

**BISHOP CHALLONER SCHOOL**



**Appointment of**

**Director of Sport**

**for September 2019**

Bishop Challoner School,  
228 Bromley Road,  
Shortlands,  
Kent. BR2 0BS  
Tel: 020 8460 3546  
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## **Candidate Brief and Job Description for the**

### **Post of Director of Sport**

### **Bishop Challoner School**

#### **About the School**

An inspirational, visionary and well qualified graduate is sought to lead this crucial academic and co-curricular area of school life. The PE department is a real strength at Bishop Challoner, enabling pupils to enjoy a wide range of sports both within and outside the curriculum. The subject is offered at GCSE and A level.

Bishop Challoner School, founded in 1950, is in the London Borough of Bromley. It is a Catholic independent day school for girls and boys from 3 to 18 years and welcomes all faiths. With excellent public transport links, we attract pupils from a wide area. The total roll is approximately 371 pupils.

The school is an independent Catholic Charity governed by the Trustees and registered with the Charity Commission. The school enjoys close links with the Catholic Archdiocese of Southwark.

We are a caring community where every person is valued and where the entire staff team work together to provide the very best that we can for the pupils. Our pupils are well motivated and eager to learn, and our parents very supportive. We also encourage extra-curricular activities and they are an important part of school life with many children taking part in additional musical or sporting clubs.

The school has received very good inspection reports from the Independent Schools Inspectorate in 2000, 2006, 2010 and again in 2016.

Here are some extracts from the report;

“Pupils take an active approach to their learning outside of the classroom. Their attitudes to homework are positive, and the tasks that they are set engage and develop their learning”.

“Children in EYFS display excellent attitude to learning. They are independent learners who are keen to explore their environment. They display resilience and a willingness to work collaboratively. Junior school pupils have outstanding attitudes to learning”.

“Pupils demonstrate high levels of self-discipline; they move around the school site in a disciplined and mature manner. In lessons they engage quickly with learning activities and sustain excellent levels of concentration due to the high expectations from staff”.

“Pupils throughout the school have a highly developed spiritual understanding. In interview they expressed their appreciation of the spiritual aspects of life such as the power of prayer for others; their appreciation of the Catholicity of the school permeates every aspect of its life”.

“The culturally diverse pupil body respects each member of the community, and pupils treat each other with great kindness around the school”.

“Pupils’ personal commitment to the school and the local community is very strong, they are beacons for the school in the community”.

For more information on the school visit [www.bishopchallonerschool.com](http://www.bishopchallonerschool.com) but please be aware that it is presently being developed.

### **Physical Education Department Information**

The person appointed will have overall responsibility for the leadership and management of the sports provision at Bishop Challoner across 3-18 years. The post requires an enthusiastic and hardworking and dedicated leader of sport to enhance and drive forwards the talents of the teaching team and to capitalise on the enthusiasm and individual success of the pupils in all sports at all ages and stages throughout the school.

The post will appeal to an established and experienced teacher of PE and games, who may have demonstrated excellence as an athlete and will have demonstrated their capability in coaching a sport to the highest standard. The successful candidate will be passionate about excellence in sport and will embrace sport for all.

The department consists of two/three teachers and Senior PE staff teach the Junior department PE programme.

Outdoor facilities consist of two ball/tennis courts plus a grass area. Minibuses take the pupils to and from a variety of offsite centres enabling access to athletics track, football and rugby pitches and a swimming pool. Indoor facilities consist of a sports hall. The sports hall is used for a number of external clubs including Fencing, Irish Dancing and Premier Sports.

At KS3 the pupils are taught the major games of football, hockey and netball. Summer sports include athletics, tennis, cricket and rounders. In the Junior School, swimming is compulsory for every pupil from Year 1 and this takes place at Beckenham Spa.

PE is a popular subject at GCSE (AQA board) and pupils can choose a range of sports. The vast majority of Sixth Formers participate in PE on an afternoon activity slot. This offers a varied programme of activities which includes football, yoga and aerobics on site, however students are given the option of pursuing alternative sports such as golf during this time. PE is also offered to A level, again following the AQA Board and one student is currently studying dance A level.

The department prides itself on the extensive extra-curricular programme on offer. There are regular team practices with some fixtures or tournaments occasionally on Saturdays. There are teams/squads for netball, hockey, football, cricket, cross country and swimming. There have been many major successes across the different sports both at County and National level. As a member of the Independent Schools Association (ISA) the school benefits from taking part in many competitions.

Scholarships are awarded at 11+, 13+ and 16+ and auditions are held in January, February and November respectively.

### **Application process**

All completed applications should include a supporting letter and should arrive no later than **Friday 1<sup>st</sup> March 2019 12 noon.**

**Interviews during the week of 11<sup>th</sup> March 2019.**

**Applications will be assessed in order of receipt and interviews may occur at any stage after applications are received. Please apply as soon as possible.**

Applications may be emailed to [sue@bishopchallonerschool.com](mailto:sue@bishopchallonerschool.com) or posted to Mrs P. Anderson, Headteacher, Bishop Challoner School, 228 Bromley Road, Shortlands, Kent, BR2 0BS. CVs will not be accepted as substitutes for the School application form.

Bishop Challoner is committed to safeguarding and promoting the welfare of pupils and this position is therefore subject to a satisfactory enhanced DBS check. Applicants for this post must therefore be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau.

Please note that contracts are subject to a probationary period.

### **Remuneration**

Salary is dependent on qualifications, skills and experience.

Holiday should be taken during the school holiday times.



**Job Title:** DIRECTOR OF SPORT  
**Accountable to:** Deputy Head

**Job Purpose:**

- 1 In addition to the expectations of being a Form Tutor, to take responsibility for all aspects of teaching and learning in PE and games within and beyond the curriculum, including public examination results at all levels.
- 2 To lead, organise and oversee the development and smooth running of the department.
- 3 To develop and implement an overall strategy for sport in this 3-18 school, liaising closely with the Junior Department.
- 4 To support the Head in the implementation of all aspects of agreed school policy in order to maintain the ethos and aims of Bishop Challoner School.
- 5 To raise the profile of sport for girls for example, Netball.

**Accountability:**

- 1 To report regularly to the Head about developments in your subject and to your Line Manager, the Deputy Head.
- 2 To oversee the work of all members of your department.

**Main areas of Responsibility:**

**Subject**

In addition to the general and specific areas of responsibility of a subject teacher, the Director of Sport is expected to assume the following responsibilities.

- 1 To lead, oversee and encourage participation and engagement with sport for all in the school (pupils and staff, where appropriate), at an appropriate level in a variety of contexts.
- 2 To prepare and oversee the co-curricular activities ie. Squads, team practices, individual coaching and training sessions in main and other sports.
- 3 To oversee a programme of fixtures and activities to encourage the widest range of participation in sport, to utilise the facilities and staff to best advantage and to engage pupils in sport at the highest level, where possible.
- 4 To oversee tours, trips and activities beyond the curriculum to further enrich the provision of sport throughout the school.

- 5 To develop and encourage participation in sport competitions at all levels (within and outside of school).
- 6 To oversee the work of self-employed coaches who provide sporting services to the school on an ad hoc and on-going basis.
- 7 To arrange and conduct assessments for sports Scholarships at 11+, 13+ and Sixth Form.

## **A Curricular Responsibilities**

- 1 To ensure that the subject syllabus and related schemes of work are prepared and regularly revised.
- 2 To promote and develop high standards of teaching and learning in the department and to monitor teaching and learning strategies.
- 3 To be responsible for the academic attainment and progress within the department, including the public examination results.
- 4 To prepare a Departmental Handbook, entries for curriculum handbooks and Department Reports according to an agreed format.
- 5 To oversee the implementation of Schemes of Work as appropriate in meeting the full range of pupil needs.
- 6 To ensure that teaching and learning strategies are in place to identify the needs of pupils particularly across the ability range, including Gifted and Talented and those with SEND.
- 7 To ensure that a departmental strategy is in place with regard to homework, assessment and monitoring in line with school policy.
- 8 To ensure that the department implements the reporting and assessment policy of the school.
- 9 To encourage and arrange display material, activities, clubs, competitions, lectures, courses etc. where appropriate.
- 10 To contribute to and support the HPQ/EPQ scheme in the school should pupils wish to participate.
- 11 To contribute to the school's programme of whole school and Year group assemblies.

**B. Resource Management**

- 1 To control and be responsible for departmental budgeting where relevant within the general limits discussed with the Head, and to order and organise resource material taking responsibility for the recording, storage and safe handling of equipment and materials in consultation where appropriate with the Bursar.
- 2 To identify, promote and support staff development.
- 3 To champion and lead on the importance of health and safety and its management in the department and its activities including risk assessments.

**C. Personnel Responsibilities**

- 1 To motivate, guide, encourage and support other members of the department – particularly new members of staff.
- 2 To organise and lead departmental meetings, to provide occasion for consultation and discussion of matters relating to the department and its policies. Minutes of the meetings should be kept and circulated.
- 3 To use and encourage colleagues to use IT skills where possible for teaching, learning and administration.

**D. General Administration**

1. To support the work of the admissions and marketing team.
2. To maintain departmental records, including stock books/inventories.
3. To organise the department's contribution to Open Days in consultation with the rest of the department, and to arrange display material both in and out of the subject rooms as appropriate.
4. To liaise with parents as appropriate.
5. To liaise with the Junior Department to ensure curriculum continuity and progression and to provide minutes of meetings.

Any other reasonable duties felt appropriate by the Head.



## **General Requirements and Responsibilities**

- To promote and uphold the Catholic ethos of the school.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example. Ensure that the school guidelines have been consulted and followed.
- To work towards and support the school vision and Strategic Leadership Team in creating a culture for learning, high standards of achievement and success.
- To support and contribute to the school's responsibility for the welfare and safeguarding of pupils.
- To work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues.

The above job description is subject to reasonable review and may be changed in line with the school's needs, following consultation with the post holder.

## **PERSON SPECIFICATION**

*The successful candidate will have the following:*

- A degree in Physical Education, Sports Science or a related subject.
- A passion for sport either as an athlete or active coach.
- A teaching qualification (BEd / PGCE / QTS).
- Experience of teaching Y7 to A level PE across the full range of academic ability.
- Some experience of teaching junior children would be desirable.
- Leadership skills with an ability to develop people's strengths and support areas of challenge.
- Management skills; being well organised, planning ahead.
- Desire to improve and develop as a teacher and to innovate and initiate new ideas within the department.
- Knowledge and experience of a range of strategies in teaching, including ICT.

- A commitment to co-curricular opportunities in school, both within and outside the department.
- The ability to work in a team, under pressure at times.
- Excellent communication skills with colleagues, parents and pupils.
- Enthusiasm, dedication and loyalty to the school and the department.

*February 2019*