



Head of Sport and PE (part-time) **September 2024 or January 2025**

Details of the Post and Application Process

The School

Bronte School is an independent preparatory school for children aged 3 to 11. The School's ethos is based upon the twin pillars of academic excellence and of being a family school. A stimulating and purposeful curriculum is accompanied by high quality academic management, which aims to provide inspiration and challenge for all the children of the school, analysing in detail progress and attainment for each individual boy and girl. Educational breadth is seen as complementary to depth and level of study. Art, drama, music and sport take their place alongside the humanities, languages, science, and the core subjects of English and mathematics.

The School has considerable success in supporting children through to a place at their first-choice school. For many this is a selective or super-selective grammar school, whilst others also go on independent schools or other types of state schools. Another route is to a major 13-18 boarding school, via a feeder prep school for Years 7 and 8.

Bronte is a small school, of around 150 pupils, in a single class entry, with maximum class size of 20. The teachers are dedicated, professional and supportive, caring deeply for the children and getting to know them very well. This personal attention forms a central part of the School's family atmosphere. Pastoral care is very strong, and is seen as fundamental to the children's success, happiness and sense of self-fulfilment.

The School has a Christian tradition, at the same time as having extensive diversity in the ethnic and cultural composition of its families, reflecting that of the local area.

Bronte Nursery, the School's sister setting, is a large, high quality nursery, ages 3 months to 4 years. It is located about 200m away, also on Pelham Road.

Bronte is privately owned, by Nicholas Clements. As Proprietor, he is responsible for the governance of the School and Nursery. The Headmistress is Emma Wood.

The Bronte School and Nursery Advisory Board supports the governance of the School and of the Nursery.

Sport at Bronte

Recognising the central role played by sport and PE in individual and team education and confidence-building, and in the life of the whole school, considerable emphasis has been placed on opportunities in the curriculum. In the Upper School (School Years 3 - 6), In Years 5 and 6 there are 3 periods per week (ppw) of Sport/PE (one double, 1 single). In Years 3 and 4 there are 2 ppw (one double). In the Lower School (KG - Year 2), there are 2 single periods per week. At Bronte Nursery, there are 1 - 2 specialist-taught PE sessions.

There are after-school clubs in a range of sports. Sports Day, in the Summer term, is a notable Bronte occasion, with its athletic elements and administration coming under the responsibility of the Director of Sport.

In Spring 2024, the School opened a new 12m x 18m artificial surface sport/play area, in the School grounds, on the site of part of the former car park.

The School rents weekly sessions at the ground of Gravesend Cricket Club (The 'Bat and Ball' cricket ground), for use as a grass surface for both summer and winter sports. For classes and teams, this is a 10 minute walk minute walk away. The School also rents daily space at the adjacent tennis court area (large, hard surface, also used for general play), owned by Mayfield Grammar School. School Hall can be used for indoor training/fitness sessions.

The Appointment

Over the past five years, sport at Bronte has developed strongly. Opportunities in team sports and competitions have widened, and, in PE, boys and girls show increasing awareness of movement and fitness, and there is greater confidence being exhibited, both by those of more natural sporting ability and by those who find physical skills more challenging. The current Head of Sport and PE is moving to a new role in September, after 7 successful years. His successor is now sought, who can further nurture, develop and direct the School's sporting and PE opportunities.

The assessment of how such development will take shape forms a primary element of a new incumbent's responsibilities. With sport and PE being integral parts of the School's curriculum, this development needs to complement and share in the school's overall curriculum ethos. One area which has excellent and important potential is the further building-up of traditional fixtures with other independent and state schools.

Widely-established school sports such as athletics, cricket, cross-country, football, hockey, netball, and tennis are all sports which the School is keen to continue to build up and enhance.

As well as effective PE teaching, we are seeking excellent ability and leadership in sporting management and administration. Above all, we seek someone of energy, commitment and expansiveness, who will promote the enjoyment of, and attainment in, sport and PE throughout the school.

There is also an important role to play at Bronte Nursery, in the delivery of PE for very young children, in one, possibly in future two, session(s) per week.

A full UK driving licence and a willingness to drive a minibus to events form an important requirement of the role (see terms and conditions).

The Role

Overview

The Head of Sport and PE is responsible for upholding and developing the vitality and quality of the PE and sporting life of the School. The role involves three main areas: teaching of curriculum PE, organisation of opportunities for team sports and coaching, and arrangements for matches and sporting events.

Curriculum PE

Teaching of PE

- curriculum teaching of PE to each School year group from Kindergarten to Year 6 (15 - 17 periods per week (ppw)), and at Bronte Nursery (1 - 2 ppw)

- taking of 2 - 3 after-school clubs per week
- regular contact and liaison with the Headmistress and with the Heads of Division (Upper and Lower School)
- monitoring and reporting on individual progress, as defined in the staff handbook, in other school publications, and by the School's general practice.
- fulfilment of all pastoral and safeguarding and administrative responsibilities of a teacher, as defined in the staff handbook and other school publications, and by the School's general practice
- duties and supervisory work, as part of normal staff rotas
- strong level of liaison with parents, with prompt responses to all enquiries, and availability for e-mail/phone/personal contact; attendance at parents' meetings

Role of a Head of Subject

- overview and direction of curriculum PE and of sport, liaising with the Headmistress, Heads of Division, and other colleagues
- subject development plans; termly overview plans
- advice to staff about the subject, and its curriculum

Team Sports and Coaching

Team Sports

- establishment of regular teams, at as many skill levels as possible, in traditional and other team sports
- team squad coaching during lunchtimes and other times, as planned (number of sessions likely to vary from term to term, but as guide, probably 3 - 4 sessions)
- where suitable opportunities exist, participation in tournaments and competitions.

Coaching

- in addition to the coaching elements within curriculum PE and sports, provision of opportunities for team or individual coaching
- recruitment as appropriate, in liaison with the Headmistress, of additional part-time specialist coaches (such coaches would report to the Headmistress, with the Director of Sport overseeing sports/coaching matters).
- encouragement and support where needed for individual pupils who are involved with specialist sport outside school.

Activities and Clubs

- provision of a strong range of sporting activities and clubs, using outside coaches as appropriate (see above under 'coaching')

Matches and Sporting Events

- in liaison with the Headmistress, Deputy Head and Office Manager, planning and organisation of matches, tournaments and other sports events, and their placement in termly calendar.

- accompaniment/ refereeing at matches as needed. This may well involve commitment after normal school hours or, occasionally, at weekends.
- at Sports Day, responsibility for the athletic programme and athletic administration. Liaison with the Office Manager, who is responsible for the non-athletic administration of the day.
- upholding of contacts and relationships with local sports clubs

Reporting; Terms and Conditions

- Reporting. The role reports to the Headmistress.
- General Terms and Conditions. Terms and conditions are based upon those of a standard teacher model contract. There is a Bronte teachers' pay scale, with competitive rates, reflecting the expectations of a Bronte member of staff. A NEST pension scheme is available, with a generous employer contribution. Holidays must be taken in School holidays. Where needed, a contribution would be made for removal expenses. Children of staff are eligible for a fee discount, at Bronte School and Bronte Nursery.
- Time Allocation. This part-time role is likely to comprise four full days, with the weekly timetabling making due allowance for the balance of teaching, coaching and team commitments.
- Qualifications. Suitable graduate-level qualifications are sought, although this role does not have to be filled by a person with qualified teacher status.

Driving. A full UK driving licence, to include the driving of minibuses, is required, together with a willingness to drive school minibuses.

Appointment Process

Applications, comprising a brief covering letter, a completed application form, should be sent by Tuesday 18th June 2024, to the Bursar, Miss Susan Allison (susan.allison@bronteschool.co.uk, 01474 533805), from whom the application pack is available. All applications will be acknowledged. The addition of a CV is welcome, but entirely optional: submission or otherwise will not affect the selection process.

Interviews are planned to take place over the period Thursday, Friday 27th, 28th June. There will be an opportunity short-listed candidates to visit the School beforehand. Anyone who is giving serious consideration to an application is welcome to have a call with the Headmistress, Mrs Emma Wood. This should be arranged through the Headmistress's PA, Mrs Nicky Mason (nicky.mason@bronteschool.co.uk, 01474 533805).

It is expected that those being asked for interview will be informed by the end of working hours on Friday 21st June.

Bronte School and Nursery Ltd is an equal opportunities employer. The School and the Nursery are committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. Online searches will be carried out for shortlisted applicants and the successful candidate for this post will be required to undertake Disclosure and Barring Service (DBS) check.