



## Boys' Games Coach (Part-time)

### About Our School

Situated in beautiful, spacious grounds on the edge of the Kentish village of Hawkhurst, Marlborough House is a thriving school for 3 to 13 year olds, consisting of a Nursery, Pre-Prep and Prep school. We also offer flexi-boarding opportunities for pupils aged 8 and over.

Marlborough House is a happy school community where **'Valuing Self and Others'** is at the heart of everything we do. Everyone here receives a warm welcome; ours is a school where you will hear laughter, where **"some children really do skip between lessons"** (Good Schools Guide, July 2016) and where pupils, teachers and parents are known as individuals. Teachers and children work together to achieve the highest standards underpinned by the strong value system and growth mind-set, adopted from the outset by children and teachers alike. Our beautiful 34 acres of grounds provide the perfect setting for sports matches and hugely successful Forest School programme – described by the Independent Schools Inspectorate as a **'natural and inspiring focal point'** for reflection.

At Marlborough House we look to balance the demand for class spaces with our promise to deliver a high quality education where the focus is still very much on the individual. We are committed to employing and developing inspirational teachers who have passion, drive, and vision, but most importantly, the ability to bring their ideas to life and really make things happen.

Our website [www.marlboroughhouseschool.co.uk](http://www.marlboroughhouseschool.co.uk) provides a great deal of useful information about us and will give you a flavour of life at Marlborough House.

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.

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### About the role

We are seeking a qualified teacher or experienced Boys' Games Coach with a warm, open and enthusiastic personality to join the successful games department of our thriving School in September 2019.

The post holder will assist with games 5 afternoons a week. We are seeking a candidate with teaching or coaching experience specifically in, 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 Boys' Games Coach will take full responsibility for leading and running teams, including compiling team lists, accompanying children to matches, and writing weekly match reports.

All staff at Marlborough House School have an important role to play in safeguarding and promoting the welfare of children. All staff at the school are subject to a full DBS check.

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

#### How to apply

Please complete all application forms (all sections) and return, electronically (**but not in pdf format please**) to [recruitment@marlboroughhouseschool.co.uk](mailto: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 Tuesday 23<sup>rd</sup> April 2019**

**Interviews: Initial interviews will take place on Monday 29<sup>th</sup> April 2019**

**Required Start Date: September 2019**

#### Outline Terms and Conditions

**Period of employment:** Permanent / Part-time

**Salary:** Salary will be according to the Marlborough House scale which closely equates to the national pay scale for teachers. The post is pensionable.

**Working hours:** This is a part time post. Hours will be Monday to Friday 1.45 to 4.30 pm  
Staff at Marlborough House play a full part in the life of the school, offering extra-curricular or other activities. Additional attendance will be required from time to time for events such as training days, Open Days, Prize-giving, and School events.

**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



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Headmaster **Martyn Ward BEd (Hons)** Marlborough House School Trust Limited, Registered Charity 307793, Registered Company 587487

# MARLBOROUGH HOUSE SCHOOL

## **Boys' Games Coach**

### **Job Description**

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#### **PURPOSE**

To provide high quality sports coaching for pupils in Years 1 to 8

#### **RESPONSIBLE TO:**

- Head of Games

#### **MAIN RESPONSIBILITIES**

- Deliver well planned and structured boy's 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 and Health and Safety.
- Perform any other duties as commensurate with the post that the Head of Games may reasonably ask the Boys' Games Coach to perform from time to time.

# MARLBOROUGH HOUSE SCHOOL

## **Boys' Games Coach**

### **Person Specification**

The successful candidate will ideally possess the following key attributes and experience. 'Essential' criteria are those which candidates will be expected to meet in full.

#### **Personal Skills**

##### Essential:

- 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**

##### Essential:

- 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

## Qualifications

### Essential:

- Relevant coaching qualifications

### Desirable:

- Current Minibus driving qualification
- First Aid qualification

## Experience

### Essential:

- Coaching experience within team sports
- Experience working with younger children

### Desirable:

- Recent work in a school or club environment
- Specific experience coaching rugby, football, hockey and cricket

## Other

### Essential:

- 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

