



# ST GEORGE'S SCHOOL HARPENDEN

A non-denominational Christian day and boarding school



## Application Pack for Sports Assistant



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## About St George's School

St George's is a thriving, busy and heavily over-subscribed 11-18 all ability, co-educational school with 1,398 pupils including 424 in the academic Sixth Form and approximately 114 boarders. There are over 80 well qualified and committed full-time and part-time teachers: the full complement of adults employed by the Governors is over 210.

The school has been rated outstanding by Ofsted in its last three inspections; and for the last six years we have continued to have success at both GCSE and A level. In 2023, over half of GCSE grades were at 9-7 and 92% of outcomes were graded 9-4. Our valued added score has been calculated by FFT to be +0.9 grades per entry. At A Level, our students achieve 41% A\*/A and 68% A\*-B. 95% of our students have accept university offers including several Oxbridge and Medicine places.

We believe that our staff are the best asset that our school has. We appreciate the skills, knowledge and understanding that staff bring to all aspects of school life. We are always encouraging staff to **continue to develop** their own skill base and experience, as well as provide opportunities for the sharing of that knowledge with others. We consider ourselves to be a supportive and friendly environment.

As St George's is a **Christian foundation school**, we ask our staff to support us in this endeavour, even if it is not their personal belief or faith. We consider that it is our duty to provide pupils with good role models, and to that end we request that staff have high personal standards in dress, manners and behaviour. Our **Chapel** is central to the life of our school, and as part of our teaching community you would attend Chapel once a week with your House and tutees. Many of our staff choose to take an active part in chapel life, and we are grateful that many are willing to share their own experiences of faith and life with students. Part of our expectations of pupils is for them to attend Sunday Chapel three times per term. Staff are very welcome to attend Sunday Chapel, but it is not part of our formal expectations for most staff.

The **Pastoral System** at St George's is centred around four **Houses**. These form a "school within a school" culture. Students are known by their House, are loyal to it, and are passionate about being a part of it. Staff are also appointed as tutors and have an extensive range of responsibilities attached to this position. Tutor groups are arranged on a partial vertical system with lower school tutor groups comprising pupils from Years 7 and 8, middle school tutor bases, Years 9, 10 and 11 and the Upper School tutor bases having a mix of Year 12 and Year 13 students. All staff, with the exception of the Senior Leadership Team (SLT) are members of a House. You can become as involved in your House as you wish to be. But we can guarantee that when you have settled into school you will become as loyal to your House as our students are.





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## About St George's continued...

We encourage all staff to contribute to our **extra-curricular programme**. Our pupils are fun to be with, are grateful for the effort that staff put into extra-curricular delivery, and are supportive of it. Our strong behaviour ethos means that they are excellent companions on trips and are keen to learn from these educational and cultural activities. We are a busy school, with a great many things happening.



St George's is a **State Boarding School**, one of only 32 in the country. We currently host 114 boarders in our community from places as far afield as Hong Kong and Nigeria. We ask all of our staff to take an interest in our Boarding community and to be involved whenever and where ever that is possible.

In November 2018 we were recognised as The Sunday Times Comprehensive School of the Year 2019. The accolade recognises not only our outstanding examination results but also our excellent pastoral care and our work on behalf of various charities within our community.

At St George's we often refer to ourselves as the "**St George's family**" or the "**St George's Community**". We consider that our "school" includes our parental body, and the many external agencies that we work with. We are grateful that we enjoy considerable support from our parents who provide valuable assistance. They raise much needed funds through the Cecil Grant Trust Fund, and provide entertainment and fun, as well as financial assistance through our active and engaging PSA. We also have a number of parental volunteers, who support the school in various departments, coach sports and provide help within the Chapel. In addition to this the school has an active Alumni Association.

In September 2024 we will be welcoming Mr Andy Ford to our community as our new Headteacher.

I look forward to welcoming you to our school community.



Helen Barton MA  
Headmistress



Andy Ford BA  
Headteacher Designate



# ST GEORGE'S SCHOOL HARPENDEN

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## St George's School Vision

### “Aim Higher”

*“A school does not exist to send out men and women solely to play a part in life whereby they achieve a **competence and honourable** life of useful work, but it exists to send out for posterity and for their own generation, men and women who by their **character** shall leave the society in which they live, **the better for their presence** and hence the world much nearer the Kingdom.” - Dr Watts*

For over 100 years the vision for our school has not changed. We firmly believe that the principles and vision on which our school was founded are as fit for purpose today, as they have always been.

We seek to encourage **all** within our community to “Aim Higher”; through Personal development and leadership; Academic achievement; the exploring and expression of our Christian Faith; and through “service beyond self”.

This Vision is reflected in our **Governors’ Aims** that state that as a School we strive to:

- Providing a first class education which helps all of them to achieve their full potential.
- Encouraging respect for moral and spiritual values which reflect the Christian Foundation of the school.
- Helping all of them to grow into mature, self-disciplined citizens and caring members of society prepared for the challenges they will face.
- Having an environment which provides for equality of opportunity and promotes good relations between individuals within the school and in the wider community on the basis of mutual respect.





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## About our PE Department

The school is able to field A and B Lacrosse teams in every year group, with C teams in junior ages and a senior third team: over 200 girls regularly play competitive lacrosse for the school. The school is able to field A and B Rugby teams in every year group, with C and even D teams in junior ages and a senior U16 team as well as 1st and 2nds: over 200 boys play competitive rugby for the school on a regular basis over two terms.

Current and previous England Rugby internationals, Farrell, Ford, Itoje and Singleton attended St George's, as did Lacrosse Internationals Laura Merrifield (England), Nia Martin (Wales) and Katie Birt (Wales).

The attractive site offers opportunities for sport, music and drama and new building projects have substantially increased the provision of classroom and office accommodation. A Sports Centre was completed in the Autumn Term 2008. This is 4 badminton courts in size, and includes a fitness/weights room and 2 specialist PE classrooms. The Physical Education Department consists at present of 6 specialist members of staff.

St. George's enjoys an attractive self-contained site which includes 4 lacrosse pitches, 3 rugby pitches, 3 netball courts and training grids. In the summer term the site provides a full size 6 lane athletics track together with all field event areas, 4 tennis courts, 4 rounders pitches and 2 cricket squares. There is also a gymnasium, used largely for gymnastics and basketball.





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## About our PE Department (cont'd)

Physical Education is taught throughout the school according to National Curriculum requirements. Year 7 has a games afternoon and a PE lesson per week. Year 8 have 3 hours of PE over two weeks, Year 9 have 4 lessons of PE over two weeks and year 10 and 11 have 2 hours over a two week period. Sixth Formers have a choice of options on their compulsory games afternoon.

The curriculum has been designed to offer a broad range of sports at St. George's through both Key Stage 3 and 4: Invasion games, aesthetic activities, health and wellbeing activities, netball games and alternative indoor games in the Autumn and Spring Terms; with Athletics, striking and fielding activities and tennis being taught in the Summer Term.



St. George's also offers an extensive extra-curricular activities programme with clubs running during lunch and after school, together with a full fixture list occurring after school and weekends. In particular the school has a vibrant house system, and competitions between houses provide a rich opportunity for non-elite competitors to stay involved in a wide range of sports including swimming, golf, and sailing competitions.

The school offers its pupils both GCSE and A Level Physical Education both of which have run for a number of years and have enjoyed success.

St George's is understandably proud of its competitive tradition and encourages all pupils to participate fully in the many school teams. Our flagship sports of rugby and lacrosse are able to field multiple teams at each age group from U12-Seniors. These matches are predominantly played on a Saturday and both programmes have highly competitive fixture cards. During the Autumn and Spring terms we also field teams for basketball and netball in both district and county competitions as well as entering inclusive badminton and table tennis competitions at a district level. We also have Inter House matches and many of our pupils (in all years) represent Hertfordshire in County teams. A few pupils also represent their sport at Academy and National levels.



# ST GEORGE'S SCHOOL HARPENDEN

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## About the Role

We are looking for a Sports Assistant to work on a fixed term contract from September 2024 to March 2025. This is a part-time role of 30 hours per week, working Term time only.

This new role would involve supporting our PE staff and non-specialist teachers, in assisting with classes, departmental admin, coaching practices, and supervising teams. This challenging but professionally satisfying post will appeal to anyone seeking to contribute to and gain experience in a school with traditional standards and high expectations, and which would help prepare a successful and ambitious candidate for teaching posts or teacher training. This is a school of distinction with highly motivated, well-disciplined pupils.

Applications are invited from enthusiastic and able coaches to contribute to our curricular and extra-curricular programme. It is desirable that applicants have recognised NGB coaching qualifications in their specialist sports, but previous playing and coaching experience will be taken into consideration. We particularly invite those candidates that have experience with coaching lacrosse, netball and or basketball. An ability to coach lacrosse is desirable but the expectation is that candidates will support the department in more than one sport.







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## About the Role

<b>Job Title:</b>	Sports Assistant
<b>Reports to:</b>	Head of PE Department
<b>Grade:</b>	H4 grade point 7
<b>Contract:</b>	Fixed term contract from September 2024 to March 2025
<b>Hours:</b>	<ul style="list-style-type: none"><li>• 30 hours a week across 5 days per week including Saturday mornings</li><li>• Term time only</li></ul>
<b>Salary:</b>	Full-time Equivalent salary: £24,294 per year plus outer fringe allowance of £689 per annum  <b>Pro-rata Salary</b> for part-time hours and term time only contract is <b>approximately £16,938 inclusive of outer fringe per annum</b>
<b>Benefits:</b>	<ul style="list-style-type: none"><li>• Additional training and support</li><li>• Ongoing professional development</li><li>• Free Lunch on working days</li><li>• Use of the school's fitness suite/Gym</li><li>• Childcare Voucher Scheme</li><li>• Staff Wellbeing Programme</li><li>• Employee Assistance Programme</li><li>• Free parking on school site</li><li>• As a permanent member of staff you benefit from the application being favourably ranked if you apply for a day admission place for your child at St George's school, subject to meeting the requirements of our published Admissions Criteria and Policy.</li></ul>
<b>Start Date:</b>	September 2024



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## Job Description

### Main Areas of Responsibilities

- Provide coaching in curriculum and extra-curriculum time across the age range.
- Coach and provide referees for school teams at fixtures and tournaments.
- Provide support for the Physical Education Teachers within the school such as designing practices, selecting teams, organisation of transport and equipment, team teaching, etc. This will involve both lesson support and administrative tasks and may include helping to provide short-term cover for absent staff.
- Provide support for the Physical Education curriculum in more than one sport, where appropriate and directed.
- For a suitable candidate leading their own team, suitable support and training will be provided by the school and department.
- These duties may be subject to review and amendment, according to the changing needs of the department and the school.





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[Job Description continued...](#)

## **Equalities**

Be aware of and support difference and ensure that the School's equalities and diversity policies are followed.

## **Health & Safety**

Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, and report all concerns to an appropriate person.

There will be times when the post holder works alone and they must be prepared to take all appropriate health and safety precautions, taking responsibility for themselves and the site whilst on duty.

## **Disclosure & Barring Service**

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure, with list checks, will be sought through the Disclosure & Barring Service as part of the School's pre-employment checks.

All those required to have a DBS check are required to inform the school at the earliest opportunity of any conviction, caution or bind-over that they have received or any police investigation which may lead to one of these. Failure to do so, without legitimate cause, would be a serious breach of school discipline.

## **Additional Information**

The postholder is required to contribute to, and support the overall aims and ethos of the school, maintaining its high standards and expectations. All staff are required to participate in training and other learning activities, and in performance management and development as required by the school's policies and practices.

This post is subject to a 2-month probationary period, which should provide you with the opportunity to discuss your progress within the role, identify any training needs and address any concerns.

*The duties and responsibilities listed in this document describe the post as it is planned at the present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.*



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## Person Specification

Qualifications	Essential / Desirable	Application Form	Interview Process	References
Good Honours Degree	D	✓		
NGB Coaching Qualification	D	✓		
Coaching Experience	E	✓	✓	✓

Experience and Training	Essential / Desirable	Application Form	Interview Process	References
Be a good coach with the ability to inspire students to want to play sports	E		✓	✓
Ability to develop players by analysing their performances and identifying areas of improvement	E	✓	✓	✓
Experience of coaching in more than one sport	D	✓	✓	
Commitment to developing your own understanding of non-specialist sports	D	✓	✓	
Enthusiasm for developing innovative approaches to learning, coaching, mentoring and guidance	D	✓	✓	✓
Experience of selecting and managing teams	D	✓	✓	✓
Ability to officiate in a chosen sport	D	✓		
IT Skills	D	✓	✓	



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## Person Specification

Ethos	Essential / Desirable	Application Form	Interview Process	References
Support the ethos of the Christian Foundation of the school and all support systems	E	✓		
Work with and encourage all pupils irrespective of capability	E	✓	✓	✓
Demonstrate commitment to supporting and developing well rounded young people through sport	E	✓	✓	✓

Personal Qualities	Essential / Desirable	Application Form	Interview Process	References
Ability to communicate effectively at all levels	E	✓	✓	✓
Exhibit enthusiasm and passion for subject area	E	✓	✓	✓
Possess integrity, optimism, credibility and resilience	E		✓	✓
Have qualities which earn the trust of and respect of students, staff, parents and governors	E		✓	✓



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## How to Apply

To apply, please complete the online application form via [www.stgeorges.herts.sch.uk/vacancies](http://www.stgeorges.herts.sch.uk/vacancies).

**We do not accept CVs or job application submitted through email.**

**Closing Date :** Wednesday 8th May 2024 at 8:00 am

**Interview Date:** To be confirmed

**Applications will be shortlisted throughout the process and we may interview and close the advert early if we are in a position to recruit a suitable candidate. We therefore encourage interested candidates to apply early.**

If you have any questions regarding the application procedure, please contact HR Department by emailing [recruitment@stgeorges.herts.sch.uk](mailto:recruitment@stgeorges.herts.sch.uk) or calling on 01582 716228.

### **Interview Arrangement**

If shortlisted you will be invited to attend an on-site interview at St George's School in Harpenden, AL5 4TD.

### **Personal Statement**

You will need to include a personal statement in your application, detailing how you meet the specific requirements of this position and why you specifically want to work at St George's School. Please provide specific examples to illustrate your knowledge, skills, and experience. When writing your responses ensure to evidence additional aspects such as training, qualifications, together with your background and experience within the personal statement.

### **References**

Please provide details of two people to whom reference may be made. The first referee should normally be your present or most recent employer. If you are currently working in education this should be your Headteacher or equivalent person. If you are not currently working with children please provide a referee from your most recent employment involving children (if applicable). It is normal practice to take up references on shortlisted candidates prior to interview.



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## Important Information

### **Disclosure and Barring Service check (DBS)**

St George's School is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. This post will require a Full Enhanced, with List Checks, Disclosure and Barring Service check (DBS).

### **Online Searches**

We are required to conduct online searches about all candidates as part of the selection and appointment process, in accordance with Keeping Children Safe in Education guidance, in order to identify any incidents or concerns which are publicly available online. By submitting and signing your application, you acknowledge that such searches will be conducted as part of the selection and appointment process.

### **Right to work in UK**

We will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. By submitting and signing your application, you acknowledge that such evidence will need to be provided should an offer of employment be made.

