



SPORTS COACH/SPECIALIST PE TEACHER  
Candidate Information Pack

Telephone: 01206 572544 Email: [careers@stmaryscolchester.org.uk](mailto:careers@stmaryscolchester.org.uk)

Website: [www.stmaryscolchester.org.uk/vacancies](http://www.stmaryscolchester.org.uk/vacancies)

# Welcome

Dear Applicants,

Welcome to St Mary's School. We have been educating girls from Colchester and the surrounding areas since 1908 and as such have built a very strong reputation within our local community. Throughout this time the school has grown in size and is now located on two sites. The Senior School is close to the town centre whilst the Lower School and Kindergarten enjoy a more rural location.

St Mary's is a happy and thriving school and we are proud of each and every one of our pupils. We are proud of our diverse student population and we are passionate to create a team of staff reflective of this diversity.

The Senior Leadership Team at St Mary's is small and the positive and collective vision of the team has ensured the success of the school.

This is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community.

If you believe that you can rise to the broad and challenging expectations of the role and you have a genuine desire to work in an environment that has the needs of its students at heart, we look forward to hearing from you.

**NICOLA GRIFFITHS**  
Principal





## The school

St Mary's is an Independent day school in Colchester, Essex for girls age 3-16 and boys age 3-4.

The Lower School was ranked in the top 25 highest performing Preparatory Schools in England by the Sunday Times last year. Many girls achieve scholarships to senior school and we have an impressive 11+ pass rate for those who choose to sit the exam. At the Senior School our GCSE results are also regularly amongst the best in the country for on-selective schools. We're able to achieve such success by tailoring the education to suit the needs of each individual in our small classes and by giving the girls the encouragement and support they need to aim high.

We are strong believers that success in life comes from more than just impressive exam results. At St Mary's we offer a brilliantly balanced education in order to develop exceptionally well-rounded individuals. With a huge variety of clubs, enrichment activities, music and drama productions, visits and international travel experiences on offer, there's ample opportunity to learn new skills and develop talents. There are numerous positions of responsibility available to the girls which help develop their leadership skills, and we foster team spirit through initiatives such as the School Council and School Houses.

For young people to thrive we firmly believe they must feel confident, relaxed and secure. Every child is known and understood and the girls feel comfortable challenging themselves and asking questions.

We believe in instilling the values of respect and

courtesy, and through our charity and outreach work the students develop a strong sense of community. We are a leading Eco School and the students get a strong sense of caring for the environment as a result. As a global member of the Round Square Organisation, those who attend St Mary's benefit from our international links, which helps to broaden their horizons.

In this positive environment our young people develop the strength of character and the self-belief they need to make the very most of the life that lies ahead.



## Job description

Job title:	Sports Coach/Specialist PE Teacher
Reporting to:	PE Lead/Assistant Head of Lower School (Academic)/Head of Lower School
Line management responsibility:	None
Hours:	3 afternoons per week Monday – Wednesday, clubs and fixtures as required
Salary:	Sports Coach – £20 per hour Specialist PE Teacher – Main professional scale
Benefits:	Pleasant working grounds and location Lunch available during term-time Staff discount for School fees (subject to qualifying criteria) Discounted gym membership Employee Assistance Programme Beneden Healthcare (optional) Bike2Work Scheme

### Job Purpose

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure environment.

### Job Summary

- Work with the PE Lead in delivering outstanding PE and school sport provision in curriculum and out of curriculum time for all pupils.
- Evaluate performance, strengths, and weaknesses and provide suitable feedback with positivity, motivation, and signposting pupils to external clubs to support their development.
- Encourage pupils to gain and develop skills, knowledge, and techniques.
- Ensure pupils perform to a high standard of health and safety at all times.
- Inspire confidence and self-belief.

## Job Responsibilities and Accountabilities

### Support for the School

- Lead groups of children, under the direction of the PE Lead, for PE activities.
- Team teach with PE colleagues when necessary.
- Assist pupils to develop basic PE skills and provide differentiation for all abilities in lessons.
- Lead extra-curricular activities after school.
- Organise and maintain the learning environment under the direction of the PE Lead.
- Use knowledge and skills (e.g. PE, literacy, numeracy, and science) to contribute to pupil learning as directed.
- Work with the PE Lead and contribute to planning.
- Record pupil activities and achievements as directed, including assessment.
- Support the PE Lead and/or teacher by accompanying pupils on off-site fixtures.
- In conjunction with the PE Lead, organise fixtures as required.
- Organise and deliver inter-school competition.
- Assist with the preparation of equipment and display boards.
- Assist with changing and personal care.
- Support the PE Lead with any tasks which are required.
- Work as part of a team to ensure the wellbeing, behaviour, and personal development of pupils.
- Maintain confidentiality.
- Understand and assist in interpretation of school policies.
- Comply with safeguarding protocols and demonstrate at all times.
- Support the maintenance and enhancement of the school's ethos and mission through your own outstanding professional conduct and high expectations of others.
- Be aware of and comply with policies relating to safeguarding, health and safety, confidentiality, and data protection.
- Assist in creating a culture in which effective learning can take place.
- Support the promotion of positive relationships with parents and outside agencies.
- Work within school policies and procedures.
- Attend and participate in individual and team meetings as required.
- Undertake personal development and improve own practice through training, observation, evaluation and discussion with colleagues including performance management and use this to support others.
- Work as part of a team and support the role of other people in the team.

### Other Professional Duties

- Promote collaborative working amongst the PE team.
- Actively promote the inclusion of all children into whole school activities.
- Actively seek opportunities for professional development, particularly with respect to children's learning.
- Support, promote, and comply with decisions and policies agreed by the SLT and the governing body.
- Develop effective professional working relationships.



## Other Responsibilities

- Promote the school's vision 'to empower girls to thrive at St Mary's and beyond'.
- Champion the school values of Ambitious, Bold, Compassionate, Dynamic, and Enquiring.
- Contribute to the wider life of the school community.
- Carry out any such duties as may be reasonably required by the Principal.

## All staff are required to:

- Observe health and safety procedures and work safely at all times.
- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact.
- Conduct yourself with professionalism, tact, and diplomacy at all times as a representative of the School.

The above duties are not exhaustive as the post will also cover any other duties which may reasonably arise in connection with the position or at the request of the Principal.





# Person specification

(E) = Essential

(D) = Desirable

## Education / Qualifications

- Teaching qualification (D)
- Qualifications relating to the role of PE Coach in a Primary School setting (or evidence of working towards gaining such qualifications) (E)
- First Aid qualifications (D)
- Evidence of continued professional development (E)

## Skills / Experience / Knowledge

- Practical experience of working with children within an educational setting (D)
- Working knowledge of PE in the National Curriculum (D)
- Experience of supporting children within a school context (D)
- Ability to maintain positive relationships with pupils, parents, and staff (E)
- Ability to work effectively in a team (E)
- Effective classroom and behaviour management (E)
- Ability to communicate effectively (E)
- Good ICT skills, including word-processing, use of learning software, and accessing online resources (E)
- Ability to deliver PE and Sport activities on a one-to-one basis, in small groups, and with a whole class (E)
- Ability to plan own role in lessons including how feedback will be provided to pupils and colleagues on pupils' learning and behaviour (E)
- Competent to lead netball, hockey and dance sessions (E)

## Attitude / Personal Qualities

- A passionate belief in the school's mission statement and vision (E)
- Highest levels of professional and personal integrity (E)
- A strong commitment to inclusion and overcoming barriers to learning and achievement (E)
- Personal resilience, persistence, and perseverance (E)
- Commitment to undertaking additional training where required (E)
- Clear understanding of, and respect for confidentiality (E)
- A strong commitment to the St Mary's values: Ambitious, Bold, Compassionate, Dynamic, Enquiring (E)
- Commitment to support the school's agenda for safeguarding and equality and diversity (E)

# Person specification

## Skills and Knowledge

- An excellent knowledge of current safeguarding regulations and best practice
- An understanding of a wide range of pastoral and SEND issues particularly affecting girls
- Strong, sound judgement
- Excellent administrative skills
- Being comfortable dealing with sensitive and difficult situations in a calm, authoritative and constructive manner
- Highly developed communication skills in all contexts and forms
- Innovative approaches to pastoral care
- An inspirational classroom teacher with proven delivery of high-quality outcomes
- Interest in developments within Teaching & Learning
- Able to chair effective meetings

## Personal Characteristics

- An affinity with the core values of the school
- Approachable
- Empathy
- Team Player
- Resilient; personable; tactful
- Natural authority; leadership by example; personal integrity
- Meticulous and have an eye for detail
- A sense of perspective





# Application process

Closing date for applications: Thursday 25th April 2024

Date of interviews: Conducted on a rolling basis

An application form can be downloaded from the school website:  
[www.stmaryscolchester.org.uk/vacancies](http://www.stmaryscolchester.org.uk/vacancies)

Candidates should complete their application form and return it to Mrs M Terry, HR & Compliance Officer at:

Email: [careers@stmaryscolchester.org.uk](mailto:careers@stmaryscolchester.org.uk)

Post: St Mary's School, 91 Lexden Road, Colchester, Essex, CO3 3RB

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore, employees will be expected to comply with any reasonable request from the Principal including ad hoc projects and to undertake work of a similar level that is not specified in the job description. The job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job, commensurate with the grade and job title.

## Safeguarding

St Mary's is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All candidates must be willing to undergo child protection screening. Please visit [www.stmaryscolchester.org.uk/vacancies/](http://www.stmaryscolchester.org.uk/vacancies/) to read our Application & Recruitment process explanatory notes.

## Privacy notice

Please read our Privacy Notice for Job Candidates, which can be found at [www.stmaryscolchester.org.uk/vacancies/](http://www.stmaryscolchester.org.uk/vacancies/)

We respect your privacy and are committed to protecting your personal data. Our Privacy Notice will inform you as to how we look after personal data held by us and tell you about your privacy rights and how the law protects you. It is important that you read this Privacy Notice together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or processing personal data so that you are fully aware of how and why we are using personal data. This Privacy Notice supplements the other notices and is not intended to override them.

