



**Appointment of
Director of Sport**

SWANBOURNE HOUSE

BUCKINGHAMSHIRE





WELCOME TO SWANBOURNE HOUSE

Swanbourne House is an incredibly special and beautiful place to work. We are lucky to have state-of-the-art classrooms, outstanding sports facilities and grounds that genuinely need to be seen to be believed.

I am passionate about providing the most inspiring education to the children in our care and working together as part of a team to create the extraordinary. The Swanbourne House pupils and their families benefit from highly talented staff, and we work together in a culture where every view is valued, we support each other and colleagues' wellbeing and morale is prioritised.

Swanbourne House is part of The Stowe Group, and we benefit from this in numerous ways. Our pupils have access to the facilities within The Group and our staff have the opportunity to work alongside teaching staff at the other schools.

I hope that you find this application pack both useful and informative and I look forward to welcoming you to Swanbourne House soon.

Nick Holloway
Head

Swanbourne House School is an independent day and boarding school, for children aged 3 to 13 years. Set in 55 acres of Buckinghamshire countryside, with a dynamic & challenging curriculum, small class sizes, inspirational extra-curricular activities and extensive facilities, we're creating change makers ready for the world of tomorrow.

State-of-the-art Science Labs | IT suites | Specialist Teaching across Subjects from Year 5 | Art Studio | Design, Technology and Engineering Lab

The Pre-Senior Bacculaureate (PSB) is the assessment framework used in Years 7 and 8, but its roots grow throughout the curriculum across all year groups. The PSB is based on strong academic foundations, but also encourages skills such as critical thinking, creativity and problem-solving. Pupils are encouraged to think 'how' and 'why' and see setbacks as a step on the path to success as they develop curiosity, challenge their thinking and develop new ways to learn.

Last year, Swanbourne House pupils were awarded an impressive 13 scholarships and exhibitions to leading senior schools across the UK.

The Manor House

The Manor House, our dedicated teaching, play and outdoor space for children from Pre-Reception to Year 2 is at the heart of our school. Adjacent to farmland, with small class sizes, experienced and passionate teachers and an innovative approach that develops skills alongside academic progress, Swanbourne House is a special place for your child to start their learning journey. New play areas - including The Fort - have recently been built.

Pupils receive specialist teaching in Music, Sport and French during their time in the Manor House, have swimming lessons at our onsite pool from Reception and have a wide choice of enriching extra curricular activities, including rugby, ballet, science club and Mandarin.





DIRECTOR OF SPORT

Accountable to: Deputy Head Pastoral

Date of Appointment: ASAP

We are looking for an inspirational, passionate, dynamic and innovative Director of Sport to lead and enhance our sporting programme. The successful candidate will be responsible for shaping and overseeing all aspects of sport, PE and Games at Swanbourne House from Pre-Reception to Year 8. They will foster a culture of excellence, prioritising both wellbeing and the enjoyment of sport, while inspiring pupils to be enthusiastic, motivated and engaged across the diverse range of sports offered. As a key member of both the academic and pastoral teams, the post-holder will work collaboratively across the school to ensure that sport for all remains at the heart of school life. Swanbourne House has a strong sporting tradition. We are proud that all pupils have the opportunity to represent the school at an appropriate level.

The Director of Sport will be responsible for:

- The leadership, management, development and coaching of sport
- The integration of sport into our academic and co-curricular programmes
- Promoting participation in and a lifelong love of sport among our pupils
- Helping all pupils meet their potential in sport

The Role

The Director of Sport is a full-time teaching role which includes teaching PE and/or a classroom-based subject (to be agreed with the successful candidate in the appointment process). Applicants will also play a full and active part in the pastoral life of Swanbourne House, as well as participating in the daily activities and duties which are an important characteristic of life in a flourishing day and boarding school.

Main Duties

- Alongside the senior leadership team, have responsibility for the development and delivery of an ambitious sports strategy at Swanbourne House.
- Management and leadership of all major sports and additional sports across the curriculum.
- Allocation and management of all staff teaching Games, PE and those that coach or manage match day teams, ensuring a balanced spread of experienced and developing coaches.
- Ensuring all sports teachers are capable of effectively fulfilling their commitments, organising and supporting CPD and Inset where appropriate.
- Development of schemes of work for Games and PE, with reference to provision for pupils who are gifted, able and talented, as well as those with SEND.



- Being the PE lead for the Pre-Senior Baccalaureate, working closely with the Deputy Head Academic.
- Writing of Games and PE reports in-line with the school's reporting procedures.
- Organising sports equipment for the start of each term; ensuring all equipment and facilities are ready for use and remain fit for purpose during the term; regularly reviewing resources, their allocation and maintenance.
- Management of resources and budget for the teaching of Games and PE and other associated budgets.
- Keeping the sports displays updated and relevant.
- Responsibility for Health & Safety and writing risk assessments for Games and PE, paid extras, use of sports facilities, and any related tours. The Director of Sport is a member of the school's Health & Safety Committee.
- Ensuring compliance with all relevant sports regulations, rules and laws, specifically those related to safeguarding the welfare of pupils.
- Keeping up to date with changes in sporting regulations, rules, laws and guidance in relation to prep school sport; ensuring best practice in these areas within the Games and PE programmes.
- Providing a detailed games and pitch schedule for colleagues and pupils which is communicated in advance of each match afternoon.
- Liaising with the department on the organisation of pupils, colleagues and resources when the weather restricts the usual plans.
- Co-ordination of a full, balanced fixture list for matches, including internal house events, festivals and tournaments.
- Management of the fixture list each term and ensuring the school calendar accurately represents fixtures which have been arranged; ensuring that changes to agreed fixtures are updated on the SOCS calendar and communicated to parents, colleagues and pupils.
- Liaising with the admin team in booking minibuses/coaches for all fixtures and allocating drivers to minibuses.
- Confirming fixtures each week with the Directors of Sport at other schools; effectively communicating with other Directors of Sport to ensure that the quality of the fixtures is of the appropriate standard.
- Organising referees for all home fixtures, including external referees where necessary.
- Liaising with the Estates team regarding pitch sizes and the provision of coaching areas.
- Allocating pitches for match days, to be communicated to colleagues, pupils and parents.
- Ensuring that accurate information is published to parents and pupils on the team sheets.
- Working closely with the catering manager, providing an overview of the term with numbers for catering for all fixtures.
- Liaising with the school nurse to ensure appropriate medical provision/staffing for all home games and ensuring that colleagues have medical kits for away fixtures.
- Ensuing all Games and PE teachers have the appropriate medical training and awareness.



- Ensuring match tea is appropriately staffed.
- Scheduling, managing, and delivering sports tours.
- Collaboration with the Marketing Department to enhance the profile of the sports programme, providing summary reports for the school newsletter, contributing to thought leadership pieces when relevant and supporting photoshoots.
- Overseeing a programme of preparation and mentoring for pupils applying for senior school sports scholarships; undertaking the relevant paperwork related to applications for senior school sports scholarships; establishing and maintaining positive relationships with senior school sports departments.
- Oversee the extracurricular sports programme, including Saturday Enrichment, collaborating with colleagues to ensure a diverse range of activities that complement both major and other sports.
- Ensuring – in conjunction with the People Team – that external providers of paid extras have undertaken all the relevant checks to start work.
- Attending weekly operations meetings, chaired by the Deputy Head Operations.
- Organising the date, venue and administration of team photos for each term.
- In conjunction with the Director of Operations, management of elements of swimming pool compliance.
- Liaising with the leadership team on the development of facilities in line with the school's development plan and budget.
- Build strong relationships across The Stowe Group, working closely with other Directors of Sport within the Group to maximise opportunities for Swanbourne House pupils. Develop a strategic approach to enhance training, participation in tournaments and access to shared facilities/staff, ensuring pupils benefit fully from The Stowe Group's resources and expertise.
- Liaise with IAPS regrading participation in sporting events.
- Actively engage in Departmental Self-Review, the aim of which is to review the quality of teaching and learning, on a regular and systematic basis.
- Act upon the findings from Departmental Self-Review to maintain the highest quality of teaching and learning across the department.
- Ensure that data is used effectively as a useful measure of progress and planning, accompanied with an understanding of the pupils as individuals.
- Attend and contribute to Head of Department Meetings (CDG) with a view to the academic development of the whole school.
- Prioritising the wellbeing of pupils at all times.

The above is an indication of the requirements of the post and is not meant to be inclusive or exhaustive. Any role that needs reasonably to be undertaken should also be undertaken whether or not included in the above. The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Person Specification: The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified to degree level. • Recognised teaching qualification – PGCE, B.Ed, or other, or a proven record of teaching (QTS). • Sports coaching qualifications or experience. • Qualified to teach in the UK. • Qualified to work in the UK. 	<ul style="list-style-type: none"> • First Aid (a refresher will be offered). • Swimming Teacher and Lifesaving qualifications. • Clean driving licence with a minimum of three years of driving experience. • Experience in running or assisting on sports tours.
Specialist Skills and Experience	<ul style="list-style-type: none"> • A passion for teaching children in Key Stages 1–3. • An up-to-date knowledge of curriculum developments and a variety of pedagogical tools. • Experience delivering outstanding lessons to Key Stage 2 and 3 pupils (including teacher training experience). • Experience preparing and coaching teams for competitive sports. • Experience managing colleagues. • Experience supporting pupils of all abilities to make excellent progress. • Excellent classroom practitioner. • Strong planning, communication, and organisational skills. • Keen to innovate with the use of technology. • Ability to use new technology effectively to enhance learning. • Ability to work with colleagues from other subjects to enrich the curriculum. • A belief in the potential of every pupil. 	<ul style="list-style-type: none"> • Awareness of both independent school systems and state sector approaches to Physical Education and Games. • An accomplished leader who manages, develops, and motivates colleagues and pupils to work toward a common goal and vision for Physical Education and Games. • Experience reviewing departmental performance and that of colleagues. • Evidence of innovative teaching. • Experience teaching a second subject. • Expertise in using coaching apps to develop children’s performance.
Personal Qualities	<ul style="list-style-type: none"> • Ability to instil a love of sport and a commitment to a healthy lifestyle in pupils. • Strong interpersonal, written, and oral communication skills with the ability to engage confidently with senior management, staff, pupils, and parents. • Passion, resilience, integrity, and optimism. • Approachable and empathetic to the needs of others. • Effective team player with the ability to use initiative when appropriate. • Flexible and adaptable to workload demands while taking ownership of tasks. • Attention to detail with the ability to actively question and clarify information. • Ability to create a positive and credible school image. • A role model who demonstrates professionalism at all times. • Commitment to continuous professional development and training to establish outstanding classroom practice. • Open-minded and adaptable to change. • Willingness to undertake additional duties as part of the whole school team. • Attendance at school events as required. 	



In the role of Director of Sport we are looking for **Change Makers** who are:

Professional	1	2	3	4	5
Creative Problem Solvers	1	2	3	4	5
Kind	1	2	3	4	5
Flexible	1	2	3	4	5
Collaborative	1	2	3	4	5
Communicator	1	2	3	4	5

VALUE SCALES

- 1 This value is the least important to the role
- 2 This value has some significance to the role
- 3 This value is desirable to the role but not essential
- 4 This value is important to the role
- 5 This value is essential to the role

COLLEAGUE BENEFITS

The Stowe Group recognises the benefits that come with investing in people. Alongside the beautiful school surroundings at Swanbourne, there are a number of additional benefits available to all our valued colleagues. These include:

- Staff fee discount
- Free wraparound care
- Free refreshments and school meals
- Access to National Trust Gardens at Stowe
- Free or discounted access to a range of arts and culture events at Stowe
- Discounted annual family golf membership at Stowe's golf course
- Volunteer leave
- Employee wellbeing programme, including access to counselling services and physiotherapy

For more details on all benefits, please follow this link:

<https://www.stowe.co.uk/our-people/working-for-us/colleague-benefits>



YOUR APPLICATION

An application form can be downloaded from The Stowe Group Recruitment website. Please complete the application form along with a covering letter detailing why and how your skills and experience could see you thrive in this role.

If you need any help with the application process, please contact: recruitment@stowe.co.uk or call 01280 818005

Start date: ASAP

Salary: Competitive

This is a full time permanent role.

Lunch is provided free of charge.

Accommodation may be available.

Offers of employment are made subject to receipt of satisfactory references, DBS clearance and online background check carried out by our third-party partner, SP Index.

This job description reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

The Stowe Group is committed to providing outstanding safeguarding of the children in our care. You will be required to adhere to the School's safeguarding policy and guidelines and ensure that the safeguarding of children underpins everything that you do. Every member of staff of The Stowe Group has the responsibility to safeguard the children.



THE *Stowe* GROUP

In January 2021, Swanbourne House became part of The Stowe Group. The Stowe Group comprises Stowe School, Swanbourne House School and Winchester House School. The Group's formation has given pupils and staff at Swanbourne House access, not only to Stowe's world-famous estate, but to its expertise in teaching and learning as well as governance. The Stowe Group recently launched its Change Makers vision along with the Change 100 programme to raise £100m for transformational bursaries. The Stowe Group is part of Allied Schools, an association of independent schools which uphold the Protestant and Evangelical principles of the Church of England.

The Stowe Group does not aim to produce stereotypes or mould pupils into conventional all-rounders. Change Makers are encouraged to grow in their own way and celebrate the differences between them. Nurturing the emotional, physical and mental well-being of each pupil is of paramount importance and our culture is characterised by teamwork, collaboration and mutual respect. Mindful of their ethical, intellectual, physical and social development, we educate and support our pupils to achieve fulfilling lives. Our goal is to inspire pupils and staff to be Change Makers who will shape positive futures for themselves, their families and the global community.

Through a broad and inclusive education, pupils are educated and prepared for life. They gain knowledge and understanding in a wide range of academic disciplines as well as developing core skills in thought leadership, critical thinking, intellectual curiosity, innovation, communication, technology, creativity, team-work and collaboration, self-reflection and lifelong engagement. World-class facilities support

our educational aims and are shared with the wider community. We strive for excellence and celebrate achievement, valuing education as a journey and not a destination in the belief that all pupils can exceed their potential. Learning is learnable and everyone can improve.

Our aim is to encourage personal development by creating a flourishing, vibrant, cohesive, caring and socially inclusive community which embraces pluralism, diversity and intercultural understanding. We celebrate differences by giving everyone a voice and then listening to multiple viewpoints. We believe it is our collective responsibility to develop the cognitive, physical, emotional and spiritual well-being of everyone in our community.

We are committed to the development of character, with particular emphasis on tolerance, resilience, honesty, humility, courage, compassion, gratitude and service. While many pupils compete at the highest level in sport, our aim is to provide a wealth of co-curricular activities which pupils of all abilities can access and enjoy. Through teaching, coaching and counselling, we will do our utmost to support pupils to be their best, do their best and feel their best. We honour the legacy of Change Makers from the past by looking forward to a future where wealth is not a barrier to success. We are building an endowment to support Change 100 which will promote social mobility by allowing unprecedented access, regardless of financial means or circumstances, to a Stowe education. We have developed partnerships with local schools, explored international opportunities and strategic links with universities, businesses and NGOs. We strive to attract and retain employees of the highest calibre.

Environmental stewardship and sustainability are cornerstones of a Stowe education. Stowe stands in the most sublime setting of any school in the world and embodies beauty and liberty. The historical importance of Stowe should give Stoics and staff a heightened awareness of their social and environmental responsibility in preserving this unique eco-system. We have developed and implemented a comprehensive Environmental Stewardship Programme which confronts a variety of challenges, including climate change and environmental sustainability.



Heathrow Airport is less than an hour away and Luton Airport 45 minutes.

The School has nearby access to main traffic routes the M1, M40 and A5.

Milton Keynes Central train station - with 30 minute trains to London - is a 20 minute drive away.

The school is just 20 minutes from Central Milton Keynes, Aylesbury, Leighton Buzzard, Buckingham and Woburn and is within easy reach of Oxford, Banbury, Luton and Northampton.



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