls' sport.
- Excellent organisational and time management skills
- Competency in the use of IT for administration and teaching purposes
- Personal dynamism
- Excellent interpersonal and team management skills



FURTHER DETAILS AND HOW TO APPLY

Research tells us that applicants (especially those from under-represented groups) can be put off from applying for a role if they do not meet all the criteria. If you think you would be a good match for this role and can demonstrate some transferable experience please apply, regardless of whether you tick every box.

Further information about the school may be viewed on the website:
www.stmaryscalne.org

In order to ensure that all applicants are assessed equally and fairly, and to ensure compliance with our safer recruitment procedures, applications will only be accepted on a school application form which can be downloaded from the Vacancies page of the school website or can be sent on request from:

Mrs Karen Turner

Email: teacher.recruitment@stmaryscalne.org

St Mary's School, Calne, SN11 0DF

Tel: 01249 857 200

A fully completed application form, together with a covering letter explaining your suitability and/or vision for the role, should be sent to the above email address.

Receipt of an application will be acknowledged as soon as possible.

Closing date for applications: Midday, Tuesday 7th May 2024

Proposed interview date: Tuesday 14th May 2024

All members of staff are expected to have proper regard for the school's safeguarding policy and procedures which includes undertaking necessary training. An enhanced DBS check is required for every member of school staff, this will be carried out by the school on appointment of a new staff member. For information, extracts from the school's Child Protection policy are appended on the final page of this document.



EXTRACT FROM ST MARY'S CALNE

CHILD PROTECTION POLICY

St Mary's Calne fully recognises its responsibilities for Child Protection.

We are dedicated to safeguarding and promoting the welfare of our boarders and day girls, regardless of age, ability, race, culture, religion, sexuality or background. We follow the child protection procedures set out by the Wiltshire's Safeguarding Vulnerable People Partnership and have regard to statutory guidance issued by the Department for Education Keeping Children Safe in Education, 2023 and are aware of our obligations under the Human Rights Act 1998 and Equality Act 2010. Our child protection policy takes full regard to Working Together to Safeguard Children 2018 (WT), What to do if you are Worried a Child is Being Abused (2015) and the National Minimum Boarding Standards (2022).

At St Mary's Calne we have a 'Nominated Governor' to take leadership responsibility for the school's safeguarding arrangements.

What is safeguarding?

Safeguarding can be defined as promoting the physical and mental health, safety and welfare of all pupils.

Safeguarding is the responsibility of all adults, especially those working or volunteering with children. The school aims to help protect the children in its care by working consistently and appropriately with all relevant agencies to reduce risk and promote the welfare of children.

Staff:

- are advised to maintain an attitude of 'it could happen here' as far as safeguarding is concerned
- should always act in the best interest of the child.

What is child protection?

Child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm.

