JOB DESCRIPTION
LEAD HOCKEY COACH - SPORT & EXERCISE DEPARTMENT

Job Title: Lead Hockey Coach (Sport & Exercise Department)

Reporting to: The Co-Directors of Sport & Exercise

Location: Highgate School

Type of position: Part-time, term-time only (an average of 15.25 hours per week during the Michaelmas term, rising to 29.5 hours in the Lent term)

Fixed term (Michaelmas and Lent terms only - September 2015 until 26 March 2015)

THE SCHOOL

Highgate School was established in 1565 by a Royal Charter of Her Majesty Queen Elizabeth the First. Sir Roger Cholmeley, our Founder, was granted Letters Patent to found ‘a grammar school…for good education and instruction’. Today Highgate is a flourishing coeducational independent school which includes the Senior School for pupils aged 11-18; the Junior School for pupils aged 7-11 and the Pre-Preparatory School for pupils aged 3-7. There are currently in the region of 1,550 pupils at Highgate and the School employs approximately 400 full-time or part-time teaching and support staff.

The School is situated in one of the most attractive and sought after areas of North London, only a short journey from Central London and adjacent to Hampstead Heath. The hilltop site in Highgate Village is the historic site of the Senior School. A few hundred yards along Hampstead Lane in Bishopswood Road lie the Junior and Pre-Preparatory Schools and the extensive playing fields, adjacent to the open spaces of Kenwood and Hampstead Heath. The Northern Line underground station is a short walk away and it is four miles to Central London.

Working at Highgate offers the opportunity to be part of a vibrant and welcoming community, committed to academic excellence and the highest standards of pastoral care for its pupils. The Governors consider the development of excellence in the education offered to the pupils to be the underlying purpose of activities undertaken by all staff.

Highgate is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Disclosure and Barring Service.

Sport and Exercise (SpEx)

SpEx is a pupil-centred programme which unlocks potential by exposing individuals to experiences and opportunities which guide them towards an outcome that they are invested in. Key to this is the unique way in which Sport and Exercise interact in each part of the programme. Specialist teachers and coaches are used to deliver SpEx at every stage, and implement a curriculum which challenges every pupil.

Highgate has a long tradition of sporting success on which we wish to build. Excellent links are already established with local sports clubs, Haringey Borough and Middlesex County, and keenly contested
House competitions are held in many sports, providing additional competitive opportunities for a significant number of pupils. SpEx tours take place annually with Seniors visiting (Barbados/Atlanta), and Middle School pupils travelling to (Jersey/Barcelona). The successful candidate will be expected to support the tours programme.

Thirty one full and part-time SpEx staff are supported by over thirty teachers in delivering the SpEx programme. The department is based around the well-equipped Mallinson Sports Centre (MSC). It is adjacent to the playing fields, near the Junior and Pre-Preparatory schools and within a few minutes’ walk of the Senior school. The Centre comprises a large sports hall, Strength & Conditioning facilities, swimming pool and mezzanine hall. In addition, there is a dance and movement studio, squash and Eton fives courts. The Centre manager and staff provide a significant programme of community use; they also support pupils’ activities within the Centre and provide administrative assistance. The school also has twenty acres of playing fields, including an all-weather pitch, which can accommodate a full-size hockey pitch, ten netball courts, or twelve tennis courts. Additionally there is multi-use games area which provides an additional hockey training facility, six cricket nets, three tennis courts, and two netball courts.

THE ROLE

Highgate School is looking for a Level 2 qualified or similarly experienced Hockey Coach to join the School’s Sport & Exercise Department. The position involves taking the lead in the development of a vision for Hockey across the School, coaching the Senior 1st XI and coaching younger players. The postholder will be responsible for the preparation and delivery of coaching sessions, preparation and selection of squads and managing squads at fixtures and directing the work of other Hockey coaches. The successful candidate will be expected to be available for mid-week and weekend fixtures throughout the term. The postholder will also be required to work closely with the teaching staff who manage the curriculum and extra-curricular programme. They will also work to organise Hockey fixtures and associated arrangements for girls in the Senior School. For the right candidate there may be the opportunity to work at the school during the Summer term coaching Cricket.

MAIN RESPONSIBILITIES

• Coaching as per agreed hours. The successful candidate will be proficient in the skills, techniques and tactics appropriate to the activity, age and experience of the pupils
• Working within curricular and extra-curricular time the candidate would be able to: plan and lead session within a framework of a progressive programme; select, manage and umpire squads; track pupil progress and liaise with the Co-Directors of Sport & Exercise to ensure the highest standard of coaching is met
• Organise Hockey fixtures and associated arrangements for girls in the Senior School.
• A basic grounding in Health and Safety procedures, risk assessments and codes of conduct for pupils while taking part in the activity itself
• Caring for sports equipment and kit and organisation of sport and exercise store cupboards
• Supervising students during changing and dispersal after the lesson, ensuring good behaviour and safe conduct
• Liaising with the Co-Directors of Sport & Exercise and other teaching staff and coaches
• Creating and developing coaching plans appropriate to the activity, age and experience of the pupils
• Participate in and contribute to INSET training for staff as required
• Carry out such other duties within the post holder’s capabilities as may be reasonably requested from time to time
These duties and responsibilities are intended as a guide. They are not exhaustive: the Lead Hockey Coach will be expected to undertake any reasonable task or responsibility as required by the Co-Directors of Sport & Exercise.

CANDIDATE SPECIFICATION

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| **Qualifications** | • Minimum 5 GCSEs or equivalent including Maths and English  
• Minimum of Level 2 coaching qualification in hockey or equivalent relevant experience | • Additional coaching qualifications  
• The ability to teach a wider range of sports  
• First Aid qualification (successful candidates without a first aid qualification would be expected to successfully complete training during their probationary period) |
| **Experience** | • Have a proper understanding of current coaching practices and Health and Safety  
• Demonstrable experience working with young people between the ages of 4 to 18  
• Experience in managing teams, organizing, leading and running fixtures and umpiring matches  
• Experience administering the tasks that are required for an efficient and well run team  
• Leading a team of coaches to develop an effective Hockey programme | • Experience working at an independent school  
• Personal experience of performing or coaching at a high level in hockey  
• Knowledge and experience of working in the England Hockey Single System |
| **Ability / skills** | • Ability to coach at primary and secondary school level  
• Enjoyment of working with young children, be flexible and be quick to learn  
• The ability to take direction and work well with others  
• Excellent organisational and time management skills | • The ability to teach a wider range of sport |
| **Personal Attributes** | • Be a confident, well-motivated and presentable person who knows (or will quickly learn) how to behave as a member of the academic support staff and set an appropriate example to pupils of all ages  
• Energetic and approachable with excellent communication, organisational and interpersonal skills  
• Ability to build and maintain strong relationships  
• Flexible with a ‘can-do’ approach and able to work effectively and use initiative without constant supervision  
• A proactive approach to work, and... |
meeting targets
• The ability to maintain in strictest confidence any information received concerning School matters
• A sense of humour

CHILD PROTECTION

All members of staff must comply with Highgate’s Safeguarding & Welfare Policy which is posted on the staff intranet. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety and welfare of our pupils, these concerns must be reported immediately in accordance with the policy. A copy of this policy will accompany all offers of employment.

TERMS & CONDITIONS

Salary
Dependent on qualifications, skills and experience. This is a part-time, term-time only contract on a fixed-term basis from 1 September 2014 until 26 March 2015.

Hours of Work
It is expected that the successful candidate will work an average of 15.25 hours per week during the Michaelmas term, rising to 29.5 hours in the Lent term; including evenings and Saturdays. There is a need to be flexible about hours in order to carry out these duties and responsibilities effectively and no additional payment is made in this respect. Some additional evening and weekend working may be required. These hours must be agreed in advance with your line manager and time off in lieu may be given at your line manager’s discretion.

Probationary Period
This appointment will be subject to the completion of a probationary period of six months to the satisfaction of the Governors.

Lunch Period
Where relevant there is an unpaid lunch break of one hour. A complimentary lunch is available in the Dining Hall.

Holidays
The remuneration will include 25 days’ paid holiday entitlement plus public holidays. It is expected that all annual leave will be taken during School holidays.

Pension
Highgate provides a defined benefit pension whereby staff can earn a pension benefit of 1/80 of final salary for each year of membership. The staff contribution rate is currently 6%. All support staff are entitled to join the Scheme. However, “eligible jobholders” will be automatically enrolled into the Pension Scheme.

Leisure Facilities
Staff have free access to Highgate’s sport facilities including a swimming pool and a S&C suite.

Confidentiality
The need for absolute confidentiality and discretion, both within the School and the wider community, must be understood.

Dress Code
Teachers and support staff are expected to set an example to pupils and should dress appropriately at all times.

Smoking
Highgate operates a no smoking policy and smoking is not permitted on any part of the campus.

Health and Safety
Highgate takes its obligations under the Health & Safety at Work Act seriously and the postholder will be required to comply with all aspects of the School’s Health and Safety Policy, particularly in relation to
safe working practices. All staff must keep up to date with the School’s Health and Safety Policies which are regularly updated and posted on the staff intranet.

**Equality and Diversity**

Highgate is committed to being an equal opportunities employer. To enable us to make any reasonable adjustments please let us know at application stage if you have any special requirements.

As a member of the support staff, this role is responsible to the Bursar. Job descriptions may be updated by the Bursar from time to time to accommodate the changing needs of the School.

For operational reasons, the School reserves the right to transfer you to alternative duties. For this reason it is a condition of employment that you are willing to do so, if requested, from time to time.

*September 2015*

**APPLICATION PROCEDURE**

**Applications should be made to:** Victoria Madden, Human Resources Administrator, Highgate School, North Road, London N6 4AY. Recruitment@Highgateschool.org.uk

Applicants are required to write a separate covering letter outlining their suitability for the post, which should be accompanied by the following:

(1) The School’s application form.
(2) A full curriculum vitae.
(3) Copies of any qualifications and certificates mentioned in the application.
(4) Details of two referees.
(5) A completed Equal Opportunities Monitoring Form. Completion of the form is optional although it will help Highgate to monitor the effectiveness of its Equal Opportunities and Diversity practices. (The information contained within the form will be treated in the strictest confidence and is used for anonymised reporting purposes only. It will not be disclosed to members of the selection and recruitment panel).

**Closing date:** Closing date 18th September 2015. Applications will be considered on receipt.