



H I G H G A T E S C H O O L

Teacher of Boys' Games with particular responsibility for football or Head of Football for September 2010

Highgate School seeks to appoint either a TEACHER OF BOYS' GAMES with responsibility for football or a HEAD OF FOOTBALL.

Teacher of Boys' Games

A well-qualified able and enthusiastic teacher of games with responsibility for football is required to work with pupils throughout the School (Y3 to Y13). Preference will be given to those with expertise in boys' games, and with a track-record of leading and coaching Football. The ability to teach PE will be a recommendation, and there are details below of Highgate's PE curriculum, but the opportunity to teach any of the other academic subjects (in the Senior School) instead will be available to suitably qualified candidates; this opportunity might suit either a dynamic games and PE teacher keen to further his or her career at an exciting juncture in Highgate's sporting development or an ambitious and successful teacher of a mainstream academic discipline with a passion for football and a desire to cut his or her teeth on management and leadership opportunities.

You should be well qualified, have relevant experience in teaching and have shown a commitment to coaching games and managing teams. The successful applicant will be expected to take responsibility for the organisation and development of football across the Foundation and, where relevant, one other sport. A commitment to extra-curricular practices and sports clubs is essential; in particular, the successful candidate will need to be available on Saturdays for fixtures. You need the imagination, drive, enthusiasm and interpersonal skills to challenge and support our pupils to make the most of their opportunities and ability, and the skills, potential or tested, to lead, inspire and support a team of committed teachers and coaches. You should be knowledgeable of developments in

Physical Education and must possess good organisational and communication skills, including use of ICT.

Head of Football

We are also considering the appointment of a HEAD OF FOOTBALL who might be either a well-qualified teacher, or a coach with a successful track-record of managing young players in either a school or a club context. This opportunity could be combined with teaching PE but this would not be a requirement. The successful candidate would have to be available for fixtures in the Autumn and Spring terms at least, and while the post is intended to be full-time, consideration will be given to a part-time post to suit the needs of the candidate.

PE is an integral part of the curriculum for all pupils up to the age of 15; pupils are taught as coeducational groups in a range of both dry and wet activities. All pupils also have at least one games session each week when coaching and fixtures take place; matches are also held on most Saturdays. Members of school teams are expected to attend these, as well as further after-school practices each week. The major sports for boys are football, cricket, Eton Fives, swimming, athletics, and cross-country running. There are regular fixtures in these, and pupils also have the opportunity to represent the school in water polo, rugby, golf, tennis and basketball. Pupils are encouraged to develop their individual sporting interests above school level, and Highgate has a long tradition of sporting success on which we wish to build. Many Highgate pupils and teams have won county, regional and national honours in recent years. Excellent links are already established with local sports clubs, and keenly contested house competitions are held in many sports, providing additional competitive opportunities for a significant number of pupils.

The department is based in 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, cardiovascular training and weights room, 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. Over thirty teachers assist the eight PE staff, three full-time coaches and visiting professionals in delivering the games programme. The school also has twenty acres of playing fields, including a new all-weather pitch, opened in April 2009, which can accommodate six netball courts, a full-size hockey pitch, or twelve tennis courts; it may also be used, if required, as a multi purpose area for other activities.

The PE and Games Department is a Foundation department and has, in the Senior School, a Head of PE, a Head of Games, and a Coordinator of Girls' Games (answerable to the Head of Games). All members of the department teach pupils, with colleagues from the Junior School and the Mallinson Centre, across the Foundation.

Highgate is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau.

Teachers at Highgate enjoy a welcoming, comfortable and exceptionally well-resourced environment and are provided with significant assistance from a range of support staff. All teachers are encouraged and expected to play as full a part as possible in our extra-curricular life. Salaries are competitive.

Stuart Evans, Assistant Head (Sport), is very happy to answer any questions on stuart.evans@highgateschool.org.uk

APPLICATION PROCEDURE

Please post the following documents to **Mr A S Pettitt, Head Master, Highgate School, North Road, London, N6 4AY (Tel: 020 8347 3576, Fax: 020 8347 5286, Email: hoffice@highgateschool.org.uk)**. To avoid late delivery of your application, please ensure that you have paid the correct postage eg. a large letter stamp for an A4 envelope.

1. **Application form – handwritten and signed**
2. **Letter of application - no longer than one side of A4**
3. **Full curriculum vitae - including the names, addresses, telephone numbers and email contacts of two referees**

Closing date: noon on 10 March 2010 although applications will be reviewed as they are received

Criteria for the post of teacher of PE and Boys' Games

(to be read in conjunction with the details of the post)

I Essential professional criteria

Criteria	How will these be tested or verified?
A good honours degree and secure subject knowledge	Original degree certificate(s) Questions about subject specialisation (and course content for more recent graduates) Opportunities at interview to discuss techniques for teaching set topics
Experience of teaching Games successfully, either as an employed teacher or during a teaching placement, and an understanding of effective coaching skills	A 30-minute lesson to be taught to one of the current post-holder's classes
Excellent communication skills on paper and orally	Two panel interviews; lesson (as above); application form
Commitment to coaching games and managing teams and experience of coaching teams successfully, either as a teacher or as a student	Opportunities at interview to recount experiences where this has been demonstrated
The ability to adapt quickly to a new environment, establish good relations with pupils and gain their confidence	Opportunities at interview to recount experiences where these skills have been demonstrated Questions which referees will be asked as part of the confidential reference request
Awareness and understanding of safeguarding and welfare of children	Questions at interview to test attitudes towards and knowledge of children's safeguarding and welfare Questions which referees will be asked as part of the confidential reference request

2 Desirable professional criteria (depending on post)

Criteria	How will these be tested?
A teaching qualification (eg PGCE, GTP)	Original certificate
Particular interest in coaching another sport	Opportunities at interview to recount experience of teaching and of successful strategies used in teaching these topics
A willingness to be involved in the wider life of the department (eg clubs, tours)	Opportunities at interview to recount experience of running or participating in such activities or to give ideas for these
Experience of teaching successfully in an academically selective school (where applicable)	Questions which a referee from an academically selective school will be asked as part of the confidential reference request Verification of a candidate's employment history
Experience of playing one or more sport successfully at county or national level	Opportunities at interview to recount experiences
Experience of coaching football in a club or elite setting	Opportunities at interview to recount experience of teaching and of successful strategies used
Coaching qualifications	Original certificates

3 Person specification

Highgate School seeks to appoint teachers who will have, in addition to the professional qualities outlined above, the following proven personal qualities, or the potential to develop them. At interview, candidates will have the opportunity to demonstrate or give an account of these attributes.

- Profound and continuing interest in the subject / s to be taught and the games to be coached.
- Excellent administrative skills.
- The depth of knowledge and agility of mind to allow flexibility in lessons and coaching sessions, adapting delivery as appropriate in the light of pupils' responses.
- Empathy with pupils across the age and ability spectrum at Highgate and the ability to implement a range of teaching strategies to cater for each individual pupil.
- Capacity to deal sensitively with problems raised by pupils, in line with Highgate's pastoral policies and sanctions system, working in partnership with Highgate's designated staff i/c pastoral care.
- Ability to create effective rapport and a sound relationship with pupils, earning their respect and trust but maintaining proper professional boundaries by not deliberately courting popularity or friendship.
- The energy, dynamism, stamina and physical fitness to contribute positively and effectively to the life of a busy co-educational day school with a strong fixtures list.
- Willingness to contribute to the extensive range of activities provided for pupils and to support them in their co-curricular pursuits.
- Capacity for industry and initiative in both independent work and as part of teams of colleagues in teaching, pastoral care, sports and co-curricular activities; a 'can-do' attitude.
- Awareness and understanding of matters relating to the personal, social, health and emotional development of Highgate's pupils.
- Willingness and ability to liaise effectively and professionally between pupils, staff and parents when required, making accurate records of these exchanges.
- Willingness to inspire busy colleagues and support them in their coaching.
- Patience and thoughtfulness to see any issues that may arise with pupils, parents or colleagues from a variety of perspectives.
- The ability to defuse difficult situations using different strategies such as careful listening, sensitive use of humour, praise and recognition where due, utilising the School's reward system.
- Retention of a sense of perspective and, on occasion, the invaluable ability to laugh at oneself.