



## **Dame Alice Owen's School**

**NoR 1,450, Sixth form: 444**

Ofsted: "An outstanding school", "Students achieve outstandingly well",  
"Behaviour ... is excellent"

### **DIRECTOR OF SPORT (MPS/UPS plus TLR 1b) Required for April 2023 / September 2023**

**Full Time, Permanent Post**

**Closing date: 9am, Thursday 9<sup>th</sup> February 2023**

**Interview date: Tuesday 21<sup>st</sup> February 2023**

***We reserve the right to make an appointment before the closing date, so early applications are encouraged.***

The Governors of this highly successful, partially selective, mixed school invite applications for the post of Director of Sport. We seek a highly motivated and energetic candidate to lead our very successful, well-resourced PE Department. As Director of Sport you would be responsible for all sporting matters within the school, including oversight of specialist PE teaching up to A level, developing our extensive Saturday and mid-week fixture programme, setting and developing the core PE offer and managing the sports facilities on our 35-acre site. The successful candidate should be an outstanding and experienced teacher of at least two of the school's main sports (football, netball, basketball, rugby, hockey, cricket and athletics).

In the 2022 A level examinations, 44% of all grades were A\* with 91% of grades being awarded A\*-B. In GCSE examinations, students achieved a Progress 8 score of +0.73 and an average Attainment 8 score of 75.7 with 40% of all grades being a grade 9 and 95% of students achieving 5 or more grades 9-4 including English and Maths. 36% of GCSE PE results were Grade 9 in 2022 and 73% were graded 9-7. 77% of A Level PE results were graded A\*-B.

The school is situated on an attractive 35-acre site in the Green Belt, has excellent facilities and is committed to an extensive programme of staff development. Central London is easily reached by rail from Potters Bar and the school is close to motorway links.

**The Governing Body is committed to admitting the children of staff in line with our admissions procedures.**

Please download our [Teaching Staff application form](#) from our website to make your application. Please note that applications cannot be considered unless the application is completed in full. We are not able to accept CVs for any posts based in school. To apply, please send your completed application form together with a covering letter stating why you are well placed to take this position at our school to [recruitment@damealiceowens.herts.sch.uk](mailto:recruitment@damealiceowens.herts.sch.uk) by **9am, Thursday 9<sup>th</sup> February 2023**.



# Dame Alice Owen's School

Dugdale Hill Lane | Potters Bar | Hertfordshire EN6 2DU

Headteacher | Mrs Hannah Nemko MA

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## INFORMATION FOR APPLICANTS

Name of post: Director of Sport

Location: Potters Bar, Hertfordshire

Closing date: 9am, Thursday 9<sup>th</sup> February 2023

Interviews: Tuesday 21<sup>st</sup> February 2023

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Thank you for your interest in applying to Dame Alice Owen's School. Though much of the information we have about our school is available on our website, we have put some key information together here to help you through the application process.

The school is committed to safeguarding children, young people and vulnerable adults and promoting the welfare of children and expects all staff to share this commitment. Please take time to read our Safer Recruitment and Safeguarding and Child Protection policies available in the vacancy section of our website.

The selection process includes scrutiny of the information provided in your application form and a request for references including a reference from your current/previous employer.

If you have any general enquiries about the recruitment process, or to arrange a tour or informal discussion about this position, please do not hesitate to contact Steve Fry, Deputy Head, via [frys@damealiceowens.herts.sch.uk](mailto:frys@damealiceowens.herts.sch.uk)

Applicants shortlisted for interview must bring original evidence of their qualifications for verification. Applicants will also be asked to complete a declaration regarding convictions and working with children as posts in schools are exempt from the provisions of the Rehabilitation of Offenders Act 1974. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced Disclosure and Barring Service disclosure check.

Please email your completed application form together with a letter of application to [recruitment@damealiceowens.herts.sch.uk](mailto:recruitment@damealiceowens.herts.sch.uk) by **9am, Thursday 9<sup>th</sup> February 2023**.

We look forward to receiving your completed application.

Hannah Nemko  
Headteacher

## **Details of the School, Department and vacancy**

### **Introduction**

Dame Alice Owen's School is a mixed, partially selective secondary school with over 1,440 registered students and a vibrant and highly successful sixth form. Our school was founded 400 years ago by Dame Alice Owen, a remarkable philanthropist with an unusually modern vision for education. She established the first school in Islington and as demand outstripped space, it moved to its current setting in the Hertfordshire countryside. Because of its roots and its close and important relationship with the Worshipful Company of Brewers, there are 20 places each year for 11 year old students from Islington. It also offers 65 places to the highest scoring applicants who sit the entrance exam each year and a further 10 places for students showing the most aptitude in music who apply for a place in Year 7. The remainder of the places, in an annual cohort of 200, go to siblings, local students on the basis of proximity to the school and to those with priority need.

It is this combination of students and its truly outstanding record of achievement and added value that makes our school such a special place. It is oversubscribed by 5 applicants per place every year. Our dedicated staff, parents' association, Governing Body and school (staff and student) leaders constantly appraise and re-appraise the various aspects of school life, learning and achievement so we are never complacent. Our school faces the usual challenges of all educational establishments in the public sector, and ensuring that their impact is felt least by the students is a key objective.

We were delighted to be recognised as The Sunday Times Regional School of the Decade in November 2020 and the country's highest ranking non-fully selective state school of the year in 2021. Securing a place at Owen's has been described as "winning the lottery" in the Good School Guide and "the golden ticket" in Tatler. Our school benefits from some of the most able students in the country. Many of our school leavers from Year 13 have offers from top universities to choose from, including on average 20 places at Oxbridge each year.

Our Foundress left a number of fields in the then village of Islington to the care of the Worshipful Company of Brewers which now generate over one million pounds of additional income for the school annually, to support the school. This creates a very special ethos and fosters the very positive staff working environment. The students and staff benefit from a number of traditions including Beer Money, staff awards and Visitation.

Below are some of the key qualities and attributes we believe have contributed to the school's excellent reputation:

- Committed and dedicated staff who are responsive to change
- The value we place on collaboration, both within our school and with other schools
- Teamworking
- Superb pastoral care
- Energetic, curious and enthusiastic students
- A very wide offer of high quality extra-curricular activities which involve all students
- Excellent resources and facilities
- Forward-looking and proactive leadership
- Attention to detail
- A foundation stone of tradition and heritage; and
- Exceptional recognition by Ofsted.

Our primary aim is to work in partnership with students and parents to ensure that students achieve their full potential by:

- Striving for academic excellence;
- Providing a happy, safe, purposeful and caring environment and encouraging a sense of pride in the individual and our School;
- Embracing innovation whilst maintaining our strong links with tradition;
- Providing interesting and challenging opportunities so that students enjoy their learning and maintain a desire to continue learning throughout their lives;
- Recruiting and developing outstanding staff;
- Promoting respect for and understanding of religious and moral values.

## **The PE and Sport Department**

### **Teaching Programme**

The Physical Education curriculum aims to provide students with a breadth of activities which foster confidence, competence, resilience and an understanding of the benefits of a healthy, active lifestyle. Within each activity, a positive learning environment is created where students learn a range of skills that ultimately lead to an improved overall performance. Our teaching strives to instil a life-long love of sport in every pupil, whilst also building foundations towards higher level competition and academic PE.

Students receive two hours of core PE per week in Years 7 - 10, and one hour per week in Year 11. A range of activities are taught throughout the school year including hockey, netball, gymnastics, dance, football, rugby, cricket, athletics, fitness, yoga and tennis. Students are also given the option to study GCSE and A Level PE following the OCR syllabus, where recent results have been exceptional (in 2022 36% of GCSE PE results were Grade 9 in 2022 and 73% were graded 9-7. 77% of A Level PE results were graded A\*-B). The department has a strong teaching and learning ethos and the successful candidate should be receptive to new ideas and continually looking to develop their own practice as well as that of their department.

### **The team you will join**

This is an exciting opportunity for a strategic and innovative individual to lead a well-resourced and energetic PE and Sport Department. The current PE team consists of seven teachers and one technician with varying levels of expertise and experience. The person appointed will be an outstanding practitioner, who has the enthusiasm, knowledge and drive to further develop this highly successful department.

The Director of Sport will lead and oversee the whole Department with specific responsibility for the Key Stage 3 and Core PE curriculum. There are two Assistant Directors of Sport; one overseeing Academic PE and one Co-curricular PE. Other staff are given further responsibilities, for teams or specific sports, within that framework. The Department has the benefit of a PE Technician to support all PE staff in a variety of administrative tasks.

### **Facilities**

The sports facilities at the school are superb, with excellent field space, a recently refurbished floodlit astro turf, five netball/tennis courts, an indoor gymnasium, a sports hall, a dance studio, a dedicated cricket pavilion and a new fitness suite fully equipped with cardio and strength machines. There is also a dedicated PE classroom for GCSE and A level Physical Education.

The department benefits hugely from additional funding from the FE Cleary Sports Centre, which helps to maintain and develop all sports facilities. The school also employs a full time grounds person, and significant investment has gone towards the sports pitches, alongside the building of two permanent dug outs for the 1st team football pitch.

### **Summary of co-curricular activities**

Co-curricular sport is a fundamental part of life at Owen's and the successful candidate will be expected to contribute fully to this area. Commitment to after-school and Saturday morning fixtures is essential. We aim to encourage mass participation whilst maintaining our high level of sporting achievement. We have had district, county and national success in a range of sports, which is celebrated at our annual Sports Awards event. There is also an annual Gym and Dance display which takes place over two evenings, where over 100 students are involved in the performance. Sports Tours are a feature in the department. The School also has strong links with the Old Owen's Sports Association, with many of our students joining to play football and cricket, which helps to maintain relationships with students when they leave school.

### **What we can offer you**

The school provides an excellent range of staff development opportunities. This is currently led by Lauren Common, Assistant Headteacher and our team of ASTs/SLEs with responsibility for teaching and learning. All staff members are encouraged to continue their personal development and undertake further qualifications if they wish.

We have installed a £60k Fitness Suite which is open to all staff for certain hours outside of the school day.

We have a commitment to ensuring staff undertake minimal cover and wherever possible none at all. The Governing Body is committed to admitting the children of staff in line with our admissions procedures.

We fully appreciate the time and consideration which go into applying for a new job. If there is anything we can do to help you through this process, please do not hesitate to ask.

We very much look forward to receiving your application.

## Job Description



**Post Title:** Director of Sport  
**Responsible to:** SLT Line Manager

### Purpose of the post

- Lead and manage PE and Sport within and beyond the curriculum.

### Responsibilities:

1. Set the vision, tone and ethos for Physical Education within and beyond the curriculum bringing the department with you to ensure outstanding public examination results and competitive success;
2. Lead the development, management and strategic direction of the department;
3. Lead and develop the core PE offer of the school;
4. Lead and manage the Assistant Director of Sport (Academic) to ensure outstanding teaching and learning in KS4 and 5;
5. Lead and manage the Assistant Director of Sport (Co-curricular) to ensure excellent standards in competitive/co-curricular sport, ensuring the scope is as wide and relevant as possible, enhancing the curriculum offer;
6. Inspire and motivate students of all abilities, encouraging competition and engagement with sport, irrespective of ability;
7. Develop the skills of those in your team so the department can continue to flourish and continually improve standards of teaching, learning, attainment and progress;
8. Set the structure and shape of academic timetables deploying staff and resources to ensure opportunity for all and excellent value for money;
9. In conjunction with the Assistant Director of Sport (Co-curricular), make exceptional use of external coaching, where funding allows, in order to widen student opportunities;
10. Keep abreast of current coaching, teaching and learning ideas;
11. Support students seeking to continue their education into FE/Higher Education establishments as required by the school and the students;
12. Manage the departmental budget;
13. Maintain oversight of and to contribute to the PE page(s) on the Dame Alice Owen's website;
14. Liaise with maintenance/ground staff to ensure facilities and resources are fit to be used and are in safe working order;
15. Complete any additional responsibilities as reasonably required by or on behalf of the Headteacher.

### Leadership & Management

1. Lead and manage the department by providing a professional, positive, pro-active and creative approach to all areas of the curriculum at all key stages;
2. Support the SLT in implementing whole school practice;
3. Develop a team ethos within the department;
4. Manage and delegate job roles within the department;
5. Ensure that staff are given a full range of teaching experience and allowed to develop different aspects of their teaching;
6. Represent the views of the department at Subject Leader Forum meetings;
7. Contribute to whole school strategic planning through input into the School Improvement Plan (SIP) as well as the School Self Evaluation Form (SEF) where appropriate and the Department Improvement Plan (DIP);
8. Establish effective departmental communication through the timely preparation of agendas, chairing of meetings and publication of minutes;

9. Organise regular departmental meetings to:
  - discuss innovation in Teaching and Learning;
  - provide the opportunity to disseminate good practice;
  - establish and monitor standards;
  - evaluate the progress of all students and groups against targets;
  - evaluate the impact of current action plans to continually raise standards.
10. Through effective line management:
  - Promote the wellbeing/morale of colleagues;
  - Provide opportunities for staff to discuss their own personal development and wellbeing and recommend staff development opportunities;
  - Support staff in receiving appropriate CPD which meets the needs of the individual, the department and the school;
  - Provide effective Performance Management and support staff in achieving their Performance Management targets;
  - Support staff who may have to deal with challenging parents.
11. To be aware of the health, and safety and behaviour of all members of the school community at all times when engaged in school activities either on or off site and to deal with or report any areas of concern immediately.

#### **New staff**

1. Assist with the appointment of new staff within the department;
2. Induct new staff;
3. To work closely with trainees/ECTs as appropriate.

#### **Teaching and Learning**

1. Teach well prepared, challenging lessons in accordance with the school's expectations;
2. Demonstrate your commitment to personal development through your actions and your commitment to your own Performance Management;
3. Lead curriculum change as appropriate;
4. Ensure public examination syllabuses are taught thoroughly, keeping abreast of changes and swiftly making amendments as required;
5. Oversee the writing and delivery of appropriate Schemes of Work which meet the academic needs of all students and examination requirements of all relevant boards;
6. Review and constantly seek to improve the quality of teaching and learning in the department through implementation of the DAOS observation schedule as well as regular book reviews and careful listening to staff and student voice;
7. Encourage staff to share good practice within the department;
8. Promote a stimulating learning environment, including useful and stimulating displays, which encourage students to learn.

#### **Achievements and Standards**

1. Analyse and interpret all performance and report data;
2. Track and monitor individual students and different groups of students in order to develop appropriate action plans and interventions to bring about improvements where needed;
3. Monitor the quality of teaching, learning and achievement through sampling of lessons, student voice and student work;
4. Ensure appropriate departmental moderation occurs as required throughout the year;
5. Take appropriate responsibility for behaviour management within the department and across the school to ensure a safe, secure and structured learning environment.



**General requirements**

1. Lead teams in after school and Saturday morning fixtures;
2. Teach a range of sports;
3. Carry out any pastoral support roles (including being a form tutor and teaching Learning for Life) as required;
4. Provide clear and useful feedback to students and parents/carers as required;
5. Attend periodical after school meetings/events such as Visitation, Parents' evenings, Whole Staff meetings or Subject Leaders meetings as required by the Headteacher and published in the school calendar;
6. Provide articles promoting and celebrating sport to the School Newsletter each half term;
7. Check your email regularly and respond in a timely manner.
8. To complete any other reasonable tasks as required by the Headteacher.



## Person Specification

	Desirable/ Essential
<b>Education</b>	
Holds a degree (or higher) level qualification in a related subject	E
Holds QTS	E
Up-to-date in-service training in subject and whole school issues	E
Additional qualifications relevant to the post (e.g. high level coaching awards)	D
<b>Experience</b>	
Experience from a similar post with management responsibility within existing or previous school	D
Recent experience of teaching the 11-18 age range	E
Involvement in the professional development of staff	E
Experience of producing examination results to a high standard	E
Experience of facilitating outstanding co-curricular provision	E
Experience of working in more than one previous school	D
<b>Specialist skills and knowledge</b>	
Strong working knowledge of the National Curriculum, issues and developments	E
Excellent administration, organisation and management skills	E
Excellent information and communication technology skills	E
Knowledge of equal opportunity issues for students and staff	E
Clear commitment to the safeguarding of students	E
An innovative and exciting approach to teaching and learning with an understanding and proven practice of excellence for all	E
Ability to motivate and coach staff to perform to the best of their ability	E
<b>Other</b>	
An outstanding classroom practitioner	E
An energetic committed individual with a clear vision and unwavering commitment to excellence for all	E
Open and enthusiastic	E
A problem solver with a 'can do' attitude	E
Ability to multitask, prioritise, stay relaxed under pressure and deal with numerous challenges simultaneously	E
Willingness and clear commitment to be involved in extracurricular activities	E
Excellent emotional intelligence, interpersonal and communication skills	E
The ability to lead and enthuse others	E
The ability to cooperate and coordinate with other departments	E
Desire and potential for future Senior Leadership Team position	D
A good sense of humour!	E

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.