



Director of Sport Job Description



Introduction

Chigwell School is seeking a well-qualified, energetic and committed individual to become Director of Sport. This is an exciting time for the School; our new sports centre will open in autumn 2023 and our outdoor facilities, including the 3G and astro pitches are already outstanding. We are looking for an individual who is an inspirational leader and who will develop and deliver a vision for sport here and for the wider community; this is sport for competition, sport for recreation, sport for fun and sport for wellbeing. The successful candidate will lead a highly committed team of staff who work hard to ensure that as many pupils as possible participate in sport.

Background

Founded in 1629 by Samuel Harsnett, the son of a Colchester baker who went on to become Archbishop of York, Chigwell School stands on its original site with the original school building still in use. However, whilst Chigwell of today is conscious of its long-standing history, it is a forward-looking, ambitious, coeducational independent school of 1040 pupils aged four to eighteen. It enjoys excellent facilities, a dedicated staff, bright and hardworking pupils, and a site of 100 acres.

Chigwell School is located in the picturesque village of Chigwell just over ten miles from central London and on the Central Line. The extensive, beautiful grounds are close to the edge of Epping Forest and it is rare for a school to have so much space and yet be so close to the centre of the Capital. Most pupils are day pupils but in the Sixth Form, there is a small community of international boarders, roughly thirty from sixteen countries, and these live in four small boarding houses.

As well as being an academic school, Chigwell has the reputation for providing a rich and full education, with plenty of opportunities for all pupils who are enthusiastic, co-operative and able. Chigwell is a caring and friendly school, with a close sense of community, not least between colleagues. As the Good Schools Guide reports: *Academically, pupils are put through their paces but it all seems to be done in such a civilised and pleasant manner that you are more likely to hear pupils talk about opportunities and prospects than pressure and stress. "Anyone who wants to do well here, will do well" said one student, "and I can't think of a nicer place to succeed."*



The School Development Programme

Over recent years, the School's facilities have been extensively developed in order to enhance the educational experience that pupils receive. The development programme has included the following additions:

- 2008 Wilson Building teaching block
- 2008 Floodlit AstroTurf pitch
- 2009 Junior School library extension
- 2010 Complete redevelopment of catering facilities
- 2010 Harsnett's and Church House converted into boys' boarding houses
- 2012 The Old Chigwellian Club and land was incorporated into the school estate
- 2013 Pre Prep School completed and opened
- 2013 Two new science labs created
- 2014 Drama Centre balcony extended to provide additional music and drama rehearsal space
- 2016 The Risham Sarao Sixth Form Centre completed and opened
- 2017 Extension of Dining Hall
- 2018 Renovation of the Chapel
- 2019 Extension of Junior School
- 2020 3G football pitch constructed
- 2021 New Sports Centre (underway)

The Governors have recently agreed a development masterplan and the next priorities are to:

- Further expand our provision of bursaries
- Expand the facilities for music





The School

Some pupils join Chigwell School in Reception and there are two classes in each of the three Pre Prep year groups. A small number of children join the Junior School at 7+ (Year 3) and there are three classes in each of the KS2 year groups. At 11+ (Year 7), there is a further entry with four or five classes making up Years 7 to 11. Again, there is a small entry into the Sixth Form. Entry at each stage is selective and although there are three main sections to the School (Pre Prep, Junior School and Senior School) these sections work closely together and there is a common ethos running throughout.

There are over a hundred teachers and together with the support staff, there is a friendly, mutually-supportive atmosphere. We place considerable emphasis on life outside the classroom and believe that the opportunities that we provide help to fulfil our Vision: To inspire our pupils to fulfil their potential and forge their path to success. The School Values are:

- Happiness First
We create a nurturing space where happiness underpins our achievements and drives us forward.
- Courageous and Resilient
We seize opportunities all around us and have the confidence to embrace them wholeheartedly.
- Innovative Approach
We adapt and evolve, influencing our changing world.
- Community of Kindness
We support and collaborate with each other, making a positive contribution to the community.
- Lifelong Learning
We cultivate curiosity, keeping the passion for learning alive beyond the school gates.





Current Provision

As well as having regular PE lessons, pupils in Year 3 and above take part in a comprehensive sports programme, indeed sport is an important aspect of life for pupils and many staff at Chigwell. Football, hockey and cricket are the main sports for boys; netball, hockey, football and tennis for girls, but pupils have opportunities to participate in a variety of other options including athletics, cross country and swimming. There are regular fixtures against other schools as well as inter-house competitions. All pupils are encouraged to enjoy sport and their parents are encouraged to support. There are sports fixtures most Saturday morning and/or afternoon for pupils in Years 7 and above, with several teams representing each age group. Chigwell is fortunate to have excellent facilities across the extensive site and pupils are able to take advantage of onsite football and cricket pitches, a grass running track, a floodlit 3G football pitch, a floodlit astro for hockey and tennis/netball courts. Currently there is also an outdoor swimming pool. Despite being medium-sized, Chigwell has enjoyed considerable sporting success, including at national and county level. The completion of the new [sports centre](#) will further enhance the quality and range of sport than can be offered to all pupils at Chigwell School.



The Purpose of the Role of Director of Sport

Following an external review of sport at Chigwell which was carried out in June 2021, the first Director of Sport will set a standard of excellence in the leadership, culture, building and quality control of sport throughout the School. They will be able to articulate what success means for sport at Chigwell and will establish clear metrics against which that success can be measured. They will build on all that has been achieved already, ensuring parity of opportunity for boys and girls, and they will lead the heads of sport and other sports staff ensuring excellence of provision at all levels. With the completion of the new sports centre due for the start of academic year 2023/24, they will agree a sporting programme that balances team sport with an increased range of alternative options, making full use of the current and new resources.

Key Responsibilities

The Director of Sport will be a high calibre individual with the experience, personal qualities and dedication to lead the development of sport at Chigwell. They will be able to communicate a clear vision for the future and inspire colleagues to provide experiences for pupils which are consistently excellent, regardless of their current sporting prowess. They will be able to coach at least one of the School's team sports themselves and will be a role model for staff and pupils alike. More specifically they will:

- With the Headmaster and other senior staff, agree a strategy for sport at Chigwell
- Agree roles for the heads of team sports and line manage them, ensuring that each have short, medium and long term plans in line with the strategy for sport
- Line manage the Head of PE
- Work with the Head of Pre Prep and the Pre Prep PE co-ordinator to further develop sport for Pre Prep pupils
- Through the delivery of the plans and the standards set, work to ensure maximum participation in co-curricular sport in which all pupils are made to feel valued and challenged
- Monitor the effectiveness of sports provision, reinforcing and disseminating good practice, providing support in areas identified as requiring development
- Be a visible presence at key sporting events and fixtures to ensure that both the sport and the occasion is of the highest standard
- Co-ordinate and monitor the delivery of alternatives to the team sports, ensuring the provision of appropriate choice and quality
- Further develop the coaching programmes for teams to enhance success in competitive sport
- Oversee the development and training of sports staff
- Liaise with other departments, particularly drama and music, to ensure that pupils are able to maintain a breadth of co-curricular interests
- In consultation with the Heads of Sport, make recommendations to the Deputy Head regarding the award of School Colours and awards for achievement in sport
- Work with the Deputy Head and Housemasters/mistresses to further develop inter-house sport
- Work with the Director of Marketing to promote the success of sport at Chigwell School
- Work with the Sports Centre Manager (when appointed) to ensure that the Centre and associated staffing most benefits pupils and the community efficiently
- Work with the Head of Transport to co-ordinate travel to fixtures and ensure that it is as efficient as possible, using school and external vehicles as appropriate
- Co-ordinate a programme of sports tours in liaison with the Deputy Head and ensure the highest standards of leadership
- Foster links with outside organisations to develop pathways for pupils to progress to higher levels
- Further develop outreach sporting events for pupils from local schools
- Be responsible for and manage the sports budget and staffing, liaising with the Deputy Head, Deputy Head (Staff and Systems) and Bursar
- Liaise regularly and closely with and take advice from the Head of Grounds about pitch requirements, availability of playing space and best use of pitches to maintain good quality playing facilities
- Maintain a comprehensive Health and Safety policy for sport
- With the Bursar, ensure adequate medical provision for fixtures
- Keep informed of national initiatives in sport and the implications for the School and respond accordingly

The list is not exhaustive and is subject to change. The Director of Sport will be an ambassador for Chigwell School, will live the School's values and will be expected to fulfil any reasonable request made by the Headmaster.



Remuneration

The Director of Sport is a key position and the remuneration will reflect this.

Hours

This is a full-time role which will include being a visible presence at fixtures/training on Saturdays and, on occasions, out of term time.

Next Steps

Those who would like to apply should contact the HR Manager (hr@chigwell-school.org), Chigwell School, Chigwell, Essex, IG7 6QF Tel: 020 8501 5700. Interested applicants are also welcome to contact the Headmaster to discuss the role.

Benefits

Chigwell School is a very happy place to work and the School provides a supportive working environment. There is a well-developed programme of professional development. Pupils are enthusiastic, well-behaved and eager to learn, and colleagues are supportive, dedicated and get on well together. There is a strong sense of community.

Other benefits of working at Chigwell School include:

- A competitive salary
- Strong commitment to professional development
- Fee remission for eligible children
- Personal Accident Cover
- Employee Assistance Support Programme
- Complimentary lunch and break time refreshments during term time
- Use of school sports facilities outside of the school day
- Free parking
- Medical Centre on site
- Use of School Library
- A beautiful working environment – 100 acre site, beautifully landscaped with a number of listed buildings
- Good transport links by tube (Central Line), road and local bus route
- A supportive community of highly motivated students and staff

Chigwell is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening including checks with past employers, prohibition orders and enhanced DBS.

