



CLAREMONT FAN COURT SCHOOL



JOB INFORMATION

HEAD OF JUNIOR SCHOOL GAMES AND PE

Closing Date: 9.00am Thursday 16 May

Interviews will be held on Tuesday 21 May



THE SCHOOL

Claremont Fan Court School is a co-educational, independent school with over 1000 pupils aged from 2 to 18 years, situated just outside Esher, Surrey. The school is set in the historic landscaped grounds of the 100 acre Claremont Estate. It is a happy, busy and purposeful school with hard working staff and pupils eager to learn.

We are in the process of amalgamating the preparatory school with the pre-prep and nursery to form the junior school which will improve strategic planning, teaching and learning outcomes, operational management and enable better use of shared resources to meet the evolving needs of pupils now and in the future.

The Junior School

Class sizes in the junior school are small with a maximum of 20 pupils in the EYS, years 1 and 2 and 22 pupils in years 3-6 and are supported by a team of qualified teaching assistants, with a high ratio of well qualified teaching and support staff for each child. Specialist staff teach French, PE, games, music and forest school. Children are also able to take part in a wide variety of co-curricular activities before, during and after school to enrich learning and develop skills outside the classroom.

We set aspirations for our pupils at the highest level and are deeply interested in setting a culture where we all believe we can do a little better tomorrow than we did today. Governors, parents and our local community hold our school in high regard, recognising that ‘something special is going on here’.

Our curriculum is engaging, imaginative and robust, with pupils encouraged to become diverse learners. We provide relevant, regular and purposeful staff professional development to ensure our teaching reflects the latest educational research and that children reach their academic potential. We encourage and support staff who show leadership aspirations and work alongside them to develop the knowledge, skills and experiences they need to build their careers, whilst making a positive difference in the classroom and beyond.

We are very proud of our pupils who are creative and curious; confident yet kind in their actions. They consistently show very high levels of personal motivation, which is matched by our committed and enthusiastic staff team.



MISSION AND ETHOS

Mission

Our mission guides the ethos of the school and is a primary document for all who work at the school.

- To provide an environment where the God-given potential of every individual is recognised and valued. With this recognition comes the expectation of high personal achievement and moral standards and a developing awareness of our individual responsibility to each other and our world.
- To maintain a broad and forward-looking curriculum in which pupils are encouraged to think independently to meet the demands of a rapidly changing world.
- To encourage our pupils to awaken to all that is good and true within and around them in their spiritual journey of self- discovery.
- To equip our pupils with a strong set of values for future decision making.
- The following values are fundamental to everything we do: courtesy, respect, trust, moral integrity, self-discipline, love for God and man.
- The School embraces the whole Claremont family: pupils, parents, guardians, staff and governors in its mission, vision and ethos

Vision

In accordance with our mission, Claremont Fan Court develops individuals who are outstanding citizens, aware of their responsibility to others and contribute positively to global society.

We realise this by being a high-quality school of choice where young people achieve more than they think is possible.

Ethos

Goodness underpins this school. Teachers, staff, pupils and their families are expected to support and extend the atmosphere of respect, courtesy, the love of learning and the value of friendship that is held dear at Claremont Fan Court School. This peaceful and purposeful intent extends throughout every lesson and into the pastoral and co-curricular activities we offer.

Young people leave Claremont Fan Court School as confident, contributing and caring members of the global community. They cherish the values that equip them to make a positive contribution and be a force for good in the world.



THE DEPARTMENT

The junior school consists of a group of hard working, energetic and lively teachers who work together to achieve excellent results. The junior school sports department consists of around five specialist members of staff who deliver a variety of sporting disciplines to pupils in Years 1-6. They fall under the umbrella of the whole school sports department and work closely with colleagues in the senior school and, depending upon sport specific expertise, may deliver sport to pupils in Years 7-13.

There are regular trips, sporting or otherwise, to help enhance the pupils' education as well as weekly sports fixtures and a willingness to assist with these is expected. The graduate sports assistant will work mainly in the junior school and will be line managed by the head of junior school PE.

Pupils are taught to understand the relevance of a healthy lifestyle and the junior school operates an inclusive philosophy. Sports is an ever-changing subject, and the successful candidate should be open to new ideas and be ambitious for themselves and the department.



THE ROLE

We are looking to recruit a full-time, head of junior school PE and Games starting September 2024 or January 2025. The head of junior school PE and games will ensure high standards of teaching, learning and achievement, efficient use of resources and the creative development of the PE and sports curriculum to enable maximum pupil participation, sporting success and foster an enjoyment of sport amongst all pupils.

The head of junior school PE and games is line-managed by the director of whole school sport. They will have line management responsibility for members of the junior school PE and games department. They will have dotted line management responsibility for the PE teachers and sports coaches within the senior school where they deliver PE in the junior school in conjunction with the senior school head of co-curricular sport and games.

Strategy

- In conjunction with the director of whole school sport and the head of junior School, design, develop and review an engaging PE and games curriculum (both curricular and co-curricular) tailored to the needs of the junior school in support of the whole school vision for PE and games

Management and leadership

- Oversee and deliver a comprehensive PE and games programme for the junior school including football,

netball, rugby, cricket, lacrosse, athletics, gymnastics and swimming

- Oversee the effective preparation of all the school's sports teams for regional and national competitions, and requisite administration. Currently this involves rugby, football, netball, cricket, lacrosse, gymnastics, tennis and athletics
- Actively promote enthusiasm for the subject outside the timetable with a far-reaching scheme of extra-curricular activities that enhance the sporting tradition of the school
- Regularly promote sports tours, trips and weekend residential to enhance the co-curricular provision
- Organising the annual sports celebration evening where students celebrate all sporting successes.
- Assist the head of junior school and director of whole school sport with the recruitment of new staff and liaise closely with HR to ensure all checks are complete
- Encourage members of the department to develop their leadership potential and to share and develop new ideas
- Work with the head of junior school, director of whole school sport and the marketing department to contribute to the positive promotion and marketing of the junior school
- Manage day to day administrative requirements such as arranging departmental timetables and sports fixtures, ensuring accurate records are kept and delegating as appropriate to ensure the efficiency of



THE PERSON

- the department
- Line manage and deploy junior school PE and games staff
- Budget responsibility for the department, identifying future resourcing needs and aspirations for the department
- Ensure that all resources are fit for purpose and used in accordance with health and safety guidelines

Teaching and learning

- Develop and deliver high quality schemes of work for PE and games that cater to diverse learning styles and abilities, ensuring that all children reach their full potential
- Work with other teachers to plan and deliver the curriculum, activities and special projects to ensure ideas are shared
- Keep up to date with developments in the teaching of sport and education in general to ensure that best practice is integrated to enhance learning and participation
- Foster a positive environment that encourages active participation
- Ensure that schemes of work and the departmental handbook are used, reviewed and modified in line with whole school policy to ensure high standards of teaching and learning, coordinating with the director of Whole School sport
- Monitor pupils' work and the class practice of those in the department, including extra sport lessons by visiting teachers
- Assess pupils' learning on a regular basis to set new targets for development, in line with school policies and procedures and give prompt and timely feedback

- Conduct formal and informal reporting to parents in line with school policies and procedures

Pastoral

- Have an excellent understanding of child development, especially focused on the characteristics of the primary age group
- Act as a form tutor
- Be familiar with relevant information about each pupil before the new academic year begins (or before a new pupil joins)
- Establish relationships with pupils that make them feel secure and cherished
- Support pupils in their academic development/progress, wellbeing and co-curricular activities
- Report any issues of concern relating to both the pupils and staff, including child protection issues to the DSL team. This may include having to manage disclosures

General requirements

- Maintain open and effective communication with pupils, parents and colleagues to promote PE and games and address any concerns or feedback
- Attend and support whole school meetings, departmental meetings, school assemblies, parents' evenings and open mornings and events
- Attend in-service training sessions at school or on relevant courses as appropriate during INSET days and on other occasions
- Undertake any additional tasks to support the pupils and the school as reasonably requested by the head.

The successful candidate is likely to match the following characteristics:

- Possess a strong honours degree in a relevant discipline, and a teaching qualification is desirable
- Up to date knowledge of the national primary curriculum and national strategies through recent teaching experience
- An understanding of the Early Years Foundation Stage would be desirable but not essential
- Understand strategies for raising standards of achievement
- Possess an understanding and the skills required when teaching pupils with a range of learning styles and abilities, encouraging all to develop to their maximum potential
- Have an understanding and experience of appropriate strategies for managing pupils' behaviour
- An ability to coach at least one core sport (such as netball or football) and one non-core sport (such as swimming (KS1), dancing or gymnastics).
- Excellent communication and interpersonal skills to engage with the school community and promote the PE and games
- Strong knowledge of child development, physical fitness, and sports coaching principles.
- Excellent leadership, organisational, and interpersonal skills.
- Ability to inspire, motivate, and engage students in physical activity and sports
- Commitment to promoting diversity, inclusion, and equity in PE and Games
- Passionate about promoting physical fitness, health, and wellbeing among students
- Enthusiastic, energetic, and dedicated to creating a

- positive and supportive learning environment
- Resilient, adaptable, and able to manage multiple priorities and tasks effectively
- Collaborative team player with a proactive and solution-focused approach
- Willing to promote and be loyal to the ethos of the school



WORKING AT CLAREMONT

Claremont Fan Court School is set in a beautiful location and is a warm and welcoming community. Professional standards are high, and we encourage ongoing training and personal development.

Staff feel highly valued and have a strong sense of purpose and teamwork in delivering the common goal of providing pupils with both the very best education and an enjoyable learning experience during their time at the school.

The school is located just outside Esher in Surrey and is easily accessible from the A3, M3 and M25 with ample free staff parking. The nearest train station is Claygate which is a 25-minute walk, with local bus services also available.

Esher and its neighbouring towns offer easy access to both central London and the stunning Surrey countryside, offering a feeling of space whilst being only a stone's throw from London and all the facilities a capital city has to offer.

The local area has a mix of leisure activities available. Both the historic palace at Hampton Court and the beautiful gardens at RHS Wisley are nearby, as well as Sandown Racecourse. There are many arts venues (theatres, cinemas, live music) and sports clubs in the surrounding area and for cyclists there is access to some of the finest roads.

Property prices tend to be high locally but there are affordable options a little further out, and many staff choose to live slightly further afield.

Claremont has its own teaching payscale and this role will pay a competitive salary, depending on experience.

Benefits include generous contributory pension scheme (currently through TPS), a generous discount on school fees, cycle to work scheme as well as complimentary lunches and refreshments during term-time.



HOW TO APPLY

Please ensure you read the job information pack carefully, as well as the school's Recruitment, Disclosures and Selection Policy, Safeguarding Policy and Applicant Privacy Policy on our [website](#).

Applicants are asked to complete the downloadable application form available on our website. You should provide a covering letter in support of your application addressed to the head of Preparatory School, Mrs Helen Hutton-Attenborough..

Please note: applications should be submitted by email and sent to jobs@claremont.surrey.sch.uk

Documents must either be in Microsoft Word or *pdf format as we are not able to accept any other type of file.

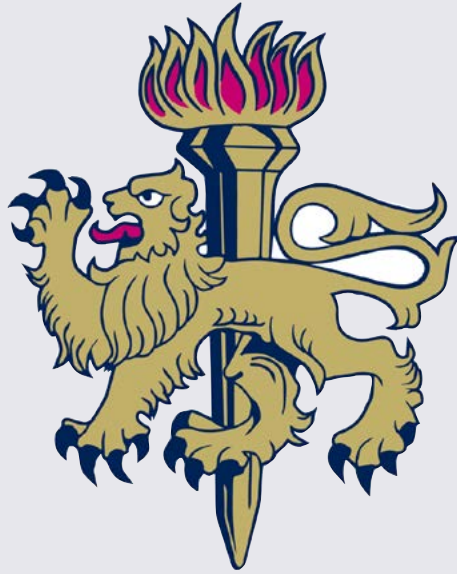
All applications will be acknowledged by email within one working day of receipt. Please contact Human Resources on 01372 473720 should you have any questions or if you have not received an acknowledgement.

Please note that we reserve the right to conduct interviews prior to the closing date. References may be taken up at any stage during the recruitment process.

Claremont Fan Court School and its staff are committed to safeguarding the welfare of children. Successful applicants will be required to undergo screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is an offence for any person barred from working with children to apply for this post.

Closing date: 9.00am Thursday 16 May 2024

Interviews will be held on Tuesday 21 May 2024



CLAREMONT FAN COURT SCHOOL

www.claremontfancourt.co.uk | jobs@claremont.surrey.sch.uk
Claremont Drive, Esher, Surrey KT10 9LY