



READING BLUE COAT SCHOOL

VACANCY PROFILE INFORMATION PACK

HEAD OF CRICKET and TEACHER OF SPORT & PE



Closing date for applications: Sunday 3 June 2018

Interviews will be held during the week of 11 June 2018.

Applications may be submitted by CV or School Academic Staff Application Form, which can be downloaded from our website "Vacancies" page www.rbc.org.uk/vacancies/

This should be submitted with your letter of application, by email to recruitment@rbc.org.uk. You will be required to complete an Application Form if invited to attend an interview.

Contact for questions about the application process should be addressed to: Mr Ian King, HR Manager, Reading Blue Coat School, Holme Park, Sonning Lane, Sonning-on-Thames, RG4 6SU.



READING BLUE COAT SCHOOL

BACKGROUND

Reading Blue Coat School (RBCS) is a leading independent day school with 760 pupils. Boys aged 11 – 18 and girls aged 16 – 18. The School was founded in 1646 by Richard Aldworth, a merchant of The Skinners' Company and a Governor of Christ's Hospital. The School was established near St Mary's Minster Church in Reading and was originally known by its historic name of Aldworth's Hospital.

In 1947, Reading Blue Coat School moved to the magnificent 46 acre estate of Holme Park in the Berkshire Thames side village of Sonning, four miles east of Reading, where it remains today. The ethos of the School derives from its Christian foundation and traditions, fostering care and consideration within the community. The School aims to provide a stimulating and friendly atmosphere in which each pupil can realise his or her full intellectual, physical and creative potential. Pupils are encouraged to be self-reliant and adaptable, and the School intends that they will learn the basis of good citizenship, founded on honesty, fairness and understanding of the needs of others. The curriculum provides a balanced blend of academic and non-academic activities that combine to meet these objectives.

The School employs in excess of 160 salaried staff, of whom about 50% are academic staff.

FACILITIES

The School enjoys excellent facilities and continues to invest in the site.

Key developments over the past five years include;

- the Richard Aldworth Building, a 25-classroom block that provides first-class teaching facilities for a number of major departments including English, Mathematics, Modern Languages, Classics, Geography, Art and a common room for Middle School pupils with views over the sports pitches;
- the Sixth Form Centre;
- a Psychology and Geology Centre;
- a riverside boathouse;
- an IT Centre;
- a Design & Technology Centre;
- a Drama Studio;
- and various other amenities have been completed.

The new buildings add to an already impressive list of facilities including the Sports Complex, the Science Centre, Reception and the Messer Building.

The Governors have further ambitions for the School and we have planning permission for the next phase in our development which will include:

- a new Grounds, Maintenance and Activities Centre;
- a new Performing Arts Centre.

ACADEMIC LIFE

The academic curriculum at Reading Blue Coat is based on the principle that all pupils should experience a broad and balanced range of basic subjects and skills. From Year 9 onwards, this range is gradually modified, by elements of choice, enabling both the interests and aptitudes of individual pupils to be reflected. Most lessons are taught initially in classes of mixed ability, although setting occurs in Mathematics and French in Year 7, Languages in Year 8 and Science in Year 10.



READING BLUE COAT SCHOOL

Geology is also a thriving subject, with a new Geology and Psychology Centre supporting the increased levels of interest.

In Year 11, all pupils take qualifications in English, Maths and Science (all IGCSE) and a Modern Foreign Language. They also take three GCSEs from a broad range of eleven subjects. All pupils take a GCSE in Religious Studies in Year 10.

In the Sixth Form pupils can choose from a range of 24 subjects, including subjects most will not have studied before, such as Economics, Government and Politics and Psychology. Enrichment opportunities in the Sixth Form include the Extended Project Qualification (EPQ), visiting speakers and the School's own UP (university preparation) programme. Reading Blue Coat School always seeks to stretch and challenge pupils and the School's Learning Support Department ensure that pupils with specific learning needs are supported effectively.

The School's Learning Research Group ensures a sustained focus on developing teachers and pedagogical enrichment. 2017 academic results were impressive; the A Level results were Blue Coat's best ever with 82.7% achieving A*-B and at GCSE the School has achieved 90% A*- B five years running.

Virtually all Year 13 leavers proceed to degree courses at universities of which approximately 70% go to the Russell Group of universities. Each year, four or five students attain places at Oxbridge. In 2017 just under 90% of students achieved places at their preferred university.

PASTORAL

Pastoral care focused on the individual is at the heart of the School. Reading Blue Coat's pastoral structure is based around the tutorial system within the framework of four houses: Aldworth, Hall, Malthus and Rich. All pupils are part of a tutor group that is overseen by a member of staff who is responsible for their well-being and the development of their character and intellectual curiosity. The School prides itself on mutual respect, tolerance and courtesy, and all activities seek to strengthen these values. The house system enables pupils to take part in activities that foster the development of these ideals through music, sport, drama and public speaking.

SPORT

Reading Blue Coat has an enviable reputation both locally and nationally for the high quality of its sporting teams. Sport plays a key role in developing every pupil's potential – physical fitness and skill, teamwork and learning how to win and lose. Sports are coached to a very high level while providing for, and encouraging, those for whom participation rather than excellence is important. Major sports are athletics, cricket, football, rowing, rugby and girls hockey and netball. Other competitive sports include, but are not limited to, badminton, basketball, boys hockey, cross country, golf, tennis and touch rugby.

DRAMA, MUSIC AND THE ARTS

Reading Blue Coat School has a reputation for drama performances of the highest quality, with an extensive programme of performances throughout the year. The main expressions of artistic undertakings at Reading Blue Coat are music, drama, public speaking and painting. Pupils' endeavours in the arts are highly successful and widely acclaimed, including internationally. Music is at the heart of the School; all boys are auditioned for the choir and many learn a musical instrument. The breadth and depth of musical and dramatic talent at the School is evident in the wide range of plays, concerts, "Swing into Summer time" – an outdoor festival of the arts, and other eclectic events that take place across the year.



READING BLUE COAT SCHOOL

CO-CURRICULAR

Co-curricular activities are designed to enable pupils to develop practical and social skills such as leadership, enterprise and communication. As part of the extensive co-curricular programme, Reading Blue Coat School offers a number of exciting options from which pupils can choose for their weekly activities session. Activities offered include Combined Cadet Force (all services), Duke of Edinburgh, Young Enterprise, Film Club, Archery, Creative Writing and Journalism.

COMMUNITY

Reading Blue Coat pupils are encouraged to be aware of their place in the wider world and to show consideration for all those with whom they come into contact. These principles are based on the ideas handed down by our founder, Richard Aldworth. Today the School has strong links with the wider community and pupils have many opportunities to engage with the world beyond the School gates. The Sports Leaders programme is particularly popular, as it prepares Sixth Formers to go out into primary schools in Sonning, Caversham and Maidenhead to coach a number of sports. Reading Blue Coat's Primary Schools Placement programme also gives pupils the opportunity to assist with tuition in Maths, English and languages in local primary schools and A Level Philosophy pupils have delivered an introduction to Philosophy in a nearby school. Further afield, the School has an established partnership with a school in Ghana.

Further information is available on the School's website at www.rbc.org.uk.

Contact for questions about careers at the School and the application process should be addressed to: Mr Ian King, HR Manager, Reading Blue Coat School, Holme Park, Sonning Lane, Sonning-on-Thames, RG4 6SU or by email to recruitment@rbc.org.uk



READING BLUE COAT SCHOOL

THE SPORT & PE DEPARTMENT

The Physical Education department is located within a well-equipped Sports Facilities Centre. This includes 4 badminton courts, a large climbing wall and full length cricket nets. Overlooking the Sports Hall is a well-equipped fitness suite comprising of cardio-vascular equipment and a multi gymnasium. Located centrally within the complex is a recently refurbished and enlarged departmental office.

The School benefits from well-maintained sports fields, with seven rugby pitches, eight football pitches (with junior 9v9 available too), four cricket squares plus an artificial wicket, and a 300m grass athletics track. A 25 yard indoor swimming pool complements the on-site facilities. The department also has excellent links with local sports clubs and are regular users of the squash and tennis courts at the Berkshire County sports grounds, opposite the school entrance. The astro turf pitches at Reading Hockey Club are also used on a weekly basis and there are frequent collaborative activities with the adjoining Reading Rugby Club.

All pupils in years 7 to 11 receive a double period of practical Physical Education per week where the emphasis is on learning and developing the core skills of a plethora of activities. These include health related exercise, badminton, basketball, gymnastics, swimming, water polo and athletics. All students throughout the school also participate in a games afternoon per week with the main sports being rugby (autumn term), football (spring term) and cricket (summer term) for the junior years. As the students' progress through the school there are opportunities for further developments in a number of activities with rowing a popular choice.

Fixtures in all the major sports take place mainly on a Saturday morning, although there also a number of midweek matches (including cup competitions) too.

In major sports, we put out at least two teams per age group although we play down to D and even E teams in some sports. Cricket has 17 teams playing competitively during the current summer term. Our opposition are a combination of independent, state and boarding schools from the local area and beyond. Although the emphasis is very much on participation, the school also has much success and currently holds several county titles in rugby, football, and cricket. We have recent national competition winners in rowing and cross country running, and cricketers who have been selected to international age group team and gone on to professional county cricket.

We enjoy a prestigious annual cricket fixture against the MCC.

At GCSE and A level students follow the AQA examination syllabus with approximately 30 students taking GCSE and 15 at the advanced stage.

The seven members of the department are extremely well motivated and committed to giving students the confidence to succeed and to participate as fully as possible. All members of the department are expected to contribute fully to the co-curricular programme in addition to the numerous other members of staff who play a very large role in the success of the Physical Education and Sports department.

For an informal telephone conversation about the role, contact Mr Gerwyn Wilson, Director of PE, on 0118 933 5887 or email gaw@rbcs.org.uk



READING BLUE COAT SCHOOL

ROLE DESCRIPTION

HEAD OF CRICKET and TEACHER OF SPORT & PE

Line Manager:	Director of Sport and to the Head of PE in relation to the teaching curriculum
Department:	Sport & PE
Responsible for:	Directly - none Indirectly - RBCS staff who coach teams; part time seasonal coaches.

Description of the Post:

Cricket is one of the School's flagship sports.

The Head of Cricket works in close harmony with the Director of Sport and Head of PE.

The Head of Cricket's main purpose is to lead and manage recreational and competitive cricket in its forms towards the fulfilment of the aims and objectives of the Reading Blue Coat School Department and in accordance with the "Team RBCS" core values.

S/he will manage the delivery of cricket; enthuse and engage pupils in the sport; ensure the standards of coaching; and provide a safe sporting environment.

S/he is responsible for leading the strategic planning and development of cricket throughout the school, developing sporting excellence and encouraging the participation of students of all abilities in enjoyment, health and lifelong engagement in sport. This includes careful consideration of how to promote ambition, aspiration and participation at all levels.

Duties:

Leadership, Management and Recruitment

1. Overall responsibility for the development of the staff involved with the coaching of cricket, this to include coaching courses and umpiring qualifications.
2. Undertaking all the duties necessary to ensure the smooth running of cricket as a major school sport.
3. Liaise with the Director of Sport and the HR Manager to oversee the employment and management of part time coaches and monitor the quality of the coaching provision.



READING BLUE COAT SCHOOL

4. In liaison with the Director of Sport, manage the staff coaching cricket, including the allocation of teams, practice sessions and resources, ensuring all coaches are actively supported, trained and that relevant coaching qualifications meet requirements.
5. Provide continuous development and enhancement of the quality of cricket coaching through ongoing training and support for staff members; encouraging reflection and personal development amongst the school coaches; attending coaching courses.
6. Recruit, line manage and appraise part time seasonal and visiting coaches.
7. Ensure that all new teachers/coaches taking cricket have appropriate induction especially with regard to the School's Health and Safety requirements.
8. Coach and teach as appropriate.
9. To create strong links with prep schools' Directors of Sport.
10. To identify potential candidates for a sports scholarship programme.
11. Organise tours and pre-session training as appropriate.
12. Organise and supervise team photos as appropriate.
13. Representing cricket on school committees and meetings of the Sports Committee and at all other appropriate times.
14. Keep pupils updated on opportunities to play the given sport outside of school (trials for clubs, county and region as well as club opportunities).

Teaching and timetabled sessions

15. Contribute to an Academic PE timetable and provide a lively and stimulating classroom environment that pushes all pupils to achieve their full potential.
16. Develop an advanced performers programme for elite cricket players; this will include a monitoring and evaluation structure and skills target setting.
17. Participate in the delivery of Games, curricular PE and team coaching where appropriate.
18. Engage fully in continuous professional development.
19. Ensure that lesson planning and delivery challenge the most able pupils, support students with special educational needs, encourage independent thinking, and make appropriate use of ICT.
20. Plan sustained improvement in the quality of teaching and learning in all aspects of sport, developing individual and team excellence.
21. Ensure the work of the P.E. Department reflects, supports and delivers the aims and ethos of the school.
22. Have a clear overall strategy for both the development of sporting excellence in the School and the participation by students of all abilities in sporting activities for enjoyment and health.



READING BLUE COAT SCHOOL

23. Give dynamic leadership, ensuring that the provision of cricket has have a clear direction and that the teachers/coaches in charge of the teams understand the vision for the department and whole school community.
24. Track and evaluate pupil progress and success at individual and cohort level; target areas for improvement and development; provide an effective pupil intervention structure.

Fixtures

25. Organise and administer a comprehensive, competitive and balanced fixture programme which includes all year groups in school. A full fixture list will include playing other independent and local state schools and developing the range of schools played to ensure the highest possible calibre of fixtures at appropriate levels.
26. In discussion with the Director of Sport to target specific county and national competitions and to ensure appropriate opportunities are made available to teams and individuals to succeed at this level.
27. Ensure the fixture list for cricket is produced by the deadline for each term's calendar and is accurate.
28. Communicate with the Director of Sport on match changes, outcomes and specific requirements
29. Organise local and regional competitions hosted by the School.
30. Plan tours as appropriate within the school touring framework in liaison with the Director of Sport.
31. Ensure that appropriate transport is organised for away fixtures.
32. Liaise with relevant staff in good time regarding cover requirements when staff have to be absent from school.
33. Ensure that appropriate planning is maintained with regards to: team strips; transport; catering.
34. Ensure that all teams behave appropriately whilst representing the school at fixtures and that the correct kit is smartly worn.
35. Maintain an accurate and up to date record of fixtures and results and details of pupils who achieve representative successes and provide reports to the Director of Sport, Headmaster and Marketing and Admissions department as required.

Coaching

36. Work with the Director of Sport to ensure that a coaching framework is created and managed with a clear continuum through the School.
37. Develop and deliver a programme of regular CPD for coaching staff.



READING BLUE COAT SCHOOL

38. Spearhead the coaching of the sport. (This will often involve coaching the 1st team although the Head of Cricket, in liaison with the Director of Sport, may rotate that role in order to develop and motivate other coaches).

Pathways

39. Maintain links with clubs/academies/NGBs as appropriate.
40. Ensure appropriate opportunities are made available for individuals to gain representative honours.

Finance, Facilities and Equipment

41. In liaison with the Director of Sport, to submit an Annual Development Plan and Annual budget submission.
42. Overall responsibility for the running costs and capital expenditure for the sport, and for the day-to-day management of the budget, including equipment, match expenses and external coaches.
43. Purchase order authorisation only in conjunction with the Director of Sport.
44. Liaise with the Grounds Manager to ensure all sports fields are prepared properly and liaise with appropriate parties over use of indoor sports facilities.
45. Ensure that all sports equipment is organised, stored and maintained appropriately and treated with due care by all users.

Marketing and Reporting

46. In conjunction with the Director of Sport, develop links with feeder schools by going into schools or by hosting coaching days.
47. Liaise with the Marketing and Admissions department on sports scholarships.
48. Recruit appropriate candidates from feeder schools: discover sporting talent through liaison with feeder schools.
49. Liaise with the Director of Sport to arrange visits to feeder Prep Schools' to offer coaching and umpiring sessions as part of our talent identification process.
50. To produce regular reports as appropriate for the School Sports website.
51. Liaise with the Marketing and Admissions department regarding the promotion of the sport on websites, sporting publications, newspapers and communications to parents.
52. Promote, publicise and ensure good communication channels within the school to ensure effective organisation of events and promotion of success.
53. Generate reports for end of term assemblies and school magazines.
54. Promote and market the school's sporting activity internally and externally.
55. Communicate effectively with parents on cricket matters.



READING BLUE COAT SCHOOL

56. Celebrate and promote achievements of staff and students.
57. Collate records of achievement and representative honours.
58. Organise sporting dinners and achievement celebrations including end of term collections and awarding of trophies.
59. Produce an annual report after the end of the season.
60. Nominate individuals within the school colours structure.

Safeguarding and Health and Safety

61. Overall responsibility for Health and Safety of cricket provision including ensuring that all Risk Assessments are up to date and regularly reviewed and that all procedures are followed.
62. Ensure that, in practices and in competitive matches, cricket is being coached and umpired in a way which is safe and consistent with current best practice; to implement and update staff on changes to rules and conditions linked to cricket.
63. Ensure that cricket within the School is played within safe boundaries in line with ECB and HMC guidelines.
64. Keep up to date on legislation generated by sporting bodies (such as the ECB) and ensure appropriate policy changes are implemented.
65. Responsible for promoting and safeguarding the welfare of children and young persons involved in sport, ensuring staff compliance with the School's Safeguarding and Child Protection Policy at all times.
66. Ensure that all the Health and Safety Documentation, including risk assessments, for sport is fully up to date, clearly published and implemented without fail by all staff engaged in the sport.
67. Liaise with the Medical Centre in all matters relating to injuries and other medical conditions, and ensuring adequate first aid provision.

General Responsibilities

68. Fully participate in the School community by attending whole school activities/functions.
69. Ensuring that the Reading Blue Coat School cricket activity is seen as promoting the best aspects of the School at all times.
70. Carry out any other duties as may be reasonably required by his/her line manager.
71. Comply with all policies and procedures issued by and on behalf of the School.
72. Attend statutory and mandatory training.
73. The post holder is responsible for promoting and safeguarding the welfare of pupils at the school.



READING BLUE COAT SCHOOL

74. The post holder is responsible for using technical and operational knowledge to ensure a safe environment



READING BLUE COAT SCHOOL

PERSON SPECIFICATION

HEAD OF CRICKET and TEACHER OF SPORT & PE

The person specification focuses on the knowledge, skills, experience and qualifications required to the role effectively. It is expected that the successful applicant will have and can demonstrate:

Knowledge and Experience

- Experience of teaching the 11 to 18 age group [E].
- Have played and/or coached cricket at a high level at club level or within an educational establishment [E].
- IT literate and competent in use of databases, Excel, Outlook etc. [E].
- Must demonstrate a clear understanding of the secondary curriculum and its assessment, have an ability to employ a range of effective teaching, learning styles and assessment methods and possess the ability to use assessment data to inform planning and set targets [E].

Skills and Attributes

- Self-motivated and highly dedicated [E].
- Demonstrates a real passion for teaching and coaching [E].
- Able to inspire students in their subject [E].
- Excellent communication skills with ability to establish rapport with students, parents and colleagues [E].
- Effective in planning and prioritising work load [E].
- Excellent planning, organisation, written and verbal skills [E].
- Excellent leadership skills [E].
- Ability to work as part of a team, relationships with teaching staff critical.
- Able to work well (without line management supervision) with others internal and external to the organisation [E].
- Able to represent the school professionally to parents and external agencies and professional bodies [E].
- A willingness to engage in the whole life of the School [E].
- Commitment to the ethos of the School and its pastoral approach [E].

Qualifications

- A good Honours degree relevant to the teaching aspects of the role [E].
- Coaching qualifications required by the ECB to coach at a national club or representative level [E].
- A recognised teaching qualification, such as a PGCE [D].
- Full valid driving licence [E].

Requirement: E – Essential; D – Desirable



READING BLUE COAT SCHOOL

SUMMARY TERMS & CONDITIONS OF EMPLOYMENT AND BENEFITS

- Contract Status: Permanent contract. Term time only. Commencing 31 August 2018 or 4 January 2019.
- Salary: The School has its own salary scale. Starting salary will depend on the experience and qualifications of the successful candidate and may be up to £47,200 (including allowances). The Governors review salary scales each year to ensure they remain competitive. Annual salary is paid by bank transfer on the 25th of the month, or next working day thereafter, in 12 equal payments.
- Place of Work: Reading Blue Coat School, Sonning on Thames, Berkshire.
- Working hours: From 08:30 to 16:20, Monday to Friday, with 60 minute meal break.

Additional hours will be required for the delivery of co-curricular activities; school events; open evenings; parents' evenings; etc.
- Leave entitlement: School holidays in accordance with the published School calendar.
- Pension: Membership of the contributory Teachers Pension Scheme (employee contribution between 7.4% and 11.7%, dependent on salary; employer contribution currently 16.48%).
- Meals: Lunch and refreshments are provided free by the School.
- Parking: Free Car parking is available on site.
- Child Care: Tax saving Nursery Partnership Scheme is offered by salary sacrifice to reduce employees' child care costs.

Child Care Voucher Scheme offered by salary sacrifice.
- Cycle Scheme: Tax free Cycle to Work Scheme is offered by salary sacrifice.
- Discounts: Reduction in RBCS school fees for employees' children offered after 6 months service.
 - 50% reduction for all full time staff, pro-rated for part time staff
 - Fees (from 1 September 2017) are currently £5,373 per term
- Sports facilities Free membership of the School Sports Centre with access to fully equipped gym and swimming pool



READING BLUE COAT SCHOOL

- Professional Development: Strong commitment to support professional development, overseen by Deputy Head (Staff) and people development budget.



READING BLUE COAT SCHOOL

POLICY STATEMENT

CHILD PROTECTION

- Reading Blue Coat School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- This post may involve unsupervised contact with children and young people.
- The successful candidate will be required to undertake the Disclosure & Barring Service (DBS) enhanced criminal records clearance process.

Interview

- The selection process will test and assess the above issues. As required by regulation, the interview will be based on:
 - 'competency questioning',
 - and where appropriate will address: the candidate's attitude towards children and young people;
 - his/her ability to support the School's agenda for safeguarding and promoting the welfare of children;
 - gaps in his/her employment history;
 - Concerns or discrepancies arising from the information provided by the candidate and/or a referee.
- In addition to the candidates' ability to perform the duties of the post, the interview will also explore related issues including:
 - motivation to work with children and young people;
 - ability to form and maintain appropriate relationships and personal boundaries with children and young people;
 - emotional resilience in working with challenging behaviours;
 - Attitudes to use of authority and maintaining discipline.

Recruitment, selection and disclosure policy and procedure

- Candidates are advised to read the School's policy on recruitment, selection and disclosure before submitting an application for employment. This can be downloaded on the School website, "Vacancies" page.