



Games Coach (part-time)

About Our School

Set in beautiful extensive grounds in the village of Hawkhurst in Kent, Marlborough House is a country Prep School for 2 ½ to 13 year old boys and girls with a distinctly family feel; small enough for everyone to be known and cared for whilst still being bold and ambitious for the future. We believe strongly in allowing the children to develop values and character alongside an exciting Academic, Creative and Sporting Curriculum.

Our pupils move onto senior schools at either 11 or 13 – there is a proud track record of success to Cranbrook at 11 as well as a range of independent senior schools at 13.

We know our staff are our greatest resource and we are committed to employing inspirational teachers who have passion, drive and vision with the overall aim of giving each child at Marlborough house confidence, determination and a willingness to try new things.

Our website www.marlboroughhouseschool.co.uk will give you a flavour of life at Marlborough House as well as some useful information.

All staff at Marlborough House are responsible for promoting and safeguarding the welfare of pupils for whom they are responsible or with whom they come into contact and are expected to adhere to and ensure compliance with the school's Safeguarding policy at all times. If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risk to the safety or welfare of children in the school, s/he must report concerns to the Designated Safeguarding Lead.

About the role

We are seeking a graduate or experienced Games Coach with a warm, open and enthusiastic personality to join the successful games department of our thriving School in September 2022.

The post holder will assist with games 4 or 5 afternoons a week, with the added option to support our Boarding provision also available. We are seeking a candidate with teaching or coaching experience in some of the following disciplines - netball, rugby, football, hockey, cricket and tennis. Hours of work will be as detailed below (see Outline Terms and Conditions) but the ideal candidate would be willing to be flexible over hours worked where necessary.

The successful candidate will be involved in teaching children from Year 1 (age 5-6) to Year 8 (age 12-13) and responsibilities will include writing progress reports and supervising changing rooms. The Games Coach will take full responsibility for leading and running teams, including compiling team lists, accompanying children to matches, and writing weekly match reports. In addition, the successful candidate will be required to lead and run extra-curricular clubs for Pre-Prep and Prep school children.

Staff at Marlborough House play a full part in the life of the School, offering extra-curricular or other activities.

All staff at Marlborough House School have an important role to play in safeguarding and promoting the welfare of children.

Please refer to the full job description person and specification below.

Pre-employment checks: Marlborough House School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers, and Disclosure and Barring Service

Outline Terms and Conditions

Period of employment: Permanent part-time position starting in September 2022.

Working hours: This role is a part-time position. Games coaching hours will be Monday to Friday 12.30pm to 4.40pm during term time. Clubs run from 4.40pm to 5.40pm Monday to Friday during term time. Details of optional boarding hours will be discussed at interview. Additional attendance will be required from time to time for events such as INSET, training days, Open Days, Prize-giving and School events.

Salary: Salary will be according to the Marlborough House scale which closely equates to the national pay scale for teachers and commensurate with experience. Arranged in advance any extra hours worked for clubs and/or boarding will be paid in addition to the agreed annual salary for the Games Coach position.

The School will comply with its legal obligations in relation to the provision of access to a pension scheme. Lunch is provided during term time.

How to apply

Please complete both required application forms which can be downloaded from the School website www.marlboroughhouseschool.co.uk/ and return, electronically (**in MS Word format please**) to recruitment@marlboroughhouseschool.co.uk or by post to the school in an envelope marked RECRUITMENT.

Please note that only applications which are on school application forms can be accepted and that applications received after the closing date will not be considered for shortlisting.

Closing date for applications: 9am Monday 23rd May 2022

It is expected that interviews will take place on Wednesday 25th or Thursday 26th May 2022, however, interviews for shortlisted candidates may take place prior to the closing date therefore early applications are encouraged.

Required Start Date: September 2022

Games Coach Job Description

Responsible to the Director of Sport the main areas of responsibility are:

- Deliver well planned and structured games lessons
- Lead and run teams in each sport, including compiling team lists, accompanying to matches and writing and uploading match reports
- Lead and run extra-curricular clubs for Pre-Prep and Prep school children.
- Supervise changing rooms as required
- Maintain records as required by Head of Department
- Write end of term reports
- Establish and maintain good working relationships with colleagues
- Attend appropriate training sessions
- Attend the whole staff meetings at the beginning of each term
- Be conversant with all relevant school policies and procedures and accept shared responsibility with all Marlborough House staff for Safeguarding, Health and Safety, and Data Protection.
- Perform any other duties as commensurate with the post that the Head of Games may reasonably ask the Games Coach to perform from time to time.

Games Coach Person Specification

The successful candidate will ideally possess the following key attributes and experience:

Personal Skills

- passion for the development and education of the whole child
- excellent member of a team
- sense of humour and perspective
- calm and patient manner
- capable, organised and flexible in approach
- warm, open and enthusiastic person
- ability to motivate and encourage pupils
- responsible and reliable
- ability to relate to parents as partners within the school community
- leads by personal example

Professional skills

- ability to explain tasks simply and clearly, fostering independence
- inspirational and creative
- ability to use a range of methods to suit the individual child
- high expectations
- excellent organisation and efficient time management
- ability to adapt and learn new skills
- ability to act on own initiative
- show discretion and show sensitivity to the needs of children
- excellent communication skills
- up to date knowledge of how children learn and achieve
- ability to inspire respect from colleagues, pupils and parents

Experience

- Coaching experience within team sports
- Experience working with younger children
- Recent work in a school or club environment

Qualifications

- Relevant coaching qualifications
- Current Minibus driving qualification
- First Aid qualification

Other

- Shares the school's commitment to providing a safe learning environment where safeguarding children's welfare comes first
- Willing to become involved in the life of the School as a whole

Marlborough House School, Hawkhurst, Cranbrook, Kent TN18 4PY

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