



ST. EDWARD'S OXFORD

SPORTS COACH – FOOTBALL (PART-TIME FOR AUTUMN & SPRING TERM 2020/21) **CLOSING DATE FOR APPLICATIONS: 18th SEPTEMBER 2020**

A message from the Warden

Thank you for expressing an interest in working at St. Edward's – a co-educational boarding and day school set in the heart of Oxford.

The joy of St Edward's is that we are not a school with a single focus. The deliberate emphasis on a broad range of academic abilities creates a community that fizzles with varied interests and enthusiasms. Our educational ethos is built on respect for the whole person, in and out of the classroom, with our strong sense of community creating an exceptionally cheerful and uplifting environment for both pupils and staff.

This is a very exciting time for us – outstanding new, university-style academic facilities and a stunning, oval-shaped Hall are nearing completion at the heart of the School in the Quad. To find out more visit our website www.stedwardsoxford.org. You can find a copy of our prospectus [here](#).

About the School

Founded in 1863, St Edward's is an independent, co-educational boarding school for pupils aged 13 to 18 (year 9 to year 13); there are presently approximately 700 pupils, of whom 85% are boarders. Our boy/girl split is 60:40 and overseas pupils make up 15% of our community.

There are 13 boarding Houses, most of which house around 60 pupils from all year groups. The school week includes lessons on Saturday mornings, apart from leave weekends or exeats which occur about every three weeks. The boarding and day arrangements offer flexibility for families: day pupils may leave at 6:30pm or 9:00pm (most opt for the latter), and boarding pupils may choose to go home on Saturdays after sport and other commitments - but with a rich and varied weekend programme, a significant proportion of the boarding community stays in school on Saturday nights.

Pupils take part in a wide range of sports and activities in the afternoons and at weekends. St Edward's has a national reputation for sport: both boys' and girls' teams have been county and regional champions in a variety of sports and at all ages.

About the role

We wish to appoint a Sports Coach for the Autumn and Spring term to assist with football coaching. The pupils to be coached range from beginners to performance level.

Main responsibilities:

- To assist with football coaching during scheduled sessions (Monday and Wednesday afternoons with additional days as required).
- To deliver excellent and innovative training in accordance with recognised standards.
- To work alongside School staff coaches when coaching students.
- To ensure all activities are conducted in accordance with the School's Health & Safety and Child Protection policies.
- To ensure satisfactory conduct of pupils during the instruction periods.
- To provide feedback to the Master in Charge of Football on the progress of pupils.

The list above is not exhaustive and the Football Coach will be expected to carry out other reasonable tasks as required by the relevant Master in Charge and/or the Director of Sport

Duration of contract

We would like the successful candidate to begin work as soon as possible and the appointment will end on 27th March 2021.

Hours of work

Details of the required working hours are as follows:

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|---------------|--------------------|----------------------|----------------|
| • Autumn Term | Monday | 4.30pm until 6.15pm | Term-time only |
| | Wednesday | 3.30 pm until 5.00pm | |
| • Spring Term | Tuesday & Thursday | 2.30pm until 4.30pm | Term-time only |

There may also be a requirement to coach additional days and the number of working hours may vary from week to week. This will be agreed between you and the Master in Charge of Football.

Remuneration

An hourly rate commensurate with experience will be paid. Payment will be made for hours worked only on production of completed timesheets. Salaries are paid on 25th of each month, unless the 25th falls on a weekend or Bank Holiday, in which case payment will be made on the preceding Friday.

Holiday

You will not be required to work outside of the School term. Paid holiday entitlement will be based on the statutory minimum of 5.6 weeks per annum, pro rata to hours and weeks worked. Holiday pay will be calculated and paid at the end of the contract.

Sickness Benefit

There is no entitlement to sickness benefit, except for Statutory Sick Pay, which will be paid if the qualifying conditions are met.

Pension

The role is eligible for membership of the School's pension scheme for support staff.

Termination of Employment

The minimum period of notice required to be given by either the post holder or the School is one week, or a period of notice terminating on 27th March 2020, whichever is the shorter.

Miscellaneous non-contractual benefits

- Free lunches are available during times when the School's kitchens are in operation provided that you are taking pre-arranged coaching or engaged in activity, on the School premises before and after each meal. You will not be paid for time spent at school meals.
- Sports coaches may use The Nuffield Health Fitness and Wellbeing Gym (which is situated on the School site).
- Car parking is available on-site.
- The School provides an employee assistance programme (EAP) which gives access to a comprehensive website and a dedicated helpline offering information, support and counselling around the clock. The EAP is completely confidential and the provider is independent of the School.

About the Candidate

Person Specification Characteristics	
Minimum Level 1 football coaching qualification (a higher qualification is desirable)	Essential
Previous experience of playing/coaching football	Essential
Group coaching experience (in any sport)	Essential
Experience of coaching a range of abilities and ages	Essential
Ability to maintain confidentiality	Essential
A willingness to be flexible	Essential
Desire to develop coaching skills	Desirable
Ability to design fun and games-based practice	Desirable
Committed to safeguarding children and young people	Essential
A willingness to work with the School's Child Protection guidance for staff and follow relevant procedures	Essential

Confidentiality and Data Protection

In the course of their employment, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the School and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. The School is registered under the General Data Protection Regulation (GDPR). Staff must not at any time use data held by the school for personal use or disclose such data to a third person/party.

Child Protection at St Edward's

St Edward's is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. It is a requirement of the Children Act and Care Standards Regulations that all employees of the School must receive enhanced clearance from the DBS.

Health and Safety

The School is obliged to provide you with a work place and working conditions which, so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others. Employees must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions

About the Selection Process

Those candidates whose applications we are pursuing will be contacted shortly after the closing date and invited to interview. At this stage we will take up references unless the candidate explicitly asks us not to contact a referee at this stage.

If we receive a large number of high-quality applications, we may conduct preliminary telephone interviews in advance of a formal interview at the School. The formal interview will involve meetings with various colleagues and will seek to assess how well the candidate meets the requirements of the post, and will include an assessment of the candidate's suitability to work with children.

Candidates will be asked to bring with them to interview any certificates relating to qualifications mentioned on the application form and identity and proof of address documents. Any discrepancies or anomalies in the application form will be taken up at interview. As part of the verification process,

a candidate's present and past employers may be contacted, whether or not their name is given as a referee.

If you would like further information about this post, please contact Nic Bond, Deputy Director of Sport, preferably by email: bondn@stedwardsoxford.org

Application forms can be found on the School website: www.stedwardsoxford.org. Completed forms should be emailed to recruitment@stedwardsoxford.org or posted to Recruitment, St Edward's School, Woodstock Road, Oxford OX2 7NN.

Closing date for applications is 18th September 2020. We reserve the right to appoint at any stage during the application process.