



Head of Sport



Message from the Head

I am delighted that you are considering applying to work at our wonderful school. Carrdus is a prep school with a difference; a school that places equal value on the academics and the great outdoors, traditional values and innovative teaching techniques, working hard and playing hard. At Carrdus, children can be children.

Carrdus children are engaged, curious and alive to the limitless possibilities of our world. Our focus is on preparing every child for the next stage of their educational journey and beyond and our outstanding academic outcomes and exceptional children are testament to this.

Sport, games and physical fitness lie at the heart of our Carrdus curriculum and provide our children with life-long skills. This appointment is of extreme importance as we move into a new chapter for Sport and Games at Carrdus and I look forward to the prospect of working with you in the near future.

Best wishes,

Samantha Bagshaw



Introduction

Carrdus School is an independent co-ed prep school within easy reach of Banbury and the villages of Oxfordshire, Northamptonshire and South Warwickshire. For over 60 years it has encouraged and enabled girls and boys to make a confident, happy start to school life, finding and developing their areas for success.

Founded in 1952 at St John's House, Banbury, the school moved to Overthorpe Hall in 1970 where it has continued to grow and thrive. Carrdus School is part of Tudor Hall School.

The school is committed to safeguarding and promoting the welfare of pupils and applicants must be willing to undergo pupil protection screening appropriate to the post, including checks with past employers and the Disclosures & Barring Service.



Carrdus Sport

At Carrdus, sport, games and physical fitness lie at the heart of our curriculum. Specialist sport and games teaching starts from Nursery and the children move through a progressive skills program to ensure that they develop their physical fitness, coordination, strength and skills and are fixture-ready when they enter Upper Prep. Our Sport and Games curriculum is inclusive and ensures full participation whatever your aspiration.

Engagement in physical activity brings so many more benefits than just the mental and physical. Our children develop their confidence, leadership skills, resilience and sense of pride, too. At Carrdus, our children enjoy rugby, cricket, football, hockey, gymnastics and netball. Our program is also complemented by swimming and tennis sessions delivered by specialist coaches. Regular fixtures take place between local prep schools and we proudly host events such as our cross country and netball tournament days to which local schools are invited. Our after school enrichment program includes a Sport or Physical Fitness Club every evening for our Year 1 to Year 6 children.

We're proud of our excellent facilities: an outdoor swimming pool for seasonal swimming, tennis courts, rugby pitch, athletics track, sports hall and cricket nets. We also make full use of our feeder school Tudor Hall's all-weather hockey surface. Saturday morning Sport sessions, led by specialist sport teachers and coaches, take place for Carrdus Year 3 to 6 children at Tudor Hall School. Carrdus children love having fun in their sport and games lessons and it is within this curriculum that they develop a life-long enjoyment for keeping active and the great outdoors!

Job Description

Leadership and Management

- create and deliver an inspirational sports curriculum and programme for Carrdus sport;
- provide leadership and development for all areas of sporting activity within Carrdus including core PE, co-curricular and sporting events including School Sports Day and Inter House competitions;
- ensure the provision of appropriate sports and activity programmes across all age groups to include EYS and that they contribute fully to the school's enrichment programme;
- work closely with the Director of Sport at Tudor Hall to ensure a whole-school approach to the sport programmes and the use of facilities is maximised across both schools;
- maintain a relevant sport development plan in line with the school's Strategic Plan and annual School Development Plan;
- assist with professional development and appraisal of staff involved in sport delivery;
- create and oversee all procedures relating to the provision of sport and ensuring the school is compliant;
- review risk assessments on a regular basis and ensure Health and Safety standards are monitored and maintained.
- oversee and keep an inventory of all sports equipment;
- develop good relationships with feeder nurseries, prep schools and maintained schools;
- develop and maintain strong relationships with the local community, sporting organisations and relevant National governing bodies to compliment the Carrdus sport provision;



Teaching and Learning

- design, deliver, monitor and support the teaching and learning schemes and plans across the whole breadth of the sports curriculum;
- develop an assessment system that provides an overview of where a child is attaining and use approaches which are appropriate to pupils' needs in order to involve and motivate them;
- ensure the delivery of the curriculum and relevant schemes of work;
- demonstrate great enthusiasm for sport, promoting it throughout the school and encouraging departmental colleagues to do so, too;
- demonstrate strong knowledge and understanding of the concepts and skills required for sport;
- have clear rules and routines for behaviour during PE lessons, and take responsibility for promoting good and courteous behaviour, in accordance with the school's behaviour policy;
- maintain good relationships with pupils; based on mutual respect, exercise appropriate authority, and act decisively when necessary;
- be aware of any signs of stress, emotional imbalance or learning difficulties in pupils and keep appropriate people informed over these concerns;
- ensure that each sport and age group has an appropriate fixture list maintaining a healthy balance between the number of fixtures and the number of practices;
- ensure the fixture list is communicated, added to the school calendar in-line with the term calendar and staffed adequately;
- co-ordinate and where required support the delivery of Saturday morning sport sessions;
- make appropriate arrangements for classes when staff are absent;

Marketing and Communication

- promote sporting opportunities with the Marketing Department through production and publication of marketing materials in all matters pertaining to sport;
- ensure all sporting activities are published to all stakeholders in a timely way through the appropriate channel;
- be the main point of contact on all sporting matters for pupils, staff, parents, feeder schools and prospective parents and pupils.

Wider School Role:

- Fulfil wider professional responsibilities:
 - Make a positive contribution to the wider life and ethos of the school
 - Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
 - Ensure Safeguarding and Health and Safety policies are always known and adhered to
 - Take on further responsibilities according to experience and levels of professional development
- Maintain high standards of ethics and behaviour within and outside school:
 - Treat pupils with dignity, build relationships rooted in mutual respect and always observe proper boundaries appropriate to a teacher's professional position
 - Have regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
 - Show tolerance of, and respect for the rights of others



- Not undermine fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
- Ensure that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law
- Have proper and professional regard for the ethos, policies and practices of Carrdus School and maintain high standards in terms of your own attendance and punctuality
- Have an understanding of the frameworks which set out your professional duties and responsibilities
- Undertake a range of tasks and activities:
 - Carry out school duties, as required
 - Attend Parents' Meetings and Staff Meetings
 - Attend, within reason, out of hours events including those organised by Friends of Carrdus School
 - Meet with and report to Head as necessary
 - Liaise, advise and consult with all members of teaching and support staff
 - Attend staff INSET, workshops and staff development, as required
 - Attend First Aid/Health & Safety courses, as required
 - Attend Pupil Protection/Safeguarding training courses, as required
 - Undertake any other reasonable duties or tasks directed by the Head

Person specification

Consistently display and utilise strong personal qualities:

- A proven leader with excellent interpersonal skills and the ability to inspire the very best in colleagues, forming strong relationships with colleagues based on trust and mutual respect;
- An excellent team player, capable of making a strong contribution to the overall running of the school as part of the Middle Leadership Team;
- Be a positive role model;
- Have a strong work ethic;
- Have a natural ability to get on with, support, understand and command the respect of pupils;
- Have enthusiasm for and interest in the education and welfare of young people;
- Be able to support and extend the extra-curricular life of the school;
- Be an ambassador for Carrdus School at all time;
- Show evidence of a range of qualifications, skills and experiences:
 - Qualified teacher status and relevant further qualifications, training and interest in educational theory and practice;
 - Excellent ICT skills and proven track record of administrative success with an eye for detail
 - Relevant teaching experience with strong references
 - Be able to self-evaluate learning needs and actively seek learning opportunities

All staff share the responsibility for safeguarding and promoting the welfare of the children and must adhere to, and comply with, the school's Safeguarding Policy.

Carrdus School is committed to providing a mutually respectful, safe and happy environment, where everyone can thrive and meet their full potential and where diversity is celebrated.



Terms & Conditions as per Employment Contract

Post:	Head of Sport
Hours:	During school terms the employee shall full time as agreed with Head while the school is in session and at any other time (including during school holidays, at weekends and before and after the school's normal starting and finishing times) as may be necessary in the reasonable opinion of the Head for the proper performance of his/her duties.
Salary:	Subject to experience. Paid monthly in arrears not later than the last working day of the month. Reviewed annually on the 1st September each year.
Probation period:	One year
Holidays:	The employee shall be entitled to take as holiday all school holidays in accordance with the published dates in the school calendar. Public and Bank Holidays occurring during school terms may be working days.
Pension:	Your service with the School is pensionable under the Teachers' Pension Scheme and as an alternative the School offers a defined contribution pension scheme for teaching staff. Full details of both schemes will be provided on appointment.
Retirement:	The post currently has no normal retirement age, but the School reserves the right to set a retirement age at any time in accordance with the applicable law from time to time.
Sick Pay:	The employee's benefits during periods of authorised absence through illness or injury are the same as teachers in the maintained sector.
Notice:	The employee's appointment may be terminated by either party giving to the other not less than one full term's notice in writing.
Benefits:	Free meals when available, 40% day fee pupil discount at Carrdus School and 40% day fee pupil discount at Tudor Hall (pro rata for part-time staff).

Application Process

A covering letter summarising your suitability for the post along with the completed application form should be addressed to the Headmistress, Mrs Samantha Bagshaw and sent to:

Nicole Hamilton, Tudor Hall, Wykham Park, Banbury, Oxon OX16 9UR

Or by email: recruitment@tudorhallschool.com

Closing date for applications: 13.00 Tuesday 12 March 2024

Interviews week commencing: Monday 18 March 2024

Potential candidates wishing to visit the school or discuss the post should contact Henrietta Woolf in the school office at Carrdus (email: office@carrdusschool.com or telephone: 01295 263733).

Carrdus School, Overthorpe Hall, Banbury, Oxfordshire OX17 2BS
www.carrdusschool.co.uk