



FARLEIGH

**Director of Sport & Head of Boys' Games
Candidate Information Pack
Required for September 2024**



Head's Welcome

Welcome from Fr Simon Everson, Headmaster

Thank you very much for your interest in the position of Director of Sport & Head of Boys' Games at Farleigh School.

Farleigh has grown over the last decade into a school of which we are very proud, with over 460 boys and girls, aged 3 to 13. It is a wonderful environment in which to work with each and every member of staff playing their part in ensuring we have happy and energetic pupils. It is a magical place to be.

We have great colleagues and we are aspirational in seeking the very best for the young people in our care across the whole spectrum of school life. We enjoy their company and prepare them for an exciting future, encouraging them to be engaging, warm and thoughtful in the years to come. We are also extremely fortunate to have an incredibly loyal parent body who support and encourage us in so many ways.

I hope that you enjoy finding out a little bit more about us and the role of Director of Sport & Head of Boys' Games.

If you would like an informal discussion about the position, please call Nikki Lloyd, the HR Manager, on 01264 710766.



About Farleigh

Farleigh School is a highly successful and vibrant co-educational prep school for boarders and day pupils, aged 3 to 13, based in the beautiful Test Valley of Hampshire and set in 70 acres of open parkland and landscaped woodland. We are just off the A303, close to Andover, Stockbridge, Salisbury and Winchester.

A leading Catholic school which welcomes all faiths, or none, Farleigh combines excellent teaching, modern facilities and countless opportunities for children to grow in confidence and discover their talents.

Farleigh is committed to providing the very highest standard of teaching and pastoral care to ensure that every child is well looked after, happy and fulfilled. The school is aspirational in seeking the very best for the young people in its care and pupils go on to a wide range of leading senior schools.

At Farleigh, we pride ourselves on our team of skilled and dedicated staff. Each member plays a vital role in the running of the school and in creating a warm, friendly atmosphere for pupils and parents.

Farleigh School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment will be subject to the relevant safeguarding and background checks, including an enhanced DBS check and references.

Our Location & Surrounding Area



Farleigh School

Red Rice

Andover

Hampshire

SP11 7PW

www.farleighschool.com



Director of Sport & Head of Boys' Games

Farleigh School seeks to appoint an inspirational, dynamic, and passionate Director of Sport to lead the strategic development of the high performing and exceptionally well-resourced Sport Department.

Sport is an integral part of life at Farleigh, we pride ourselves on delivering an outstanding and inclusive sporting provision to every child and achieving National success in the major sports.

The Senior Leadership Team fully support and recognise the important role sport plays in the life of the school. The scale and significance of the co-curricular programme at Farleigh requires a willingness to contribute wholeheartedly to this key area of school life.

The post-holder will also have responsibility for Boys' Games and will sit on the school's Management Committee.

As a full-time member of the school's teaching staff, the post-holder will contribute to the all-round pupil experience and pupil development through their responsibilities, which are in keeping with a lively boarding school environment.

The successful candidate will be available to start in September 2024.

The ideal candidate will;

- Have a degree or equivalent in a relevant subject
- Hold Qualified Teacher Status
- Be passionate and enthusiastic about delivering sport for all
- Have previous experience of successful sports coaching
- Demonstrate a high level of subject knowledge and the ability to deliver excellent lessons, which engage all children
- Be an excellent communicator with pupils, parents, staff and external stakeholders such as other schools and national governing bodies
- Demonstrate strong leadership and people management skills
- Have a positive understanding of the level of personal and professional commitment in a boarding school community
- Be confident in the use of technology
- Support the need for continuous professional development
- Be willing to uphold and support the Catholic ethos of the school

Job Description: Director of Sport & Head of Boys' Games

Responsible to: The Headmaster and the Deputy Head (Organisation and Pastoral Oversight)

Purpose of the job: To lead the school's strategic development of sport and games, inspiring all members of the games department to deliver the best sporting experience to all pupils. The Director of Sport will be a member of the school's Management Committee.

Particular Tasks & Responsibilities:

Director of Sport

- Prepare and deliver a school wide development plan for sport in collaboration with the Senior Management Team and sports' staff.
- Regularly review the school's programme for sport to ensure effective growth, development and inclusion.
- Collaborate with the Head of PE to ensure a high-quality sports programme, which incorporates the school's objectives and ethos.
- In collaboration with the Deputy Head (Academic), Deputy Head (Organisation & Pastoral Oversight) recruit and develop suitably qualified and motivated sports staff, and line manage where appropriate.
- Ensure all sporting activities are run in compliance with school policy and follow national governing body rules and regulations where appropriate.
- Coach/teach to the highest possible standards throughout the school, setting an example for all games takers and coaches.
- Ensure that all new staff taking games sessions and matches have appropriate induction/support.
- Run major whole school sports events.
- Run all House sports events throughout each term. Report and record all House sports results, working closely with the Head of Houses.
- Communicate with the School Nurse, Grounds, Catering, Domestics and School Office staff to ensure all fixtures have the appropriate communication, medical equipment, staff, facilities, catering and parking.
- Ensure that sporting 'success' is celebrated in assemblies, the school's newsletter and liaise with the marketing department with regards to all relevant publicity.
- To coordinate fixtures through SOCS and the calendar committee, managing staff and pupil commitment as well as parent expectations.
- Responsible for the safe management of fixtures and positive marketing of the school at home and away.
- Manage and maintain all sports facilities and equipment within the school day.

- Design and deliver the sports INSET programme.
- In collaboration with the Head of Girls' Games plan and deliver a comprehensive sport tours program, ensuring that regular tours take place for both boys and girls (Years 7/8).
- To ensure that colours certificates and badges are prepared on a termly basis.
- Development of outreach and partnership programmes.
- Responsibility for health and safety within the department, including attending the school's Health & Safety Committee meetings.
- Manage the Sports and Games budgets in collaboration with the School Accountant.
- Produce annual departmental development plan - which runs in line with the school's aims.
- Cover for department staff absences.
- Oversee the progress of potential sport scholars.
- Ensure appropriate training is undertaken by staff.

As Head of Boys' Games your responsibility is to:

- Be the 'figure head' of the Boys' Games Programme
- Consistently exemplify high standards and expectations of professional conduct
- Implement the School's Sports Policy with a clear strategy which promotes, celebrates, and prioritises 'Sport for All' and enhances sporting excellence
- Ensure that everyone in the games department always represents Farleigh in an exemplary and professional manner, and promotes the school ethos
- Ensure that all pupils have access to high quality coaching, facilities and sports provision, maximising participation and rewarding individual efforts, progress, and attainment
- Liaise with the Head of Girls' Games to achieve consistency in coaching, fixtures, transportation, catering, administration, and standards at all levels
- Liaise with other schools to ensure fixtures are well planned and executed
- Organise fixtures within the specified frequency for boys' teams, including pitch availability; appropriate matching of team abilities; changing facilities for visiting teams; liaison with the catering team regarding lunches and match teas; transport for away matches; and neutral referees where required
- Organise sports events and tournaments to promote an inclusive and varied sporting curriculum for all pupils
- Represent the Boys' Games department at school functions and meetings
- Ensure communication with staff and parents is clear and detailed
- Ensure team sheets are published in good time via SOCS
- Ensure all results are recorded via SOCS
- Ensure the boys' changing rooms are well kept and the pupils are supervised whilst changing

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.



Salary, Benefits & Application Process

The successful candidate will receive a remuneration package which includes:

- A competitive salary in line with the school's Pay and Benefits policy
- Membership of the school's pension scheme and Life Assurance scheme
- Access to Help@Hand Employee Assistance programme and shopping discounts
- Free school meals during working hours during term time
- Free uniform relevant to the post
- Professional Development Support
- Free car parking
- Supportive colleagues and an outstanding working environment
- A beautiful setting in which to work
- Access to staff social events

To apply for this position, please complete the academic staff application form and return to Nikki Lloyd, the HR Manager at hr@farleighschool.com as soon as possible. Applications will be accepted until the position is filled, therefore early application is encouraged.

Farleigh School reserves the right to appoint at any time in the recruitment process.

Safeguarding:

Farleigh School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant(s) must be willing to undergo appropriate Child Protection Screening, including references from past employers and an enhanced DBS disclosure and an online search in line with safer recruitment.

Equal Opportunities:

Farleigh School is a co-educational organisation that believes strongly in equal opportunity for all.