

JOB DESCRIPTION – NETBALL COACH (SpEx)

Job Title:	Netball Coach (Sport & Exercise Department)
Reporting to:	The Directors of Sport & Exercise
Location:	Highgate School, North London
Type of position:	Term-Time only (20 hours per week including sport afternoons and Saturdays).
Salary:	£18 per hour (inclusive of holiday pay). Dependent on qualifications, skills and experience
Additional hours:	Please note we are also recruiting a maternity cover Netball Coach that is 11 hours additional per week (including Monday 2-4pm, Tuesday 2-5.30pm, Thursday 2-4pm and Friday 2-4pm). If you are interested, please state in your covering letter

THE SCHOOL

Highgate School was established in 1565 by a Royal Charter of Her Majesty Queen Elizabeth the First. Sir Roger Cholmeley, our Founder, was granted Letters Patent to found 'a grammar School...for good education and instruction'. Today Highgate is a flourishing coeducational independent School which includes the Senior School for pupils aged 11-18; the Junior School for pupils aged 7-11 and the Pre-Preparatory School for pupils aged 3-7. There are currently in the region of 1,800 pupils at Highgate and the School employs approximately 550 full-time or part-time teaching and support staff.

The School is situated in one of the most attractive and sought after areas of North London, only a short journey from Central London and adjacent to Hampstead Heath. The hilltop site in Highgate Village is the historic site of the Senior School. A few hundred yards along Hampstead Lane in Bishopswood Road lie the Junior and Pre-Preparatory Schools and the extensive playing fields, adjacent to the open spaces of Kenwood and Hampstead Heath. The Northern Line underground station is a short walk away and it is four miles to Central London.

Working at Highgate offers the opportunity to be part of a vibrant and welcoming community, committed to academic excellence and the highest standards of pastoral care for its pupils. The Governors consider the development of excellence in the education offered to the pupils to be the underlying purpose of activities undertaken by all staff.

Highgate is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Disclosure and Barring Service.

Sport and Exercise (SpEx)

SpEx is a pupil-centred programme which unlocks potential by exposing individuals to experiences and opportunities which guide them towards an outcome that they are

invested in. Key to this is the unique way in which Sport and Exercise interact in each part of the programme. Specialist teachers and coaches are used to deliver SpEx at every stage, and implement a curriculum which challenges every pupil.

Highgate has a long tradition of sporting success on which we wish to build. Excellent links are already established with local sports clubs, Haringey Borough and Middlesex County, and keenly contested House competitions are held in many sports, providing additional competitive opportunities for a significant number of pupils. SpEx tours take place annually with Seniors visiting (Barbados/Atlanta), and Middle School pupils travelling to (Jersey/Barcelona). The successful candidate will be expected to support the tours programme.

Thirty two full and part-time SpEx staff are supported by over thirty teachers in delivering the SpEx programme. The department is based around the well-equipped Mallinson Sports Centre (MSC). It is adjacent to the playing fields, near the Junior and Pre-Preparatory schools and within a few minutes' walk of the Senior school. The Centre comprises a large sports hall, cardiovascular training and weights room, swimming pool and mezzanine hall. In addition, there is a dance and movement studio, squash and eight Eton fives courts. The Centre manager and staff provide a significant programme of community use; they also support pupils' activities within the Centre and provide administrative assistance. The school also has twenty acres of playing fields, including an all-weather pitch, which can accommodate ten netball courts, a full-size hockey pitch, or twelve tennis courts. Additionally there is multi-use games area which provides six cricket nets, three tennis courts, two netball courts, and a hockey training facility

THE ROLE

Highgate School is looking for a Level 2 qualified or similarly experienced Netball Coach to join the School's Sport & Exercise Department. The position involves the coaching and supervision of pupils (aged 4-18) in all aspects of netball. The postholder will be responsible for the preparation and delivery of coaching sessions, preparation and selection of squads and managing squads at fixtures. The successful candidate will be expected to be available for mid-week and weekend fixtures throughout the term. The postholder will also be required to work closely with the Teaching Staff who manage the curriculum and extra-curricular programme. Netball is our priority sport in the first term and the successful candidate will be placed with a team appropriate to their expertise and experience.

For the right candidate there is the opportunity to coach within the school netball programme and the academy programme. Please contact Human Resources for further information.

MAIN RESPONSIBILITIES

- Coaching as per agreed hours. The successful candidate will be proficient in the skills, techniques and tactics appropriate to the activity, age and experience of the pupils
- Working within curricular and extra-curricular time the candidate would be able to: plan and lead session within a framework of a progressive programme; select, manage and umpire squads; track pupil progress and liaise with the Directors of Sport and Exercise and Lead Netball Coach to ensure the highest standard of coaching is met
- A basic grounding in Health and Safety procedures, risk assessments and codes of conduct for pupils while taking part in the activity itself
- Caring for sports equipment and kit and organisation of sport and exercise store cupboards
- Supervising students during changing and dispersal after the lesson, ensuring good behaviour and safe conduct

- Liaising with the Directors of Sport and Exercise and other teaching staff and coaches
- Contributing to the development of coaching plans appropriate to the activity, age and experience of the pupils
- Participate in and contribute to INSET training for staff as required
- Carry out such other duties within the post holder's capabilities as may be reasonably requested from time to time

These duties and responsibilities are intended as a guide. They are not exhaustive: the Netball Coach will be expected to undertake any reasonable task or responsibility as required by the Co-Directors of Sport & Exercise.

PERSON SPECIFICATION

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Qualifications	<ul style="list-style-type: none"> • Minimum 5 GCSEs or equivalent including Maths and English • Level 2 coaching qualification or equivalent relevant experience 	<ul style="list-style-type: none"> • Additional coaching qualifications • First Aid qualification (successful candidates without a first aid qualification would be expected to successfully complete training during their probationary period)
Experience	<ul style="list-style-type: none"> • Demonstrable experience coaching pupils from ages 4 to 18, managing teams, leading and running fixtures • Have a proper understanding of current coaching practices and Health and Safety 	<ul style="list-style-type: none"> • Experience working at an independent school • Knowledge of safeguarding procedures
Ability / skills	<ul style="list-style-type: none"> • Ability to coach netball at secondary school level • Enjoyment of working with young children, be flexible and be quick to learn 	<ul style="list-style-type: none"> • The ability to contribute to the coaching of other sports • Personal experience of performing or coaching at a high level in netball
Personal Attributes	<ul style="list-style-type: none"> • Be a confident, well-motivated and presentable person who knows (or will quickly learn) how to behave as a member of the academic support staff and set an appropriate example to pupils of all ages • Energetic and approachable with excellent communication, organisational and interpersonal skills • Ability to build and maintain strong relationships • Flexible with a 'can-do' approach and able to work effectively and use initiative without constant supervision • A proactive approach to work, and meeting targets • The ability to maintain in strictest confidence any information 	

	<p>received concerning School matters</p> <ul style="list-style-type: none"> • A sense of humour 	
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CHILD PROTECTION

All members of staff must comply with the Highgate's Safeguarding & Welfare Policy which is posted on the staff intranet. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety and welfare of our pupils, these concerns must be reported immediately in accordance with the policy. A copy of the Highgate's policy accompanies this job description.

TERMS & CONDITIONS

Tours

All SpEx Coaches are expected to support the department's Tours Programme operating in each October half term to destinations including Barbados, Holland, Jersey, Barcelona and America. Coaches receive a day rate for working on these tours as well as accommodation, food and refreshments.

Salary

£18 per hour (inclusive of holiday pay), dependent on qualifications, skills and experience.

Hours of Work

Part time (20 hours per week including sport afternoons and Saturdays). There is a need to be flexible about hours in order to carry out these duties and responsibilities effectively and no additional payment is made in this respect. Some additional evening and weekend working may be required. These hours must be agreed in advance with your line manager and time off in lieu may be given at your line manager's discretion.

Probationary Period and Notice Period

This appointment will be subject to the completion of a probationary period of six months to the satisfaction of the Governors. There will be a one-term notice period for this role.

Lunch Period

The lunch break is unpaid and does not form part of your working hours. A complimentary lunch is available when the Dining Hall is in operation.

Holidays

14.54% of the rate of pay includes an element of holiday pay in respect of statutory annual holiday.

Pension

The School runs a defined benefit pension scheme which provides a pension benefit of 1/80th of final salary for each year of membership based on a current employee contribution rate of 6%.

Leisure Facilities

Subject always to the needs of pupils and School's operations, staff are offered free access at stipulated times to the School's sports.

Confidentiality

The need for absolute confidentiality and discretion, both within the School and the wider community, must be understood.

Dress Code

Teachers and support staff are expected to set an example to pupils and should dress appropriately at all times.

Smoking

Smoking, including vaping, is not allowed on or immediately outside any school premises (the footprint of the buildings and grounds) or in areas where smoking might be seen by parents or pupils during working hours.

Health and Safety

Highgate takes its obligations under the Health & Safety at Work Act seriously and the postholder will be required to comply with all aspects of the School's Health and Safety Policy, particularly in relation to safe working practices. All staff must keep up to date with the School's Health and Safety Policies which are regularly updated and posted on the staff intranet.

Equality and Diversity

Highgate is committed to being an equal opportunities employer. To enable us to make any reasonable adjustments please let us know at application stage if you have any special requirements.

As a member of the support staff, this role is responsible to the Bursar. Job descriptions may be updated by the Bursar from time to time to accommodate the changing needs of the School.

For operational reasons, the School reserves the right to transfer you to alternative duties. For this reason it is a condition of employment that you are willing to do so, if requested, from time to time.

September 2018

APPLICATION PROCEDURE

Applications should be made via Highgate's website
www.highgateschool.org.uk/about/vacancies

For any queries please contact Alice Buchanan, HR & Recruitment Officer, Highgate School, North Road, London N6 4AY. Recruitment@Highgateschool.org.uk

Closing date: Sunday 21st October. Applications will be considered on receipt and we reserve the right to close an advert early if we find a suitable candidate.