



Chigwell School

Mr M.E. Punt, M.A. M.Sc. P.G.C.E.
Headmaster

mpunt@chigwell-school.org

D: +44 (0)20 8501 5701

T: +44 (0)20 8501 5700

High Road, Chigwell, Essex IG7 6QF

www.chigwell-school.org

Teacher of Girls' PE – September 2021 Job Description



Introduction

An opportunity exists for an enthusiastic, qualified graduate to teach girls' PE and be part of a school that is not only highly successful academically but also in sport, music, and drama. Applicants should be able to offer coaching skills with a passion for physical health and education and will have the ability to inspire students through engaging and challenging lessons. Expertise in hockey and netball would be welcomed, but all applications will be considered. This is a full-time post being offered on a fixed-term basis (one year).

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 990 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 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

The Governors have recently agreed a development masterplan and the next priorities on the School's development plan are to:

- Develop a new Sports Centre with an indoor swimming pool
- 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 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.





Girls' PE

There are eighteen girls' hockey teams from U10 level through to U18 level. The girls 1st XI were both indoor and outdoor Essex champions and Chigwell have represented the county at regional indoor competitions over the past three years. In addition to elite success, the School values mass participation hugely and we offer B, C and D teams throughout the year groups. We currently have a number of girls involved with England hockey JRPC and have made good links with local clubs, supporting our girls to play club hockey to a high standard.

Netball has continued to develop in a similar format to the hockey with numerous teams in each year group. Chigwell has a number of girls involved at county academies, alongside those who play for local clubs in the area. The main sport for girls in the summer term is football which is developing well. A host of other options are also available. There have been a number of sports tours including netball to Orlando, Florida and hockey to Malaysia and Singapore.





Key Responsibilities

- To teach PE from Years 7 to 11
- To coach and develop the playing of girls' sports at all levels and all abilities
- To continue to develop a love of sport so that pupils may want to continue to participate after they leave school
- To coach to a high standard
- To instil high standards of behaviour when Chigwell pupils are playing the sport, at home or away
- To ensure pupils are dressed appropriately, both smartly and safely
- To oversee the ordering and storage of equipment
- To be responsible for ordering new sports kit
- To organise and develop the fixture list, liaise with other schools and organise teams
- To arrange transport, refreshments and pitches as appropriate
- To liaise with ground staff as necessary
- To liaise with external clubs as appropriate and to raise opportunities to develop further links with the community
- To be aware of health and safety implications and to advise the Heads of Games as appropriate
- To be aware of national recommendations with regard to hockey and to advise the Heads of Games accordingly
- To support the GSA/HMC joint sports subcommittee code of conduct between member schools
- To work co-operatively with the heads of other major sports, music, drama and art, as well as subject staff
- To be willing to take fixtures on a Saturday
- To liaise with Heads of Games re: extra-curricular practice nights, venues, staff and times
- To provide useful contact numbers and necessary information to pupils/parents on returning from an away fixture
- To provide weekly internal match day arrangements and collate results
- To reinforce the school matches policy and provide notes for team players and their parents
- To remind staff taking teams about Child Protection Policy and provide guidance for Safe Working Practice for the protection of children and staff (Health and Safety)
- To implement the School First Aid Policy
- To undertake other duties as might reasonably be expected by the Headmaster



The successful applicant will be:

- Able to teach and coach a range of sports and physical activities to pupils of different ages and abilities
- Able to motivate and encourage all pupils to take part and enthuse to achieve high standards
- Able to work well with children, parents, carers, colleagues and other professionals
- Able to show empathy and to create a structured and stimulating environment for children to develop their potential
- Involved in the successful, well-established extra-curricular programme
- A team player with excellent communication, organisational and time management skills
- Energetic, patient and able to show a sense of humour and a spirit of adventure
- A contributor to school life as a whole



Hours of Work

This is a full time position.

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
- Membership of the Pension Scheme
- Fee remission for eligible children
- Personal Accident Cover
- Employee Assistance Support Programme
- Complimentary lunch and break time refreshments during term time
- Free use of school sports facilities outside of the school day
- On site free parking and cycle racks
- 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

Applications

Applicants should complete the teaching staff application form which can be accessed directly from our website: www.chigwell-school.org (Vacancies) and sent to the HR Manager at: hr@chigwell-school.org

The Head of PE, Mr Kevin Farrant, will be happy to answer any questions; he can be contacted at the School by telephone 020 8501 5700 or email kfarrant@chigwell-school.org

Closing date: 16th May 2021– early applications are welcome.

Applications will be considered upon receipt. Candidates will be contacted by telephone or email to attend interview if required. The School reserves the right to interview and appoint before the closing date.

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.

