



BURGESS HILL

— GIRLS —

Tomorrow's Women



DIRECTOR OF SPORT

CANDIDATE PACK



WELCOME TO BURGESS HILL GIRLS

Thank you for your interest in the role of Director of Sport at Burgess Hill Girls.

Our motto at Burgess Hill Girls is 'I am, I can, I should, I will'. It encapsulates the journey students take with us. Discovering who they are, what they are capable of, the importance of supporting others and developing the will to achieve their dreams. When you join Burgess Hill Girls you become part of a unique empowering community where there are no limits.

We love learning at Burgess Hill Girls and this passion extends far beyond the curriculum into all aspects of life. We believe in a complete education and successfully combine an excellent academic provision with a strong pastoral programme and an immense variety of enrichment activities while always focussing on the needs of the individual.

Sport is a vital pillar of the education we provide at Burgess Hill Girls and we have a rich history of local, regional and international success in a variety of sports. The role of Director of Sport is an exciting opportunity for an experienced leader to take ownership of our curricular and extracurricular programmes and take the School to the next level.

If this role excites you, and you believe that you have the necessary skills and experience, then we would be delighted to hear from you.



LARS FOX | HEAD

OVERVIEW

Burgess Hill Girls is an independent, day and boarding school for girls located in the centre of Burgess Hill, West Sussex.

The School was founded in 1906 by Beatrice Goode to provide a high-quality education for girls which was not widely available at the time. In 1928 the School moved from Church Road to its present location on Keymer Road in order to expand.

The School currently educates over 500 pupils, with boys and girls in the Nursery and girls only from Reception through to the Sixth Form.

The School's catchment area for day pupils extends across Sussex. It is well-connected by road (lying close to main roads such as the A23 to London and Brighton) and by train, just a few minutes' walk from the town's railway station with frequent direct services to Brighton, London and Gatwick Airport.

Living on-site there are approximately 50 boarders, typically full-term from across the globe.

Notable alumnae, called Bold Girls, include cricketer Caroline Atkins, actor Haydn Gwynne, presenter Holly Willoughby, neuroscientist Professor Francesca Happé and diversity champion, Funke Abimbola MBE.





MISSION & AIMS

OUR MISSION

To develop Tomorrow's Women.

OUR AIMS

Our mission is achieved by ten core aims. We will:

- Champion individual strengths and aspirations through our excellent academic provision, extensive co-curricular opportunities and forward-thinking initiatives such as our B-spoke and BOLD programmes.
- Endow pupils with confidence, self-belief and a determination to succeed.
- Embed a strong sense of moral responsibility through activities in the school and the local community.
- Develop meaningful and effective partnerships with local nurseries, and primary and secondary schools.
- Recruit and retain high-quality staff.
- Promote a positive balance between academic work, recreation and volunteering.
- Provide expert higher education and careers opportunities and advice.
- Deliver an outstanding Early Years education to ensure a solid foundation.
- Innovate in the development of our curriculum and facilities.
- Encourage a mutually supportive community that empowers girls to reach their full potential.

Pupils at Burgess Hill Girls will be equipped to lead a fulfilled and productive adult life in a rapidly changing world.

CAMPUS

Burgess Hill Girls is set within 14 acres of beautiful grounds within a conservation area close to Burgess Hill town centre in the heart of Mid Sussex.

The site comprises of open playing fields surrounded by natural woodland. The buildings date back to 1704 and are a mixture of Victorian and Edwardian villas complemented with sympathetic contemporary buildings.

The newest additions to the site are the Croft II Performance and Music Academy and Little Oaks, a modern building encompassing Nursery and Infant classrooms.

OTHER BUILDINGS OF NOTE

- Webb House - Main teaching block for Senior School
- Pre-Prep and Prep School
- Music School
- Sixth Form Centre
- Art Department
- Science Centre
- Sport pitches and courts
- Fitness hub
- Dining hall
- Two boarding houses





PE CURRICULUM

PE is a thriving subject at Burgess Hill Girls and is extremely well supported by both staff and students. At present the department consists of three full time members of staff, six part-time members of staff with some external coaches. A PE lesson is 40 minutes long and at present is taught as follows:

Lower School

Years 7 and 8: 4 lessons per week (two doubles)

Upper School

Year 9: 4 lessons per week (two doubles)

Year 10: 3 lessons per week (one triple)

Year 11: 3 lessons per week (one triple)

Sixth Form

Years 12 and 13: 3 lessons per week (one triple)

PE is also taught at GCSE and A Level, and we follow the AQA syllabus for both qualifications.

CO-CURRICULAR SPORT

We provide a varied and extensive range of co-curricular activities, trips and opportunities. We see our role in extending these opportunities to each individual student as crucial to the development of their life skills, as well as adding stimulation and enjoyment beyond the taught curriculum. We believe education is about giving young people the chance to be successful in as broad a range of areas as possible, and to feel a sense of pride in their achievements.

Sport is a major part of our co-curricular programme; and we offer a wide range of sports such as hockey, netball, dance, football, trampolining, athletics, cross-country, badminton, volleyball, rounders, cricket, tennis and more. Clubs are run during lunchtimes and after school, which enables us to cater for recreational and elite performance.

An extensive fixture list provides numerous opportunities for girls to represent the school and we consistently achieve significant success at local, county and national

competitions. A large number of teams for our major sports enable as many girls to experience the competitive environment. We also enter team competitions in activities off-site such as equestrian, polo, skiing, sailing and rowing.

Our ethos of excellence in sport sits comfortably alongside a 'Sport for All' policy which promotes participation for fun, health and recreation.

Day trips and overseas sports tours are a regular feature in the school's calendar. Ski trips have recently included visits to Landgraaf and Flaine. Recent sports tours have included a Senior Netball and Hockey Tour to Barbados with upcoming tours to Disneyland Paris and Sri Lanka.

We also offer day and evening trips to watch live sport as well as the buzz of the GCSE and A Level students attending The Olympic Experience, Body Works Exhibition as well as a visit to Bath University.

[Watch this video to find out more about sport at Burgess Hill Girls.](#)





JOB SUMMARY

We are looking for a highly motivated, enthusiastic and well qualified Director of Sport to lead a thriving PE department in this very ambitious school. The successful candidate should have proven management skills and be able to lead a diverse and committed team of eight staff.

The successful Director of Sport should have a proven playing and coaching background to a high standard in two of the following sports: athletics; hockey; netball; volleyball. They will have a passion for sport and be able to lead school teams to county or regional level. This is an exciting opportunity to lead an inspirational team at a school that prides itself on its sporting activities. We have an extensive co-curricular programme and there is an expectation that the successful candidate will set an example by leading evening sporting activities as well as national and international sports tours.

JOB DESCRIPTION

- Provide leadership and development for all areas of sporting activity, including strategy, coaching, operations and facilities
- Plan, implement and deliver an appropriately broad and balanced curriculum for PE, sport and health for Years 7 to 13
- Teach academic PE up to GCSE and A Level
- Oversee the preparation and development of academic PE subject materials at GCSE and A Level
- Lead regular department meetings and arrange regular meetings with Head of Academic PE and Head of Prep School PE
- Ensure provision of appropriate sports and activity programmes to engage all pupils in sports and other recreational opportunities
- Have overall responsibility for the staffing and management of the School's programme of all sport
- Prepare and manage the annual departmental budget
- Responsible for the external hire of facilities and external coaches
- Responsible for organising a full fixture programme in a wide range of sports
- Make a major and leading contribution to the Sport co-curricular programme
- Be responsible for the appointment of coaches, liaising with HR to ensure safe recruitment
- Delegate appropriate roles and responsibilities within the PE department
- Enhance sporting reputation locally, regionally and nationally through sporting success, collaborative work and marketing
- Lead and organise a range of residential trips including sports tours, ski trips and other day trips





JOB DESCRIPTION

- Responsible for creating and liaising with primary feeder schools and organising masterclasses
- Organise sports scholarship days for Years 7, 9 and 11
- Design and implement the sports scholar programme, including acting as a mentor and 1:1 review and extension meetings with sports scholars
- Responsible for running sports days and sport celebration evening
- Prepare, monitor and update annual departmental review and development plan
- Ensure that schemes of work are used, reviewed and modified to enable the maintenance and development of high standards of teaching and learning
- Responsible for the appraisals in the biannual performance review process
- Oversee the development and training of all staff in the department
- Oversee assessment and reporting of student progress and achievement within the department
- Use a variety of delivery methods which will stimulate learning appropriate to pupil needs with good use of technology
- Be a form tutor
- Attend relevant parents' meetings
- Attend all INSET and other training relevant to the role
- Occasional contributions to the boarding function during term time evenings and weekends



PERSON SPECIFICATION

ESSENTIAL

- Proven management experience either as HoD or in similar PE or whole-school capacity
- Ability to devise and execute ambitious development plans within existing facilities
- Clear understanding of and commitment to the contribution PE makes to the recruitment and retention of day girls and boarders
- Expertise in the delivery of high quality coaching of two of the four sports: netball; hockey; volleyball; athletics.
- Commitment to leading and developing an elite volleyball coaching programme
- Ability to inspire staff and students
- Experience of the delivery of GCSE and A Level theory teaching
- Flexible approach to working hours in line with the needs of the department
- Proactivity and a strong team player, showing a clear and infectious passion and drive for sport, both 'for all' and to the 'elite' levels

DESIRABLE

- Knowledge and expertise to lead school teams to county and regional level
- Excellent organisational skills with flexible approach to incorporate efficient adaptation of programmes
- Use own interests and expertise to assist the department in continuing to stimulate a positive image of PE throughout the school.
- Experience of performance analysis including the use of technology
- Have a passion for developing programmes which incorporate aspects of wellbeing such as food and mindsets, and how these contribute to the levels of performance

SALARY & BENEFITS

We offer a competitive remuneration package. The eventual salary will be negotiable and will depend on experience.

ADDITIONAL BENEFITS INCLUDE:

- Substantial pension contribution
- Significant discount on school fees
- Lunch
- Car parking
- Use of school facilities



APPLY

Candidates are required to submit an application form with supporting letter and details of two referees. One reference should be able to comment on the teaching skills of the candidate. References will be taken up prior to interview.

The closing date for applications is 9.00am on 20th February.

Short-listed candidates will be contacted by telephone and interviews will take place **week beginning 26th February.**

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

The School 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 Disclosure & Barring Service.

