



**ST JOSEPH'S
COLLEGE**

Appointment of
Head of Netball

Closing Date: 21 April 2023

stjos.co.uk

The Environment

St Joseph's College is an independent school with Christian values that gives students space to thrive. Being part of the St Jo's Community is a once-in-a-lifetime experience. We provide a stable foundation for students, and we take happiness very seriously.

At St Jo's we support the intellectual, spiritual, physical and emotional growth of every pupil. We firmly believe that children who thrive are the happiest of all and this creates an environment that is inspirational for staff as well as students. An energetic forward-thinking college, St Jo's is a day and boarding school for boys and girls aged 2-19 years.

St Joseph's College has a long reputation of success in rugby, football, netball and cricket. There are high levels of enthusiastic participation throughout the school, and a record of competitive success over several decades. Many players regularly achieve representative honours at regional, academy and national levels.

The College has industry-leading relationships with professional clubs and universities. These enhance delivery in the school and provide pathways for many talented players. Academy partnerships with Ipswich Town Football Club, Ealing Trailfinders and Brunel University are three examples. The school is an accredited TASS Dual Career Centre and offers the BTEC Performance Sport Course, which enables aspirational players to study in the morning and train every afternoon.

Sport and Physical Education are delivered by an experienced team of industry-leading sports coaches and teachers, supplemented by well-qualified support staff, including full-time strength and conditioning coaches. The College proudly hosts one of the world's most prestigious schoolboy sporting events - the National Schools Rugby Festival - each October. This is the premier Under 18 schoolboys' rugby competition in Europe if not the world.



The Location

- One-hour direct train from London Liverpool Street
- 15 minutes from the coast
- 45 minutes by car from London Stansted Airport
- A thriving marina town with an array of restaurants, bars and entertainment
- 60-acre campus

The Campus Facilities

- Two cricket squares
- Four excellent full-sized rugby pitches
- Three football pitches, with additional junior fields
- Three netball courts
- All-weather astro pitch
- Sports hall
- Trampolining room
- Squash court
- Sector-leading Athletic Development Centre
- Sport Analysis Room (HUDL, VEO AND CATAPULT GPS)
- Physiotherapy suite



The Opportunity:

- Work in a focused and ambitious Sport Faculty
- Sector leading Teaching and Coaching team
- Develop professional experience in a nationally recognised independent school which focuses on sport
- Comprehensive CPD opportunity
- Professional mentoring with industry-leading experts
- Play an active role in the delivery of one of the world's most prestigious schoolboy sporting events - National Schools Rugby Festival
- Whole school teaching and coaching experience for students aged 2-19
- Attend domestic and international tours
- Free access to our state-of-the-art gym

The objectives of the post are to have oversight of the development and implementation of a whole school Netball programme. You will be leading the initiative to reinstate St Joseph's College as the premier independent school for Netball in the East of England.

Specific roles:

- Responsible for planning and delivery of whole college netball; Prep through to Senior School
- Girls' and Boys' PE fixtures (when required)
- Assist in the assessment of scholarships
- Assist with the development of Elite programmes and Prep PE & Sport
- Coaching across the whole sports provision KS2-KS5
- Hosting maintained schools' events
- Assist the Director of Business Development & Sport with recruitment and retention
- Encourage students to notice lifelong development skills they are learning from physical activity: from self-discipline, confidence and organisation to team playing, prioritising and developing leadership skills.



The Responsibility

The Head of Netball is a senior position within the St Joseph's sport faculty. The successful candidate will work closely with the Deputy Director of Sport and the Director of Business Development and Sport to ensure that the College stays at the forefront of schools' Netball nationally.

It will be essential to maintain knowledge both of current teaching & coaching practices, and also of National Governing Body programmes and policies. Familiarity with player pathways will be a considerable advantage. The candidate will be an ambassador for the school and maintain positive relationships within the local internal and external community. There will be a requirement to contribute to talent identification and pupil recruitment, which will entail regular evening and weekend work.

The successful candidate will contribute broadly to the work of the sports department. This will include a share of administrative duties, contribution to the coaching of other sports, supporting the delivery of Prep School games programme. A commitment to the full life of a busy school is essential.

There are no specific qualifications for this post. A degree in a sports related area, together with coaching qualifications at Level 2 or above are desirable, but not essential. More important is a wide knowledge of the game, and the capacity to establish an inspiring environment for players and coaches to pursue their interest in the game.



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The Responsibility

The Head of Netball will have full responsibility for all aspects of the game at St Joseph's College and its prep school. This is a wide-ranging position, which includes an important ambassadorial role as the public face of the game at the College.

There are a number of significant dimensions of this role. The most important is to oversee the strategic direction of the game in the school, in all its forms and at all ages. This will include responsibility for devising, implementing and quality controlling a whole school playing and coaching philosophy. This will ensure that both players and coaches are supported in their development, and that St Joseph's has a distinctive and industry leading brand, on and off the court.

The Head of Netball will be the head coach of the 1st team. This will involve planning the programme, ensuring the technical preparation of the team and individual players and liaison with outside partners and agencies. Recruitment of promising players into the College's various programmes will also be important.

The successful candidate will be accountable for the College's reputation in the wider world of school Netball. This will include ensuring the highest standards of discipline and sportsmanship, as well as ensuring that the game is conducted in line with the school's aims and ethos.



Person Specification

Requirement	Essential	Desirable
Qualifications	<ol style="list-style-type: none"> 1. Level 2 Coaching Qualification, proven track record in coaching and managing sports 2. Full driving licence 3. Degree level education 	<ol style="list-style-type: none"> 1. Relevant teaching qualification e.g. PGCE 2. QTS Status in Physical Education 3. Up-to-date coaching qualifications in main team sports played at St Joseph's College 4. Level 3 Coaching Qualification
Experience/ Knowledge	<ol style="list-style-type: none"> 1. Experience of ability to teach a range of sports 2. Commitment to, or evidence of, continuing relevant professional development 3. Understanding of current good practice in teaching and learning, and monitoring of standards 4. Experience of managing sports fixtures and administration 	<ol style="list-style-type: none"> 1. An understanding of physical development of children from 2-11 years old 2. Good working knowledge of the National Curriculum and EYFS Curriculum 3. Proven track record in managing extremely successful fixtures both in terms of the event and administration 4. A record of successful teaching or teaching practice with reference to the age range 2-11 years old

Person Specification

Requirement	Essential	Desirable
Key Skills	<ol style="list-style-type: none"> 1. Excellent communication (oral and written), interpersonal and listening skills 2. Ability to influence and persuade at all levels 3. Excellent presentation skills 4. Ability to lead, inspire and enthuse both children and colleagues 5. Ability to command respect of children, staff and parents 6. Excellent class management skills 7. Ability to maintain the School's excellent behavioural standards 8. Excellent team working abilities 9. High level of attention to detail 10. Excellent organisational skills and time-keeping 11. High level of ICT competence 12. Ability to maintain appropriate and supportive relationships with children, staff and parents 	<ol style="list-style-type: none"> 1. Proven track record in commanding respect of children, staff and parents 2. Relevant ICT qualifications, such as the ECDL
Personal Qualities	<ol style="list-style-type: none"> 1. Enthusiastic about subject, well-organised, set high standards, flexible, calm under pressure 2. Deep commitment to the physical education of young people in its broadest sense 3. A willingness to be involved in the pastoral care of pupils 4. Ability and willingness to contribute to, and support, the School's co-curricular programme 5. Flexibility 6. To have an inclusive approach 7. Energetic and enthusiastic personality 8. Commitment to the ethos and aims of the School 9. A desire to succeed and 'can do' attitude 	<ol style="list-style-type: none"> 1. Good sense of humour 2. Confidence in public speaking

Leadership and Management

- Fully participate in an integrated sports strategy across the College: core PE, academic PE, Games, extra-curricular sports and outdoor & adventurous activities
- Lead by example and embody the school's vision and values for the pupils and staff
- Encourage others to be enthusiastic about new ideas and initiatives whilst being sensitive to whole school development.
- Follow the School's curricular policies, the examination syllabus and course structure and course materials. Continually aim for ambitious but realistic examination targets and to strive for the Faculty to achieve these targets
- Responsible for the development and implantation of a fully integrated Netball development plan
- Attend regular Faculty meetings and line-management meetings. Contribute to agendas for the meetings, ensure action points are followed
- Develop a balanced physical education programme which includes formal opportunities to evaluate pupil progress for the purpose of informing teaching, guiding pupils and communicating with parents
- Support the assessment of internal and external scholarship candidates using impartial procedures which ensure fairness and provide an ability to make objective recommendations
- Lead on the preparation, selection and competition in the Netball Festival
- Ensure the Netball Festival continues to be a national focus of schools Netball
- Fully support the design and implementation of National festival events for sport and prep sport
- Support a variety of accessible clubs and practices that promote equality of opportunity
- Celebrate achievement for all and ensure that there is equality of recognition across ages, gender and sports
- Maintain, review, revise and contribute to academic school policies and other policies relevant to the Sport Faculty
- Attend all pre-season and additional extra-curricular activity
- Lead on a strategic recruitment and retention plan for all age groups



Administration and Liaison

- Promote the good name of St Joseph's College at a local level (it will be a distinct advantage to have good relationships with local sports bodies and/or clubs, with whom effective links may be established)
- Oversee all aspects pertaining to fixtures for Netball
- Assist with / organise / join appropriate Sports Tours, both national and international
- Support the organisation of inclusive and competitive Sports Days for all Pupils, including in the Prep School
- Cover for absent staff
- Ensure sports equipment is safe and in working order and order new stock within the designated budget
- Communicate with parents effectively when appropriate
- Liaise with the Director of Business Development & Sport regarding the development and purchasing of joint resources, and the good maintenance of existing resources including our AstroTurf, netball/tennis courts and extensive playing fields
- Liaise with the Director of Business Development & Sport regarding staffing for each term and organise any extra staffing as required
- Attend Parents' Evenings, School events, INSET/PD days, Open Mornings and such School functions as required by the Principal
- Contribute to the College's website, newsletters, curriculum newsletters, and other publicity materials



Finance, Facilities and Equipment

- Seek approval for items to be purchased from the Director of Business Development & Sport using College paperwork and procedures at all times
- Purchase items within budgetary limits, with due regard to the quality of resources purchased, the quality of teaching materials used, the quality of Faculty assets and the College's charitable status
- Be aware of the timetable of facility usage
- Ensure that all Sports equipment is organised, stored appropriately and treated with due care by all users
- Ensure that all sports equipment is removed from circulation if it is not properly maintained



Safeguarding, Health and Safety

- Contribute to the annual update and publication of Sports Handbooks so that they are ready for September each academic year, these are to include policies and procedures to be undertaken and expectations of pupils, staff and parents
- Ensure all relevant aspects of Health and Safety are up-to-date, understood and procedures followed; by all staff involved in Games coaching and related activities
- Ensure that risk assessments are up to date and reviewed at least annually ready for September
- Ensure risk assessments are undertaken and staff are aware of the school policies regarding the discharge of those obligations
- Keep up to date with legislation, guidance and updates to rules and best practice
- Record and report injury statistics and suggest any change of practice required
- Ensure pupil registration each lesson and follow up absentees
- Ensure staff are aware of students' health needs and that appropriate procedures are followed e.g., taking inhalers, Epi Pens, etc.



Staff Management

- Ensure the effective management of sport (Netball) and work with colleagues as a cohesive sports faculty
- Attend regular and appropriate INSET days with all staff and cover managers in good time regarding cover requirements when Sports staff and pupils have to be absent from school
- In consultation with the Educational Visits Coordinator and Calendar Manager oversee appropriate and timely planning of all fixtures, trips and tours
- Support the induction of new teachers/coaches taking sports, especially with regard to Health & Safety requirements, the procedure for injuries, first aid and ability to risk assess
- Liaise with the Director of Business Development & Sport and Director of Admissions, Marketing and Communications, prior to co-ordinating publicity for any aspect of sport at St Joseph's College, including the College's termly Newsletter
- Support all members of staff teaching PE and assist them in their personal and professional development
- Encourage and nurture non-PE staff to support and contribute to the extra-curricular sports programme of the School and allocate / manage staff to extra-curricular activities
- Share knowledge of current practice in individual sports



Fixtures & Games Sessions

- Ensure that sport(s) for which responsibility is delegated have a full fixture list – including, for seniors, at weekends as well as during the weekly afternoon Games sessions, playing both other independent schools and local maintained schools, developing the range of schools played to ensure the highest possible calibre of fixtures at appropriate levels
- Support faculty leads to ensure fixtures/pre-seasons/tours/ avoid clashes with other activities by liaising with other faculties and staff
- Ensure that the fixture list for Netball is produced by the deadline for each term's calendar and is kept up to date, and that forward planning and clear communication underpin the faculty
- Ensure that appropriate transport is booked for teams to away fixtures
- Maintain an accurate and up to date record of fixtures and results and details of pupils who achieve representative honours, school sports awards and colours, and provide reports to the Principal and the Marketing Department as required
- Ensure that all students wear the College's kit for each sporting activity and that they are smartly turned out at all times, including travelling to and from matches and at the end of the school day
- Maintain high standards of behaviour and etiquette from pupils before, during and after fixtures and Games practices, and ensure a consistent approach to kit, match clothing and preparation in staff and pupils
- Participate in a suitable programme of afternoon Games for each age group which covers the needs of all pupils
- Increase participation in sports and fitness-related activity by ensuring adequate opportunities for pupils' development with minor sports
- Contribute to opportunities for Boarders' sport and ensure excellent opportunities are provided that meet their interests and needs
- Ensure that the relevant first-aid support is in place and that students have with them their various medical equipment as required e.g., inhalers
- Ensure that registers are taken so that any absences can be flagged in line with the College's attendance and Missing Child policies and procedures



Teaching, Learning & Coaching

- Develop appropriate, excellent lessons across the assigned timetable in line with the College's requirements and sequence lessons effectively in order to maximise the learning needs of students
- Develop and continually offer feedback on the long term and medium term plans for PE and Games
- Review appropriate Schemes of Work to ensure continuity and progress from the Prep School (Key Stage 2) across to the Senior School
- Plan, prepare and enact lessons that follow the defined schemes of work
- Make use of information and prior attainment, where appropriate, to set suitable and demanding expectations for students' performance, learning and motivation so lessons are suitably differentiated and appropriate to all members of the class;
- Provide targeted support for students within teaching groups who have specific educational needs and/or for whom English is an Additional Language
- Liaise with the SENCo, EAL co-ordinator and Form Teacher as appropriate regarding students causing concern
- Use a range of appropriate strategies for teaching, which engage students and stimulate curiosity through the use of effective questioning, clear presentation and good use of resources
- Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning
- Coach from Key Stage 2 (aged 3 years old) to Key Stage 5 (aged 18 years old) in all agreed areas of sport and physical education
- Keep abreast of current and innovative Sport and PE teaching practice and pedagogy
- Coordinate and contribute to an extensive programme of co-curricular sports activities, including Saturday clubs or weekend fixtures throughout the academic year, before and after-school clubs.
- Use ICT to support teaching and learning across all aspects of Physical Education.
- Attend school staff meetings, when timetables/fixtures allow



Knowledge & Understanding

- Have a thorough up-to-date knowledge of the subject/specialisms and to take account of relevant wider curricular, and cross-curricular, developments.
- Have a thorough knowledge and understanding of safeguarding and Health & Safety issues within the subject area and operate to the standards required.
- Understand and or develop and understanding of the assessment requirements of the National Curriculum EYFS to Key Stage 5

Managing Own Professional Development

- Take responsibility for own professional development and keep up to date with research and developments within the subject(s) taught.
- Understand responsibilities in relation to Faculty policies and practices, including understanding the College's development Plan and contributing to it.
- Set an excellent example to students through personal presentation and conduct.
- Use the outcomes of professional development to improve teaching and pupils' learning.
- Actively participate in the Professional Development Management Review (PMDR)



Pastoral Care

- Promote the well-being of all students through an effective programme of sporting activities
- Cultivate a 'can do' culture amongst all of our students, regardless of age, ability, gender and background. Inclusivity is of fundamental importance to our School ethos and extends to such events as House sporting events as well as fixtures against other schools and extra-curricular activities
- Develop appropriate recognition, such as Assembly certificates, and ensure weekly match reports are completed for celebration
- Mentor and monitor any gifted sporting pupils within the School
- Consult with pastoral staff regarding students causing concern and liaise with other staff when appropriate
- Manage appropriate Sports Captains and ensure they are developed in their role



General

- Attend School Leadership Team meetings when requested to do so
- Attend and participate in School Assemblies and arrange sport-based assemblies from time to time, including with visiting guests
- Drive the School mini-bus to fixtures and events as required (training for Mini-bus driving will be provided)
- Contribute to the duty timetable for playtimes, lunch and after School supervision as required
- Check own School email account on a regular basis and reply to colleagues and others as appropriate
- Contribute to the wider co-curricular life of the school, through organising residential activities and involvement in regular co-curricular clubs and activities
- Abide by Safeguarding and Health and Safety regulations
- Carry out any other duties that are within the employee's skills and abilities whenever reasonably requested to by the Principal

The above mentioned duties are neither exclusive nor exhaustive and the postholder may be called upon to carry out such other appropriate duties as may be required by the line manager within the grading level of the post and the competence of the postholder. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description may be reviewed every 12 months and it may be subject to modification or amendment at any time after consultation at any time with the holder of the post.



The Small Print

Monday to Saturday year round contract

There will also be a requirement to work pre-school, evenings and weekends in order to facilitate sporting clubs, fixtures and attend events.

In addition to the role of teaching and coaching, the successful candidate may be required to assist with domestic and international tours. You must be willing and able to commit to life in a busy and engaging independent school with both day and boarding pupils.

There will be additional requirements to support pre-season in the Lent and Summer Term.

Reports to: Mr O'Riordan (Director of Business Development & Sport)



