

# MARLBOROUGH HOUSE SCHOOL

## Head of Girls Games and Humanities Teacher

### 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.**

---

### About the role

We are looking to appoint a dynamic, enthusiastic and engaging teacher, to proactively lead Girls' Games across the School. The post holder should promote and develop 'a love of sport' in each child, no matter of their age or ability.

Excellent organisation and strong communication skills are required to establish and maintain strong professional relationships with colleagues, and clear lines of communication with parents.

All staff at Marlborough House play a full part in the School's pastoral and extra-curricular programme and the successful candidate will be enthusiastic about doing the same. In particular, candidates should be ready to take on the role of form tutor.

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 three required application forms which can be downloaded from the School website [www.marlboroughhouseschool.co.uk/staffvacancies](http://www.marlboroughhouseschool.co.uk/staffvacancies) 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: midday Monday 30<sup>th</sup> September 2019**

**Interviews: Interviews will take place from Friday 4<sup>th</sup> October 2019**

**Required Start Date: January 2020**

#### **Outline Terms and Conditions**

**Period of employment:** This is a full time permanent position starting in January 2020

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

**Working hours:** This is a full time post. 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, 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

## **Head of Girls Games and Humanities Teacher**

### **Job description**

---

#### **Head of Girls Games**

##### **PURPOSE**

To plan, coordinate and monitor the delivery of high quality Girls Games throughout the School

##### **RESPONSIBLE TO**

- The Director of Sport

##### **MAIN AREAS OF RESPONSIBILITY**

- Plan, coordinate and monitor delivery of high quality Girls Games throughout the School
- Accountable for standards within the Girls Games Department:
  - Planning
  - Teaching
  - Learning Outcomes
  - Assessment
  - Record Keeping
  - Communication
- Management of Girls Games Staff

##### **SPECIFIC RESPONSIBILITIES**

- To teach at least the main sports of Hockey, Netball, Lacrosse, Rounders, Cricket, Tennis, Swimming and Athletics to girls in Years 1 - 8, with assistance from colleagues as appropriate
- To organise and direct the Girls' Games department in consultation with the Director of Sport and Headteacher
- To draw up, with the Director of Sport, a list of girls fixtures for each term. Working with the Chef Manager regarding catering requirements, and communicating plans with all staff to ensure that fixtures dovetail with other School activities

- To confirm details of the fixtures programme with colleagues at the schools with whom we are playing matches
  - To communicate arrangements for fixtures with parents
  - To organise tournaments including inter-house competitions in each sport
  - To assist the Director of Sport in organising the programme of Games in the Prep School and Pre-Prep
  - To ensure that all portable sports equipment is safely stored after use and fully accounted for at all times
  - To assist Director of Sport in the day to day running of the Sports Hall, including overseeing the girls changing rooms and showers
  - To ensure that all proper arrangements have been made on match days (eg that visitors are met and shown to changing rooms and pitches, checking that playing surfaces have been prepared, and are ready and safe for matches)
  - To oversee match reports written by the Girls Games Staff
  - To write reports in the Summer Term and participate in parental consultations etc as appropriate
- 

## **Humanities Teacher**

### **RESPONSIBLE TO**

The Assistant Head (Pastoral)

### **MAIN AREAS OF RESPONSIBILITY**

#### **• Teaching**

- Planning
- Teaching
- Assessment and Record Keeping
- Reporting
- Analysis

#### **• Children's welfare**

## **SPECIFIC RESPONSIBILITIES**

### **TEACHING**

- Planning
  - Planning and preparing schemes of work, weekly plans and individual lessons
  - Liaising with other members of staff on progression and continuity of the curriculum
  - Ensuring curriculum balance and breadth
  
- Teaching
  - Teaching the class according to their individual needs
  - Differentiation in all subject areas
  - Delivering creative lessons with high quality resources
  
- Assessment and recording
  - Marking according to the School's Marking Policy
  - Assessing, recording and reporting on the development, progress and attainment of pupils
  - Ensuring all children's work and records are up to date
  - Moderating work across classes and year groups
  
- Reporting
  - Completing reports on children as required
  - Willing to meet with parents as required
  - Attending Parents' Consultation Evenings
  
- Analysis
  - Ensuring all assessment scores are placed on the database
  - Using scores to track individual and cohort progress
  - Using scores to inform future planning

### **CHILDREN'S WELFARE**

- Pastoral Care
  - Promoting the general progress and well-being of individual pupils and the class as a whole
  - Supporting and encouraging our values

- Encouraging positive behaviour
  - Keeping records of the personal and social needs of pupils
  
  - Discipline
    - Maintaining good order and discipline among pupils in accordance with School policy
  
  - Health and safety
    - In accordance with the School's commitment to adhere to the Department for Education's Keeping Children Safe in Education and all other relevant guidance and legislation in respect of safeguarding children, the School Registrar will be required to demonstrate their commitment to promoting and safeguarding the welfare of children and young people in the School.
- 

## **Head of Girls Games and Humanities Teacher**

### **OTHER**

- Administration
  - Participating in administrative and organisational tasks related to such duties as are described above, including the ordering and allocation of equipment and materials
  
- Staff Development/Training/Reviews
  - Participating, if required, in any staff INSET days provided at the School;
  - Reviewing from time to time his/her methods of teaching and programmes of work to ensure they remain current;
  - Participating in arrangements for further training and professional development as a teacher. Seeking out opportunities for appropriate training
  
- Communication
  - Communicating and consulting with the parents of pupils (formal parent consultation meetings are held twice a year)
  - Communicating and co-operating with such persons or bodies outside the School as approved by the Headteacher
  
- Meetings
  - Participating in meetings at the School as directed by the Headteacher and Head of Department, including staff meetings held before the start of each term. Meetings may relate to curriculum, administration, organisation or pastoral matters

- General
  - Perform any other duties as commensurate with the post that the Headteacher may reasonably ask the Head of Girls Games and Humanities Teacher to perform from time to time
  
- Health and Safety
  - Have regard to all School policies and procedures
  - Read and follow all relevant policies and procedures (in particular Health and Safety and Safeguarding and Child Protection policies)
  - Be alert at all times to Health and Safety or Safeguarding issues or potential issues and report these as appropriate
  
- Confidentiality
  - During the course of employment the Head of Girls Games will have access to information of a confidential nature. Under no circumstances may this information be divulged or passed on to any unauthorised person or organisation
  
- Data Protection
  - During the course of employment, the Head of Girls Games will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulation and properly applied to pupil, staff and School business/information
  - Ensure all necessary student records and notes are kept up to date on SIMS, including SEN and medical information, and ensuring compliance with the School's policies on data protection

---

## **Head of Girls Games and Humanities Teacher**

### **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
- capable, organised and flexible in approach
- warm, open and enthusiastic person
- sense of humour and perspective
- ability to relate to parents as partners within the school community
- leads by personal example
- a strong commitment to the School's values, aims and ethos, with a desire to contribute to the strong sense of the Marlborough House close-knit community

## Professional skills

### Essential:

- Teaching
  - inspirational and creative teacher
  - ability to use a range of teaching methods to suit the individual child
  - high expectations
  - up to date knowledge of how children learn and achieve
  - excellent classroom management skills
  - understanding of Assessment for Learning and commitment to tracking pupil progress
- Leadership
  - ability to lead and manage others
  - excellent communication skills
  - ability to inspire respect from colleagues, pupils and parents
  - excellent organisational skills
  - ability to lead and motivate teachers and coaches within the Girls Games Department
  - ability to manage conflicting demands and priorities
  - supportive to the aims of the Department

## Qualifications

### Essential:

- A good degree
- QTS
- Relevant coaching qualifications

### Desirable:

- First Aid qualification
- Current Minibus driving qualification

## Experience

### Essential:

- Coaching experience within team sports
- Thorough understanding of the Curriculum

### Desirable:

- Leadership within a school or club environment

## Other

### Essential:

- Willing to become involved in the life of the School as a whole
- Shares the School's commitment to providing a safe learning environment where safeguarding children's welfare comes first
- Committed to following statutory guidance in 'Keeping Children Safe in Education'



Marlborough House School, Hawkhurst, Cranbrook, Kent TN18 4PY  
Telephone 01580 753555 / [contact@marlboroughhouseschool.co.uk](mailto:contact@marlboroughhouseschool.co.uk) / [www.marlboroughhouseschool.co.uk](http://www.marlboroughhouseschool.co.uk)

Headmistress **Vanessa Coatz BEd (Hons)** Marlborough House School Trust Limited, Registered Charity 307793, Registered Company 587487