



HORRIS HILL
SCHOOL

JOB DESCRIPTION

Sports Placement / Graduate

Horris Hill School is one of the UK's leading boarding and day independent preparatory schools for approximately 120 pupils aged 4 to 13. It has an excellent reputation for delivering an outstanding all-round education, including successful entry and scholarships to many of the country's top senior schools. It is an exciting time of change and growth for the school, as it looks to extend its offering by opening a 50 week nursery from September 2022 for children aged 2-4 years. Girls will also be able to benefit from the education and care that the school provides and are delighted to offer them the opportunity to join in nursery and reception from September 2022.

Our staffing team are critical to the school's continued success and the school has made some excellent recent appointments. We are delighted to be welcoming our new Headmaster, Mr Rob Stewart to the school in September. He has an outstanding track record including being an Eton Housemaster as well as the head of a leading Prep School. We have also hired an experienced bursar who will join the school in September.

Horris Hill is part of Forfar Education, a specialist school investment and advisory business, which partners with and manages schools across the world, supporting them to become outstanding centres of excellence for pupils of all ages to learn and grow. Forfar Education is committed to working in close partnership with school leadership for the benefit of all pupils, celebrating each school's identity and strengths.

Location

The School is set in 65 acres of beautiful Berkshire common land just south of Newbury, yet close to the M4 and only an hour from Heathrow airport. The School has continuously occupied the site for over 130 years.

Facilities

The School is a blend of older buildings dating from 1888 and modern facilities. The School has recently opened a new, state of the art theatre which is a tremendous asset for the School and the local community.

Pastoral care

The School is renowned for its nurturing ethos and the care of each individual pupil, an approach that underpins the success that pupils show in all areas. Our highly dedicated staff aim to produce happy, polite and academically successful pupils.

Co-curricular activities

We offer a wide range of activities for boarders and day pupils, with options for wrap-around care to meet the needs of modern families.

Destination of leavers

About 25 pupils leave the School each year after Common Entrance at 13 years old for some of the top Public Schools, with many going on to Eton, Winchester, Marlborough, Radley, Harrow and Sherborne.

The Role

Job Title:	Sports Placement / Graduate
Reports To:	Director of Sport and Headmaster
Contract	Fixed-term contract 1 st September 2022 until 12 th July 2023. Full-time, term time only
Salary	£15,000 per annum + accommodation + meals during term time + sports kit

For September 2022 Horris Hill School is seeking to appoint a Sports Placement/Graduate with experience in any of our most popular sports- rugby, football, cricket and hockey, or a general sports all-rounder.

Sport is a very important part of school life at Horris Hill. We strongly encourage participation and a desire to be active and healthy. We work extremely hard to develop sportsmanship and an overall understanding of both winning and losing in order to develop well-rounded children.

Sport is very close to many of our pupils' hearts. Last summer the Sports Hall was reconfigured and useable space significantly extended by removing the stage. We have also installed specialist multi-sports flooring with a view to providing the ideal indoor cricket coaching environment. Brand new indoor nets were also acquired plus moveable rain proof outdoor shelters for match days as well as a host of other equipment including new tennis and cricket ball machines. Whilst we are excited about these investments in the sporting infrastructure of Horris Hill School, this is only the start as we have plans to make Horris Hill a centre of sporting excellence.

The role encompasses supporting our Sport department in the teaching of PE and Games and in the coaching of our sports teams. You will also help support various academic activities within the School. Horris Hill is an independent prep school set in 65 acres near Newbury in Berkshire. You will be expected to teach practical PE lessons and coach sport across a wide range of ages and abilities, as well as support the PE department in the administration of sporting fixtures, events, preparation of team sheets etc

We are looking for a pro-active and collaborative team player with a love of sport; equally committed to participation and performance in sport, able to engage and motivate pupils to develop their skills and have fun.

The successful candidate will also be an integral member of our busy boarding school community and have pastoral responsibilities within the boarding houses. We welcome applications from specialists in one of the above sports as well as all rounders – a love of sport is the key requirement!

During your placement, we can offer you:

- The opportunity to teach PE & Games across the school
- Mentoring by experienced sports staff
- Working with coaches in a range of different sports
- A CPD budget to enable further development/qualifications
- Leading your own sports teams at fixtures
- Staffing weekend trips and activities
- Excellent facilities including a 9 hole golf course, sports hall, heated outdoor swimming pool, all weather pitch & brand new cricket nets
- Time to continue to develop in your own sport
- A competitive salary of £15,000 per annum, accommodation, meals during term time whilst the kitchens are in operation, Sports kit

Main Duties and Responsibilities:

- Assist the PE / Games staff in the weekly programme of sports with their activities (as appropriate). This may include coaching a group of children, running one of the School's sports teams and refereeing fixtures against other schools;
- Assisting the sports department in various administrative tasks;
- Participate in the boarding house duty rota under the direction of the senior member of staff on duty.
- Support the house staff in creating a warm and friendly atmosphere and fostering a happy community spirit, especially for pupils newly arrived at the School;
- Participate in the weekend duty rota under the direction of the senior member of staff on duty;
- Accompany staff on trips and activities as required;
- Assist in the running of after school co-curricular activities;
- Provide cover for lessons on occasions in a supervisory role;
- Supervise pupils during break times and assist with classwork;
- Work with pupils during prep (homework) sessions to ensure they are working on task and supporting their needs;
- Attend staff meetings as required.

General Responsibilities

- Ensure the safety and well-being of children at the School by adhering to and complying with the School's Child Protection and Safeguarding Policy at all times. Horris Hill School is committed to safeguarding children and promoting the welfare of children and young people and expects all employees, workers and volunteers to share this commitment.
- Attend training and staff INSET sessions organised by the School.
- Adhere at all times to Health and Safety legislation, and all school policies and procedures, to ensure their own safety and that of colleagues as well as pupils and visitors.
- Carry out any other reasonable duties as requested by members of the Senior Management Team.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

Person Specification

Skills/Experience

- A love of sport!
- Keen sports coach, enthusiastic about their own sport
- Able to use own initiative and act as a good role model;
- Caring and sensitive to the needs of all pupils;
- Cheerful and willing with a flexible and 'can do' approach;
- Able to carry out instructions reliably and efficiently;
- Excellent communication skills;
- Leadership skills and taking personal responsibility;
- Able to work individually and as part of a team;
- A driving license would be an advantage.

Appointments

The School is committed to safeguarding and promoting the welfare of children and questions will be asked at interview to assess the suitability of candidates to work with our children. A copy of the school's Safeguarding and Child Protection Policy is available to download from the School's website.

All appointments are subject to a satisfactory enhanced Disclosure & Barring Service check (including a check against the Children's Barred List) and other pre-employment screening. This includes receipt of at least two references satisfactory to the School, medical fitness, qualifications check where relevant for the post, the right to work in the UK, an identity check and a self-declaration of childcare disqualification. Please see the enclosed Safer Recruitment Policy for further details.

All appointments are made in accordance with our Equality policy and applicants should let us know of any special needs they may have.

Recruitment Process

Candidates are required to submit a completed application form together with a supporting letter outlining the extent to which they can demonstrate their ability to do the job and meet the criteria indicated. An application pack can be downloaded from the school website www.horrishill.com/vacancies.

You should provide details of two referees and one must be your current or most recent employer. References will be taken prior to interview unless specifically requested.

Applications will be considered as they are received therefore early applications are encouraged. Short-listed candidates will be contacted and asked to attend an interview soon after. Employment will commence, subject to the satisfactory completion of all pre-employment checks from September 2022.

Further Information

If you require any further information please don't hesitate to contact Mrs Debbie Power, HR & Compliance Manager on 01635 30323 or email d.power@horrishill.com