



Sports Teacher  
Candidate Specification

Dear Applicant,

Thank you for your interest in the role of Sports Teacher at Edge Grove. This is a full-time position starting on 1<sup>st</sup> January 2025.

The School seeks to employ an inspiring, child-centred and dynamic individual who will work collaboratively and proactively to celebrate and promote the excellence of Edge Grove's Mission, its core Values and its pupils' remarkable progress and outcomes.

The successful candidate will place children at the centre of their thinking and work with teaching and non-teaching colleagues alike to ensure the best possible outcomes for each child. They will be solution-focused, be a strong communicator both when writing and speaking and will recognise and celebrate our community's unique cultural diversity. They will be excellent analytical thinkers and innovators, active learners and strategic thinkers, who are keen to develop their teaching roles in pursuit of future managerial roles. They will be critical, creative and original thinkers able to use their initiative. They will demonstrate excellent teamwork and leadership skills and be passionate about influencing communities for the better. They will be resilient and flexible in approach to problems and possess outstanding reasoning, problem-solving and ideation skills. They will lead by example in all of these skills in pursuit of an outstanding future career in education. The successful candidate may have previous experience of working in independent schools, but this role is equally open to applicants who have never taught in independent schools. They will enjoy engaging with prospective, current and former pupils, teaching and non-teaching staff, parents and governors. They will demonstrate excellent administration, leadership, organisational and communication skills, be able to multitask effectively in a busy and demanding environment, have a high level of emotional intelligence and empathy and be able to work effectively with all stakeholders at all times.

'Welcome to the Pride' is the School's strapline, which articulates the warmth and strength of our diverse child-centred community in which children are at the centre of our thinking. Edge Grove provides children with 60 acres of beautiful estate, heritage buildings, wonderful facilities and the educational space for children to grow and develop. Our pupils feel a strong sense of belonging and pride in our community and devised the 16 core Values of the School, living within them. They develop independence and confidence as they move up through the School and develop the ten core skills identified by the World Economic Forum as those which will future-proof them for a future life and love of learning and fulfillment. We want children to develop their own unique character and creativity in pursuit of future happiness and success and in doing so to make their prep school days the best they can be.

The candidate specification which follows identifies the scope of the role, including the breadth of activities and personal specifications, but is not exhaustive. I hope that it provides you with all of the information that you need about the role. If you have any further questions, please do not hesitate to contact me or refer to the School website at [www.edgegrove.com](http://www.edgegrove.com). If the words above strike a chord and you would like to play a part in the School's educational development, please read on!

I look forward to receiving your application and meeting you.

With best wishes,

Yours,



Ed Balfour  
**Head**

# JOB DESCRIPTION

**Post:** Sports Teacher

**Responsible to:** Director of Sport

Sports Teachers work as key members of the Sports Department, planning and teaching lessons and assessing pupil performance in PE and Games lessons. They contribute influentially to department meetings and take an active part in the co-curricular life of the School.

## **Overall Responsibilities.**

- Promote the School's core Mission and Values and the School's educational culture;
- Inspire high levels of pupil integrity, independence and development of life skills;
- Comply with and promote all statutory and non-statutory policy and procedure.

## **Integrity**

- Promote Pastoral Integrity in accordance with the Mission and Values.
- Develop excellent relationships with colleagues across the School;

## **Independence**

- Promote pupil independence in all learning environments;
- Teach a full timetable of lessons with outstanding levels of pace, variety and challenge;
- Inspire a love of sports in all pupils whatever their ability or needs;
- Take full responsibility for your team, publishing team sheets in line with departmental processes;
- Contribute extensively to the School's co-curricular activities programme;
- Contribute influentially and supportively to department meetings;
- Gather accurate data with which to track and assess all pupils' sporting development;
- Assist the Director of Sport in the development of all schemes of work;
- Manage one Sporting Facility, reporting back frequently to the Sports and Estates Departments;
- Provide outstanding customer service to all parents;
- Manage one main sport per term;
- Contribute to the pupil scholarship programme;
- Maintain accurate records of pupils' performance for internal assessments;
- Provide written reports as appropriate;
- Keep up-to-date with current educational thinking and practice through study and training;
- Cover for absent colleagues and carry out other supervisory duties as required;
- Contribute influentially to the co-curricular life of the School.

Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position;
- Having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions to showing tolerance of and respect for the rights of others;
- Promoting fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs;
- Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law;
- Teachers must have professional regard for the ethos, policies and practices of Edge Grove, and maintain high standards in their own attendance and punctuality.
- Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.



What is set out above amounts to a statement of what may be regarded as minimum expectations, not an exclusive summary and may be amended at the reasonable discretion of the Head to meet the changing needs of the school.

## **CHILD PROTECTION**

Members of staff will have unsupervised access to children. All members of staff work in accordance with the School's Child Protection and Safeguarding Policy published on the School's website. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risk to the safety and welfare of pupils, they report concerns immediately in accordance with policy.

What is set out above amounts to a statement of what may be regarded as minimum expectations, not an exclusive summary and may be amended at the reasonable discretion of the Head to meet the changing needs of the School.

## **HEALTH AND SAFETY**

The School takes its obligations under the Health and Safety at Work Act seriously and the post holder will be required to comply with all aspects of the School's Health and Safety Policies, particularly in relation to safe working practices. All staff must keep up to date with the requirements of these policies, which are regularly updated and posted on the Staff Intranet.

## **SALARY AND BENEFITS**

Edge Grove offers its staff attractive salaries and pay progression compared to the wider education sector. We reward experience and responsibility and will discuss the salary for this position with candidates at the interview.

### **Other benefits include:**

- ❖ Access to The Aviva Pension Trust for Independent Schools (APTIS) This is a defined contribution pension scheme for teaching staff;
- ❖ Life Assurance Cover which provides death in service cover;
- ❖ Income Protection Benefit;
- ❖ Free school lunch and refreshments during term time whilst the kitchen is operating;
- ❖ Parking on site in designated areas at no cost, although all vehicles are parked at the driver's risk;
- ❖ Access to an Employee Assistance Programme;
- ❖ School fee discount for teaching staff whose children are Edge Grove pupils, subject to the School's normal admissions procedures;
- ❖ Cycle to Work Scheme.

## **TERMS & CONDITIONS OF EMPLOYMENT**

- All appointments are subject to an enhanced check with the Disclosure and Barring Service and at least two references from past employers, including any school employment during your career;
- All staff comply with the School's Child Protection and Safeguarding Policy;
- All staff set an example to pupils and dress appropriately at all times;
- The School operates a no smoking and no vaping policy;
- The School takes its obligations under the Health & Safety at Work Act seriously and the post holder requires all staff to comply with all aspects of the School's Health & Safety Policy, particularly in relation to safe working practices;
- All staff keep up to date with the School's current policies and posted on the staff shared drives;
- The School reserves the right, for operational reasons, to transfer you to alternative duties. For

this reason, it is a condition of employment that you are willing to do so, if requested, from time to time.

## **DATA PROTECTION**

The School collects personal data during the recruitment process, which it adds to the successful candidate's employment record. The School retains application information on unsuccessful candidates for six months after the completion of the recruitment process; after this, it will securely destroy it. For further information on how we use your information and with whom we share it, please refer to the Staff Data Protection Privacy Notice available on our website.

## **RECRUITMENT & SELECTION**

Edge Grove School Trust Limited is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All applicants undergo child protection screening. This post is exempt from the Rehabilitation of Offenders Act 1974. The School carries out pre-employment checks, seeks references and conducts an Enhanced DBS check and other relevant checks with statutory bodies on the successful candidate.

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders as part of our Recruitment, Selection and Disclosures Policy. If you are shortlisted, you will declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account. Guidance will be provided when you are invited to interview.

Please read the Recruitment, Selection and Disclosure Policy which is available on our website and should be read before making your application.

Please fully complete an application form which can be found on the About Us / Job Vacancies page on our website [www.edgegrove.com](http://www.edgegrove.com). Please email the completed form and an accompanying letter of application addressed to the Head, to [hr@edgegrove.com](mailto:hr@edgegrove.com). Applications must arrive prior to the closing date and time. CVs are not accepted. Please apply as soon as possible as shortlisting/interviews will progress up until the closing date. However, should a suitable candidate be appointed, we reserve the right to close the advert early.

Please refer closely to the 'Notes for Applicants' page in the application for employment and ensure that you are aware of your responsibilities relating to the declaration of criminal convictions and cautions for a position within the School.

Please note that due to the volume of applications we receive, we are unable to provide individual feedback except to those candidates who are invited to interview.

The School is committed to being an equal opportunities employer. To enable us to make any reasonable adjustments please let us know at application stage if you have any special requirements.

To arrange an informal visit to the School or to discuss the role in confidence, please contact the Head via [hr@edgegrove.com](mailto:hr@edgegrove.com) or 01923 855724.