



Sutton Valence Preparatory School

Candidate Information
Director of Sport

September 2024



Sutton Valence one school, many journeys



Director of Sport

The Director of Sport will oversee all PE and Games and will be responsible for the smooth running of sport throughout the School. We are looking for a well qualified and outstanding teacher with additional expertise and experience in teaching PE and Games. Applicants should have high expectations of pupil achievement and behaviour and excellent organisational and time-management skills. The successful candidate will bring energy, enthusiasm and a high degree of professionalism to the role.

Ever mindful that enjoyment is a key factor in children's participation in PE and Games, staff in the department strive to instil the foundations of a life-long love of sport, health and exercise. It is important that our pupils benefit not just physically, but that they have opportunities to develop teamwork, decision making and social skills. To that end, we run many teams across a wide variety of sports so as to offer all pupils the opportunity to represent their School, whilst also promoting excellence for county, regional or even national honours.

Spirited internal House (Castle) competitions in all the major sports foster friendly rivalry whilst offering a supportive arena for all pupils to contribute, whatever their level of ability. Additionally, we host a wide number of tournaments and events in football, cricket, hockey, rugby, swimming, cross country and netball where both prep schools and primary schools are invited to compete. There are also county and regional sporting events that we enter throughout the year and we finish the year with our Sports Days. There is also a rich and varied clubs programme after School in which almost all children participate.

We have excellent facilities on our own site and we are also fortunate to be able to have use of those at our Senior School too. On the Prep site we have a full-size astro turf, tennis and netball courts, extensive sports fields, a heated outdoor swimming pool, a sports hall, permanent cricket nets and a grass athletics track. We also have extensive grounds and play spaces for the children to use. On the Senior School site we make use of the all-weather athletics track, other astro-turfs, and hard surfaces, cricket pitches and the large indoor 25m swimming pool.

In short, this is a fabulous role in a wonderful school where each cares for all.

Key Responsibilities

Leadership and Management

- Develop and implement the sporting policy and strategy of SVPS;
- Establish a dynamic environment which promotes all sports, establishing short, medium and long term plans for each sport;
- Manage and maintain teaching areas and equipment to facilitate stimulating learning environments which make effective use of available resources;
- Ensure that resources are accurately recorded and looked after;
- Use the annual budget for the delivery and further development of SVPS sport;
- Attend Heads of Department, Health & Safety and Full Staff meetings;
- Contribute to the induction of new staff within the department;
- Ensure that those responsible for taking sports and teams are given appropriate guidance, training and information on their roles;
- Conduct regular meetings with key staff involved in School sport;
- In conjunction with the Marketing Department, and School office, ensure that sports results, sports photography and website information are kept up to date and communicated;
- Stay informed about and respond accordingly to national initiatives in sport and the implications for the School;
- Work closely with colleagues to develop the timetabling arrangements for sports in each term.

Sports Operations

- Be an outstanding and effective communicator, who seeks to build excellent relationships with children and parents through all channels;
- Ensure that the fixture and sporting events timetable is finalised in good time in advance of the termly calendar review;
- Ensure that fixtures are arranged and kept up to date on all systems, with results communicated often;

- Ensure that swimming arrangements are in place, including lessons, clubs and galas (an ability to teach swimming would be helpful);
- Organise inter House (Castle) sporting events;
- Ensure that appropriate transport is arranged for each away fixture or event and staff have received appropriate training;
- Run or oversee various sporting clubs across the academic year;
- Liaise with the catering staff regarding the provision of match teas for both home and away fixtures, as required;
- Instil and maintain the highest standard of dress and behaviour from pupils and staff at fixtures and during sports sessions, ensuring that kit is ordered, distributed, consistent and correct;
- Contribute articles to promote sport and wellbeing to the wider School community through the School's weekly newsletter as required;
- Develop a constructive and supportive relationship with the Director of Music and Head of Drama and other colleagues.

Teaching and Assessment

- Assume overall responsibility for the delivery of a broad and engaging Games programme across the School (PE from Nursery-Y6 and Games from Y2-6);
- Regularly review and evaluate teaching and learning within the department;
- Produce reports and assessment grades in line with School model;
- Manage, officiate and coach teams directly and guide colleagues accordingly;
- Produce detailed reports of the department's activities and performance for SMT and Governors as required.

Health, Safety and Wellbeing

- Build and uphold an excellent relationship with the grounds staff to ensure that outdoor sporting facilities and pitches are produced and kept to the highest possible standard;
- Liaise with the grounds and maintenance staff and Estates Bursar to ensure that indoor sports facilities are suitably maintained;
- Ensure that all relevant aspects of Health and Safety are understood and procedures are followed;
- Work with the Bursary and SMT to ensure that risk assessments are up to date and regularly reviewed;
- Keep up to date with legislation, guidance and amendments to best practice and rules;
- Maintain good order and promote high levels of discipline among the pupils when participating in sporting activities;
- Safeguard pupils' health and safety at all times when they are authorised to be on the School premises and when they are engaged in authorised School activities elsewhere;
- Ensure that the safety of pupils and staff complies with the School's Health and Safety Policy.

General

- Adhere to all School policies, in particular policies relating to the safeguarding of children;
- Promote, at all times, the general progress and physical wellbeing of all pupils;
- Provide guidance and advice to pupils and families on educational and social matters such as outside clubs and events;
- Undertake wider staff responsibilities, including covering of lessons and staff duties;
- Contribute fully to the wider life of the school, including but not limited to evening engagements and the sporting fixture programme;
- Track record of coaching and teaching excellence and management experience;

- Ability to teach other subjects would be an advantage, and the post holder might be required to be a Form Teacher too;
- Ability to inspire pupils of all abilities including children with SEND and optimise pupil learning for each individual;
- Proven communication and interpersonal skills including a high level of literacy and attention to detail;
- Ability to be adaptable, use initiative and find solutions to problems that arise;
- Committed to continual professional development (CPD);
- Effectively manage commitments and deadlines and line manage staff and club providers within the department;
- ICT competence and willingness to learn and use new technologies;
- Work collaboratively and supportively with colleagues at School and in other organisations;
- Respects and values the different experiences, ideas and backgrounds others can bring to work and to teams;
- Ability to motivate and encourage participation in activities both inside and outside the classroom and a willingness to take part in / organise trips and visits;
- A generosity of spirit towards the demands of a busy prep School as the role requires flexibility;
- Demonstrates high standards of behaviour and is able to model the School values;
- Emotional resilience to cope with and learn from challenging situations;
- Ability to carry out any other roles as reasonably requested by the Head.

Qualifications

- Educated to degree level or equivalent;
- QTS;
- Sports coaching qualifications would be an advantage.

The successful candidate should be able and willing to drive a School minibus.

The School

Sutton Valence Preparatory School is an independent 2 – 11 years, co-educational, day school located on the outskirts of the village of Chart Sutton just a few miles from Maidstone. It is a happy and caring School where the children are supported to reach their potential, and they achieve impressively in both academic and co-curricular activities.

We pride ourselves on providing outstanding learning opportunities for all children. Well-qualified, dedicated and experienced teaching staff deliver a vibrant, diverse and challenging curriculum. Favourable staff to pupil ratios and superb facilities enable the children to make excellent progress.

The School's roll is currently over 300 and the Head is a member of the IAPS. Typically, there are two classes per year group from Reception onwards. The majority of pupils proceed to Sutton Valence School or local grammar or independent schools.

The School is acutely aware that childhood is something to be treasured and children are encouraged to enjoy the many magic moments that are a part of daily life at SVPS. Our excellent facilities, as well as those of our Senior School, and the passionate teaching delivered by our staff, ensures the children develop their musical, sporting and drama skills and fulfil their potential in these key areas.

Each and every child is on their own journey and we pride ourselves on our ability to support and challenge each individual.

Application Process

Applications will only be accepted from candidates completing the application form in full. CVs will not be accepted in substitution for completed application forms.

Supporting statements should state what particular skills and attributes you can bring to Sutton Valence School, brief details of how you fit the position, including specific details of skills, experience and achievements, and details of any interests and hobbies.

Do not meet every single requirement? Studies have shown that women and people of colour are less likely to apply to jobs unless they meet every single qualification. At SVS we are dedicated to building a diverse and inclusive workplace, so if you're excited about this role but your past experience does not align perfectly with every qualification or experience in the information provided, we encourage you to apply anyway. You may be just the right candidate for this or other roles.

Further information about Sutton Valence School can be found on our [website](#). We also have very active accounts on Facebook, Twitter and Instagram.

To apply, please click on the 'Quick Apply' button on our TES listing and complete an application form. Alternatively, an application form can be found on our School [vacancies](#) page, or via email at hradmin@svs.org.uk.

Closing date: Wednesday 21st February 2024

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS), and a declaration of medical fitness. It is an offence to apply for this role if the applicant is barred from engaging in regulated activity relevant to children.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A copy of the School's Child Protection policy may be found on the School's website, which all applicants are expected to read prior to interview.

Sutton Valence School is an equal opportunities employer.

Please note: we reserve the right to appoint prior to the closing date.



The School's Vision, Mission and Ethos

Vision

Through membership of our community and the academic and co-curricular opportunities it provides, we believe that all young people in our School will be enabled to fulfil their true potential. We want our students to be kind, curious and passionate individuals who possess a love of learning and a strong set of values reflecting our principles as a Christian Foundation.

Our Mission is to provide:

- A caring, supportive and inclusive community for the education of children aged 2-18, day and boarding;
- A challenging, relevant and broad curriculum delivered in ways that allow all to achieve;
- An outstanding range of sporting, artistic, cultural and social activities, and opportunities so that children can develop skills such as self-discipline, commitment, leadership and teamwork;
- A safe, secure and stimulating environment which promotes excellence, independence and high standards whilst providing support to all who need it;
- A grounding in moral and spiritual understanding which will promote respect for others, along with self-respect.

Ethos

A community where each cares for all and individuality is cherished.

Benefits to Working at SVS

Salary and Pension

Salary will be at the appropriate point on the Sutton Valence School pay scale.

Academic staff are offered membership to the TPS or to the APTIS DC scheme. The teacher's gross salary will be dependent on the pension scheme and contribution level chosen.

Fee Remission

All staff with a contract for at least one full term and have children who attend either the Senior or Preparatory School will be eligible to receive a discount in respect of School fees (excluding the Nursery). The current rate of discount is 65 per cent for full-time staff, and for part-time staff the relevant percentage will be calculated on a pro rata basis.

School Meals

All staff are provided with excellent lunches with no charge.



Community and Environment

We are very proud of the positive and supportive community we have and staff often comment on this being one of the best aspects of working at SVS. This, coupled with a beautiful physical environment both at School and in the immediate vicinity, make it a highly desirable place to work.

Benenden Healthcare Membership

All staff are welcome to join the Benenden Healthcare Scheme. The cost of joining Benenden is currently £11.90 per month; the School pays up to 80 per cent of contributions, based upon length of service. Further Information is available from the Bursary.

Fitness Facilities

All staff may use the Senior School's fitness facilities at designated times. These facilities include an indoor, heated, six-lane swimming pool, a fully equipped air-conditioned Strength and Conditioning Suite, and a Cardiovascular Suite, as well as a large sports hall available for a multitude of sports.

Free Parking

Both the Senior and Preparatory School sites have free, ample parking available for staff. Both sites have allocated accessible bays.

Electric Vehicle Scheme

All staff are offered the opportunity to purchase an Electric Vehicle (EV) as part of an HMRC approved Salary Sacrifice scheme; Octopus Electric Vehicle. Basically this is much like a cycle-to-work, but for electric vehicles. You give up some of your gross monthly pay for a new EV, and can save up to 40% on the monthly cost thanks to saving on National Insurance and Income Tax.

Press Reader

The School has a subscription to Press Reader which allows anyone on the SVS networks access to over 7,000 news publications from across the world in different languages.



Sutton Valence Preparatory School

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The School is a member of The United Westminster and Grey Coat Foundation.

Registered Charity No 1181012.