



NOTTINGHAM
HIGH SCHOOL

CANDIDATE INFORMATION PACK

ASSISTANT DIRECTOR OF SPORT AND HEAD OF NETBALL

To start September 2024 or January 2025



COME AND JOIN US!

Nottingham High School has a vacancy for an **Assistant Director of Sport and Head of Netball** to join the school from September 2024 or January 2025.

Completed application forms should be sent electronically to jobs@nottinghamhigh.co.uk no later than **10am on 10 May 2024**.





THE SCHOOL

We are a School with a rich history dating back to 1513, we pride ourselves on developing happy, confident and driven students with a love of learning.

Nottingham High School is not your average School, we have a very strong academic reputation and achieved the best examination results in the region last summer. We won the Co-Educational Independent School of the Year award in 2022, were named the East Midlands Independent Secondary School of the year 2023, East Midlands Independent Secondary School of the Decade by The Sunday Times Good Schools Guide 2021 and ranked first for academic results in the East Midlands by The Sunday Times Independent Schools Guide 2022.

The High School is an independent day school (HMC) for Boys and Girls aged 4 to 18. Our Junior School, Senior School and Sixth Form are based on-site at Waverley Mount and our Infant School is based across the road at Lovell House.

The Infant and Junior School (ages 4-11) has over 330 students. There are approximately 820 students in the Senior School, with a vibrant Sixth Form of over 240. The School's move to co-education has been a great success with 426 girls in School, with further significant growth planned in future years.

Development of teaching and learning is a key emphasis of the School, seeking to develop our pedagogy to deliver lessons that are challenging and inspiring. We are looking for dynamic, forward-thinking subject teachers who engage with learning and teaching initiatives, share best practice and who are willing to adapt to new technologies as appropriate. Our remote learning programme has been crucial to our success and one of the strongest around, we look to develop this in the coming years.

Our teachers are at the forefront of the School's success, we work hard to make Nottingham High School a place that people love to work. Our teachers and support staff work closely to achieve the aims and objectives of the School. The Nottingham High community is at the heart of our culture.

Students come from a wide range of backgrounds and the School is committed to maintaining a representative entry, supporting this with generous bursary and scholarship funds. Together, these mean that about a fifth of students receives some form of financial assistance. Entry is by competitive assessment in the Spring Term.

As well as our academic success we put a strong focus on our extra-curricular programme, with over 40 clubs and groups we offer students the opportunity to try a whole range of activities including chess club, board games, music and sport to name a few.

VIRTUAL TOUR

Take a look inside our Schools!

[Infant School tour](#)

[Junior School tour](#)

[Senior School & Sixth Form tour](#)





THE SPORTS DEPARTMENT

Nottingham High School has a strong tradition in Physical Education, with sport playing a vital part within the life of the school. Teams represent the School in a variety of sports. The main Autumn Term sports are Hockey for girls and Rugby for boys, in the Spring Term Netball for girls and Hockey for boys and in the Summer Term Cricket for girls and boys. Other teams are organised for Swimming, Athletics, Badminton, Climbing, Cross-country, Tennis and Football.

Individuals from this proudly academic school have gone on to succeed as adults in sport, recent examples would include Joe Gardner (Football-Notts Forest) Patrick Bamford (Football-Leeds Utd) Alex Lewington (Rugby-Saracens), James Stokes (Rugby-London Irish), James Forward (Rowing-GB U23 World Champions and Oxford Blue).

National Level success in sport is a clear objective for the School. Recently our 1st XV Rugby won the National Bowl competition, our U16 girls Hockey competed at the National finals, our U14 Boys Hockey won the National Tier 2 finals, (our 1st XI missed out on their national finals on shuffles!) Our U15 Boys qualified for the National Swimming Finals. Individuals have competed at National Finals in Athletics, Cross Country, Cheerleading, Rowing, BMX, Equestrian and Sailing. Teams regularly demonstrate success at County and Regional level and our aim is to develop this level of opportunity for our students further in the future.

Facilities include a fully equipped sports hall with a recently developed fitness suite. A climbing wall, gymnasium and a 25m swimming pool complete the facilities on site. Our playing fields are situated 2 miles away at Valley Road and have an enviable reputation for the fine surfaces that are prepared by the four grounds staff. In addition to 3 permanent cricket squares, 4 artificial strips and 8 artificial cricket nets, there are 6 rugby pitches, 6 netball/tennis courts, full athletics facilities including a grass 200m track and also 2 football pitches. Our Hockey programme is based at the Nottingham Hockey Centre, where following the addition of our two new pitches, this is now the largest Hockey centre in the UK. We utilise other sports facilities in Nottingham including David Lloyds, Nottingham Squash Club and the Harvey Hadden Athletics stadium. A new Junior School Sports Hall was completed in 2018.

The department also works closely with local clubs and national sports organisations to develop links and coaching opportunities. Nottingham High School has supported an U15s hub for Loughborough Lightning Netball for the last 4 seasons and hosts the MCCF Nottingham Cricket Hub. In addition, we work closely with local schools to provide football and cricket festivals at Valley Road as a part of our outreach programme.

There are currently 10 full time members of the PE department including Heads of the major sports who work very well together to provide a balanced programme of sport, plus three interns. It will be important that the successful candidate can integrate well into this team. All staff teach both in the Senior and Junior school with three members of the department delivering the A level course. The department is fortunate to have additional teaching staff and part time coaches who help to deliver the games curriculum and assist with co-curricular sport. Currently, at least 25 staff assist with running School teams across a wide co-curricular programme.

In addition to the curriculum PE, the department teaches A-Level PE. This is a very popular subject with students using A-Level PE to go on and study a wide range of courses at university, including Physiotherapy and Medicine.

In joining our thriving PE and Games department, it is essential that the successful candidate is available to run sports practices after School and are available on Saturdays to run / manage sports teams throughout the academic year.

The School has a strong record of sports tours, and following the enforced break due to the pandemic, the department is running sports tours again now. Consequently, the successful candidate will have the opportunity to be a part of these tours during both term time and school holidays. The department is taking a senior Hockey tour to Malaysia this summer, and plans to take junior teams in Hockey to Holland next year. There is a Cricket tour planned for Sri Lanka in 2025, then a senior Netball tour will be offered in the summer of 2026.



THE ROLE

Assistant Director of Sport

As a member of the PE Department the Assistant Director of Sport will help to shape and lead the PE and Games provision and will provide strategic direction and vision for the progress of School Sport across the whole School (Reception to Year 13), working closely with the Director of Sport and the Head of Sport in the Infant and Junior School.

They will be an experienced, passionate and a dynamic leader of sport who will settle for nothing less than excellence both in coaching and teaching. They will articulate a clear philosophy and vision for strategic development, ensuring that children of all abilities enjoy their sports and activities, have a good balance of exercise, and that sport plays a positive role in the development of their confidence and self-esteem.

The successful applicant will be an outstanding teacher with a high degree of emotional intelligence and will make a significant contribution to the leadership and management of the department. They will be an articulate and engaging communicator, able to relate to and build relationships with a large and varied constituency of colleagues, students and parents. They will role model the School's values; particularly those of Respect and Empathy, championing an active community and ensuring positive experiences for students of all ages and abilities. They will be approachable and personable, able to develop and maintain strong relationships with colleagues, students and parents.

Specific areas of responsibility for the successful candidate will include: -

- Strategically guiding the department through regular meetings with the Director of Sport, Deputy Head Academic and Assistant Head Co-curricular;
- Assist the Director of Sport with the strategic vision for both PE and Games with both short and longer-term planning;
- Developing Schemes of Work for Senior School PE and Games;
- Leading on the preparation for Senior School Sport by working closely with the Head of Infant and Junior School Sport;
- Leading the School's Netball Programme;
- Managing department budgets;
- Appointing new academic staff or coaches to the department;
- Leading the department in the absence of the Director of Sport;
- Line management of Interns;
- Outreach.



THE ROLE

Head of Netball

- Oversee and develop Netball for students in all formats throughout the School, teaching from Y8 - Y13;
- Produce a Netball Development Plan to be reviewed with the Director of Sport that includes an inclusive and innovative strategy for the development of Netball at Nottingham High and in line with the school Sport Development Plan;
- Manage the internal Netball coaching team and identify any coaching development opportunities;
- Co-ordinate fixtures for all School sides and liaise with the Assistant Head Co-Curricular to ensure that all match related administration (catering, SOCS, transport) is completed;
- Manage a School-wide pre-season training programme to ensure that players of all abilities are nurtured effectively and are fully prepared for playing season;
- Arrange entries into Regional and National tournaments where appropriate;
- Organise squad Netball tours/pre-season camps where appropriate, in conjunction with the overall sports tour rota;
- Ensure that all risk management documents are in place and implemented by all coaching staff (in conjunction with the Director of Sport);
- Ensure that Netball's ethos, practices and all appointments actively support the School's Equality, Diversity and Inclusion policy and Whole School Values;
- Manage the School's links with any relevant Netball partnerships and to be the first port of call for all communications relating to students involved.

The School invites applications from candidates with a variety of backgrounds with or without experience of leadership within schools, or in other sports environments. A degree in a sports-related subject is essential, with qualifications in coaching or teaching desirable; a netball coaching award is essential. The capacity to lead and coach Netball and coach in the other major School's sports is essential.

This is an exciting role with a broad remit which presents the post holder with an opportunity to make a significant difference to the holistic education of Nottingham High School students for many years to come. The post would suit a candidate looking for promotion to Director of Sport in the near future.



THE PERSON

The successful applicant will be an inspiring teacher and a strong advocate of the subject, as well as a successful sportsperson in their own right.

- You will have experience of coaching netball to children aged 7 to 18 years and it is desirable that you have experience of coaching top-class Netball at a senior level.
- You should be capable of coaching multiple sports including Netball, Hockey and Cricket. An interest in Swimming would also be a benefit.
- You will be joining a high achieving academic environment where you will enable your students to be the best they can at Physical Education.
- You will contribute to the wider co-curricular life of the School, possibly including supporting Duke Of Edinburgh activities or a sports team or leading a musical ensemble, in line with your individual interests.
- You will embrace new technology and innovation in Teaching and Learning, and be committed to your own personal and professional development. You will be confident in sharing your understanding with colleagues.
- You will be able to deliver challenging and engaging lessons whether face to face or via Google Classroom or similar.
- You will have excellent interpersonal and communication skills; the ability to establish good links with students, parents and colleagues;
- You will be committed to creating and sustaining a learning environment that values and celebrates the diversity of both staff and students.
- You will be positive, forward-thinking and collaborative.
- You will be able to reflect on the curriculum for your subject with regard to Diversity and Inclusion. Across all Departments, you will be able to engage in current debates and scholarships around it for KS3, and also be confident in contributing in a positive way on the matter with subject colleagues and in wider School life.
- You will be well-organised with exceptional time management skills and the ability to prioritise a varied and demanding workload.
- You will have sound planning and organisational skills to support students at all levels.
- You will have an understanding of Health and Safety and Child Protection legislation within Education.
- You will have the ability to differentiate and personalize the coaching experience for students.



SAFEGUARDING

Child Protection

Nottingham High School is committed to doing all it can to ensure the safety and wellbeing of its students.

All adults who work at the School must recognise that there is an absolute duty to respond to any issues that are brought to their notice and as such, this post is subject to an enhanced DBS check. The post holder's responsibility for promoting and safeguarding the welfare of children for whom s/he/they is responsible, or with whom s/he/they comes into contact, will be to adhere to and ensure compliance with the School's Child Protection and Safeguarding Policy at all times. Any safeguarding concerns must be reported to the School's Designated Senior Lead.

Mandatory training in safeguarding children is given to new members of staff.

All posts in School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

As a part of our pre-employment checks, your past and current employers will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although a current employer may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons.

BENEFITS OF SERVICE

Professional Development

The High School believes in, supports and resources an extensive system of continuing professional development and all teachers and non-teaching staff participate in it throughout their careers. The School has developed an Appraisal Scheme for all staff. Each member of staff has a Line Manager with whom they have Professional Review or appraisal meetings for their individual personal development. In this case, the Director of Sport is the line manager.

Working Environment

This is an enjoyable and stimulating place to work. We offer a wide and varied range of staff benefits including free refreshments and school lunch during term time. Staff organise a series of social events during the year including an annual Christmas event. Many of the facilities of the School are open to staff and their families, including the gym and swimming pool.

Eligible employees who have children in the School currently benefit from some remission of fees in accordance with School policy, at the discretion of the Governors.

Living in Nottingham

Good quality housing in Nottinghamshire and the surrounding counties is affordable and as a result many of our staff have a good choice of areas to live in and experience a good quality of life. Most live within a twenty-minute commute of school. There are many attractive villages surrounding the city as well as good quality housing in the city. In the centre there has been considerable development of high-quality apartments.

The School is well served by public transport and is on the tram network. In addition, there is car parking available on site.



HOW TO APPLY

The Application

Candidates should complete the School's application form electronically and email this to jobs@nottinghamhigh.co.uk. Applications will only be considered from candidates completing the form in full. We will acknowledge receipt.

Before interview, we will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or DfE Children's Safeguarding Operation Unit.

Equal Opportunities

Nottingham High School seeks to recruit individuals of the highest calibre. We welcome applications from all sections of the community.

The High School recognises its responsibility to treat equally each person who comes into contact with the School. All members of the School are equally valued so that they can develop a sense of self-esteem. No-one is discriminated against because of actual or imagined differences.

This policy applies to both staff and students, and it is the responsibility of all staff to promote practices which overcome prejudice in our society.

Diversity and Inclusion

The School is committed to Diversity and Inclusion. Our statement on this can be [found here](#) on the School website.

Informal Queries

If you have any questions about this position prior to applying, please email our Deputy Head (Academic), Paul Spedding: spedding.ip@nottinghamhigh.co.uk and he will be pleased to assist you.



INVITATION TO INTERVIEW

Interviews

It is intended that interviews will be held shortly after the closing date. Early applications may result in interviews being held sooner and the early closing of the vacancy.

At interview all candidates must bring with them or be able to show certificates confirming any education and professional qualifications that are necessary and relevant to the post. Where originals or certified copies are not available, candidates must provide written confirmation from the relevant awarding body.

In addition, all candidates need to show their birth certificate & valid passport to confirm their identity. Originals of these documents are required, we cannot accept photocopies.

Background Checks

The School reserves the right to obtain formal or informal background information about an applicant to determine whether they are suitable to work at the School. This will include online searches on shortlisted candidates. The online searches the School carries out may include searches of internet search engines and websites using three means of identification related to the individual.

Online searches will only be carried out at the shortlisting stage. The School will not carry out online searches as part of its initial sift of applications. All applicants for a role at the School will be treated consistently with regard to online searches.

Online searches will be undertaken by a person who will play no other part in the recruitment process (including the shortlisting exercise) or the appointment decision. In carrying out online searches the School is looking for any publicly available information about an applicant that:

- may be relevant to their suitability to carry out the role for which they have applied;
- may be relevant to their suitability to work at the School or in an education setting;
- is of a safeguarding nature; and/or
- may have an impact on the School's reputation (whether positive or negative).

Pre-employment checks

Any offer of employment will be conditional upon:

- receipt of satisfactory references
- verification of identity and qualifications, including successful completion of statutory induction and QTS for teaching staff (applies to those who obtained QTS after 7 May 1999)
- evidence of the right to work in the UK
- a Barred List check and a check of the list of individuals prohibited from teaching
- a satisfactory Enhanced DBS disclosure (original certificate must be shown to HR) and a Staff Suitability Self-declaration
- where the successful candidate has worked or been resident overseas in the previous ten years, such checks and confirmations as the School may require in accordance with statutory guidance
- verification of medical fitness in accordance with the requirements of Keeping Children Safe in Education (KCSIE) 2023
- satisfactory completion of the probationary period