



CHINTHURST SCHOOL

IAPS co-educational day school, 3 - 11

Head of Sport
from September 2017/January 2018

Chinthurst is an independent day school for approximately 140 boys and girls aged from 2 years 9 months, to 11 years. It is a growing school which has recently become a part of the Reigate Grammar School group of schools.

The school is located in between the villages of Walton-on-the Hill and Tadworth. It was established in 1908 and has an excellent academic and sporting reputation, sending children to the most selective senior schools in the area.

The pupils can benefit from an early offer and transfer to Reigate Grammar School, following an internal assessment and recommendation. However, others will also be successfully prepared to sit 11+ exams and move on to schools which include Epsom College, St John's, Caterham, Box Hill School, Hurstpierpoint College and Worth School.

The school is non-denominational, but is based on Christian values. Music, sport and drama play an important part in the life of the school.

Head of Sport at Chinthurst

1. General

Chinthurst is a part of Reigate Grammar School (RGS) family of schools, but is a separate charity and a company limited by guarantee. Chinthurst has its own Board of Governors and it is responsible for the governance of the school.

The Governors delegate the day-to-day running of the schools to the Headteacher and the Bursar. Chinthurst benefits from being a part of the RGS group of schools with access to the expertise and resources of the wider group.

2. Governance and Management

The Headteacher of Chinthurst is given considerable autonomy in the day-to-day running of the school and manages all operational matters with the support of the Chinthurst senior leadership team.

3. Specific Roles for the Head of Sport

The Head of Sport will have overall responsibility for ensuring that the quality of sport and physical education at Chinthurst School is of a standard comparable with our strongest competitors and in line with the standards and expectations of our senior school, Reigate Grammar. Specific responsibilities and duties include:

Meetings

- To meet with the Headteacher to give a monthly report on the Sports Department.
- To meet and run weekly meetings with the Sports Department.
- To meet with the Deputy Head to discuss the week's logistics planning.
- To meet with the Headteacher to discuss any pupils who may be considered for senior school scholarships.
- To meet with the Deputy Head to ensure the curriculum is differentiated for the needs of SEND and gifted and talented pupils.
- To meet with the Girls Games teacher weekly to discuss planning and development.
- To meet with the Director of Sport at Reigate Grammar School.
- To attend Health and Safety Committee meetings to report on all areas related to Sport and PE.
- To attend and deliver reports to parents at parent evenings as required.
- To run information events as required before tours etc.

Responsibilities

- To manage the staff within the PE and Games Department.
- To promote the school through high quality sport and strong local PR activities.
- To work collaboratively with the Girls Games teacher.
- To oversee all PE and Games activities within the prep school.
- To ensure effective preparation for progression through to Reigate Grammar School.
- To advise senior school colleagues and parents regarding scholarship potential.

- To oversee the programme of extra-curricular activities liaising with the School Operations Manager.
- To oversee the planning and teaching of PE and Games delivering a high standard of education.
- To facilitate the coaching of football, rugby, hockey, cricket, athletics and swimming to a high standard.
- To deliver and manage the teaching of PE, including swimming throughout Chinthurst.
- To undertake performance reviews for Games staff.
- To plan, organise and run fixtures for boys during the week and on Saturday mornings including team sheets and communicating with form teachers, pupils and parents.
- To referee/umpire Saturday morning fixtures, when required.
- To attend and coach Saturday morning
- To produce a weekly Sports Bulletin and update the school sports website content.
- To oversee and collate parents evening reports for the Autumn and Spring terms and end of year reports in the Summer term.
- To oversee and run the inter-House sports competitions throughout the school.
- To plan, organise and run inter-School tournaments.
- To plan, organise and run the annual Sports Days for Pre-Prep and Prep pupils in collaboration with the Girls' Games teacher.
- To manage staff kit and oversee pupil kit.
- To manage all resources and the budget for the Boys' Games Department and liaise with the Girls' Games teacher regarding their budget.
- To maintain a safe and tidy sporting environment.
- To oversee all health and safety aspect of sport including First Aid bags, epi-pens, inhalers etc.
- To ensure a staff training programme is provided liaising with the senior leadership team.
- To ensure staff have the appropriate qualifications/experience for leading Games lessons.
- To update all policies and the Sports Department handbook as necessary.
- To run after school training for squads.
- To assist in the appointment of Games staff.
- To liaise with the Operations Manager regarding logistics for match teas, transport etc.
- To liaise with the School Office regarding communication about Games.
- To oversee the planning of and the running of sports tour(s).

The Person

- Educated to degree level or equivalent with teaching qualifications.
- Experience of playing sport to a high level would be an advantage.
- Proven management and leadership experience in sport would be an advantage.
- Experience of good practice.

Above all, the successful candidate must care about the education of young people.

Although a day school, many activities happen in the evenings and at weekends, and the successful candidate will be expected to attend many of these events.

5. Terms and Conditions

A generous package will be offered, based on experience, qualifications and skills. Children of staff can be educated at either Chinthurst, Reigate Grammar School or at Reigate St. Mary's Preparatory School for substantially reduced rates. All teaching staff are automatically members of the pension scheme run by the Teachers' Pensions Agency, which is transferable between all UK schools. Lunches are provided free of charge during term time.

6. Child Protection

Chinthurst, Reigate Grammar School and Reigate St. Mary's are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. All applicants should read the school's Child Safeguarding Policy, Safeguarding Children Protecting Staff Policy and Keeping Children Safe in Education document, which are available on the Chinthurst School, Reigate St Mary's and Reigate Grammar School websites (www.chinthurstschool.co.uk/www.reigatestmarys.org/www.reigategrammar.org), and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. Enhanced disclosures from the Disclosure and Barring Service will be sought on all successful applicants. Full details are given on the application form.

Applications may be made by letter or by e-mail to the address below.

Miss Cathy Trundle
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Chinthurst School is an equal opportunities employer and welcomes applications from appropriately qualified persons regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment.