



## Queen Mary's SCHOOL

### LEVEL 2 NETBALL COACH JOB DESCRIPTION AND FURTHER INFORMATION FOR CANDIDATES

<b>Job Title:</b>	Netball Coach (Term Time Only)
<b>Reporting To:</b>	Head of Physical Education
<b>Start Date:</b>	Immediate
<b>Job Purpose:</b>	To ensure the best possible Sport provision to pupils of all abilities in an Independent Girls' School

- This is a term time only position for a part time Level 2 Netball Coach with Level C Umpire Award;
- To coach and/or officiate school teams each Wednesday and Saturday afternoons as per the school fixture list;
- To foster successful working relationships with girls and staff based on mutual trust, respect and professional conduct.

#### THE SCHOOL

Queen Mary's School is a Christian community that values, nurtures and respects every individual. A place where all are challenged to do their best, serve others, show compassion and act with integrity.

Queen Mary's School...

- Strives for excellence in every endeavour
- Loves life and enjoys learning
- Nurtures spirituality and personal growth
- Respects individuality and embraces diversity
- Enhances character and builds resilience
- Creates independent young people
- Makes strong and lasting friendships

Queen Mary's School is an all girls' independent boarding and day school situated in beautiful countryside, between Ripon and Thirsk. Junction 49 of the A1 is about 2 miles away. Founded in 1925, the school was originally situated at Duncombe Park, but moved to its present site in 1985. Baldersby Park, the school's current home, is a Grade 1 listed building surrounded by 40 acres of landscaped grounds, sports fields and paddocks.

There is a co-ed Pre-prep department and the Prep and Senior school is for girls only and spans the age range 7 to 16. Whilst a few girls are prepared for Common Entrance at 11, 12 and 13+, most girls stay on and do GCSEs, before moving to new schools and colleges for the sixth form.

The School has a strong boarding tradition; however, the School is also attracting an increasing number of day girls and those who board one or two nights each week. Many of the girls who travel to school daily use the school minibus service.

Queen Mary's has a unique family atmosphere with friendliness and concern for others being an important part of the School's ethos. It is one of a group of 43 schools belonging to the Woodard Corporation, an Anglican foundation that promotes Christian education and high academic and pastoral standards within all its schools. All members of staff are expected to be in sympathy with the aims and ethos of the School.

More information about Queen Mary's can be obtained from the website [www.queenmarys.org](http://www.queenmarys.org).

## **THE ROLE**

We are seeking to appoint a highly motivated and energetic Level 2 Netball Coach to assist with the coaching of girls and attend fixtures whilst supporting the Physical Education Department.

The Netball Coach will work for and report to the Head of Physical Education.

- To coach and/or officiate a school team in each of the school terms each Saturday as per the school fixture list
- To be the weekly point of contact, communicating with parents for the teams that you are responsible for
- To liaise with the Head of Physical Education at the conclusion of the fixture about team performances and what should be coached during the upcoming weeks training sessions
- To provide guidance on rule changes and methods of coaching and to disseminate the information to all sports staff as appropriate
- To be responsible for the medication, contact details and first aid of pupils within your teams
- To help with the general running of the department every Wednesday and Saturday
- To contact parents where necessary regarding pupil performances and behaviour

## **KEY RESPONSIBILITIES**

### **Health and Safety**

- Be familiar with the school's Safeguarding and Health & Safety Policies.

### **General**

- Maintain good communication with parents
- Attend relevant Inset training and staff meetings at the start of each term.

In addition, the Netball Coach may be required to:

- Complete, with priority, any other reasonable tasks as required by the head

## PERSON SPECIFICATION

Attributes	Essential Criteria	Desirable Criteria
Qualifications	Level 2 Coaching Award	A degree, higher academic or relevant teaching qualification
	Level C Umpire Award	Qualification in Sports Science
	Minimum 5 GCSE passes grade A-C (or equivalent) including English and Maths	Safeguarding qualification
		First Aid at Work Certificate or equivalent qualification
		Other coaching/umpiring qualifications
Experience	Experience of Netball coaching at team level	
Skills and abilities	Strong communication and interpersonal skills	
	High standard of literacy and numeracy	
	Ability to be discreet and uphold confidentiality	
	Excellent time management and organisational skills	
	Excellent written English and meticulous attention to detail	
	Ability to be able to present information in a logical and systematic manner	
	IT Literate, capable of using MS Word / Excel and office packages	
	Energy, drive, enthusiasm and a positive manner	
Personal circumstances	Willingness to support the School's Christian values, ethos and heritage	
	Support for the advantages of single-sex education	
	Ability to abide by School policies and procedures	
	Awareness of the importance of Child Protection and Safeguarding of young people	
	Willingness to play an active part in the life of the school community	
	Willingness to work out of hours as and when school functions occur	

## TERMS AND CONDITIONS OF EMPLOYMENT:

This appointment is in regulated activity.

### Support Staff: Netball Coach

The following particulars do not form any part of an offer of employment. Terms and conditions, which will incorporate the Staff Handbook and contract of employment, will be documented in due course to the successful candidate.

- The Netball Coach is appointed by the Head, subject to enhanced DBS clearance and receipt of two satisfactory references and will be required to complete a confidential pre-employment health questionnaire
- This is a term time only role working each Wednesday and Saturday plus Training Days (INSET) as required
- 6-10 hours per week: Wednesday afternoon from 1450-1800 and Saturday afternoons with flexibility when needed
- An hourly rate of £25.00 will be paid for this role depending on experience and qualifications. This will be paid in monthly instalments in arrears from the agreed date of the appointment and inclusive of holiday pay
- The annual holiday allowance for the role is 5 days plus bank holidays when the school is not in session which will be required to be taken during school holidays
- The appointment is subject to a 3 month probationary period which may be extended following a performance review
- The appointee will be expected to participate in an annual appraisal process
- Additional benefits will include a significant fee discount for children to be educated at Queen Mary's School (subject to places being available and all relevant admissions criteria being met)
- Meals will be provided free of charge during term time
- The School operates an employer stakeholder contributory pension scheme.
- The appointee is required to give the School one term's notice of their intention to leave this post

*All employees of Queen Mary's are responsible for promoting and safeguarding the welfare of children and young persons and must adhere to and ensure compliance with the School's Safeguarding Policy. If in the course of carrying out the duties of this post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, this must be reported to the School's Designated Safeguarding Lead.*

*Candidates must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.*