



CHELtenham
COLLEGE

Director of Sport

Closing date: Sunday, 5 June 2022

First-round interviews: week commencing 13 June 2022

Message from the Head of Cheltenham College, Nicola Huggett



I am delighted that you are considering a role here at Cheltenham College, as we embark on this exciting plan to open our first of a number of International Schools. I hope that you find this information helpful and we would welcome your application.

The College itself lies in the heart of one of the country's most beautiful Regency spa towns, only a few short miles from the rural delights of the Cotswolds. This means that as a place to live and work, you truly have the best of both worlds; a cosmopolitan centre with wonderful restaurants, shops and of course, four major cultural festivals a year, in addition to easy access to walks, country pubs and the great outdoors. Having moved to Cheltenham myself just a few years ago, with my husband and four children, I can assure you that there is something for everyone here.

Cheltenham College is a thriving community, with over 1100 pupils from the Prep and Senior Schools combined, cared for by 600 support and academic staff. We have high class facilities for academic development, boarding, sport, music and drama, as well as a truly awe-inspiring chapel. We are a 24/7 operation, working a six-day week with Saturday School. With our focus on full boarding (80% of our pupils are boarders, 20% of our pupils reside overseas), we are able to get to know our pupils very well and that makes inspiring them in and outside the classroom all the more enjoyable.

As staff, we enjoy the very wide range of activities that our pupils enjoy, with access to wonderful sports facilities for you and your family, a beautiful Common room, full IT provision, a thriving staff consultation committee and many staff social events. You will also have a tailored professional development programme and extensive support from our dedicated HR team.

Whilst we may seem a large organisation, we operate very much as a close community with a family feel. I know that as a new member of staff you will find that our focus lies very much in developing you as an individual. Just as we expect you to go the extra mile for your pupils, we will engage with your own professional and personal development from the start. We will ensure that you enjoy and feel valued in your new role as quickly as possible.

We recognise the time and thought that goes into an application and we will certainly give this our serious consideration. If you have any further questions, the HR department via recruitment@cheltenhamcollege.org will be happy to help.

The Appointment

From January 2023, The College is looking to appoint an experienced and ambitious sports professional to lead the development of sport and to establish the College further as a centre of excellence. Sport is one of the College's great strengths and places us amongst the leading schools nationally. Sports include rugby, hockey, netball, cricket, rowing, tennis, football, rackets, squash, athletics, swimming, shooting, polo, badminton and golf.

The successful candidate will have the skills, vision and determination to direct a talented team of teachers, sports coaches and professionals, and to inspire pupils of all abilities including elite sportsmen and women.

The Sports Department

Engage. Enjoy. Excel.

- **An environment** where all pupils can achieve success in sport from engagement and participation through to competition, ambition and elite performance
- **An opportunity** to take part in and enjoy a range of sports catering for all abilities and talents
- **An understanding** that personal fitness and a healthy lifestyle is essential in applying College's FLOREAT principles, whether to the individual or to the team
- Generate sustainable and challenging environments that engage and enrich all pupils physical and mental well-being.
- Ensure that experiences are enjoyable, engaging and develop pupils' passion for their activity throughout College and beyond

Sport plays a central part in the life of the College. Extensive playing fields sit alongside a sports complex that consists of a sports centre, two artificial pitches which are used for hockey and tennis, and a hard-court area. The sports centre contains a double sports hall, five squash courts, an aerobic fitness centre and a 25m indoor swimming pool. There is also a rackets court and a Performance Gym. Off site, pupils can play polo, golf, equestrian activities and use the College Boathouse for rowing.

Job Description

The Director of Sport (DoS) will have oversight for all sport at Cheltenham College and will report to the Deputy Head (Co-curricular).

The DoS will be expected to:

- Build on the vision for Sport at Cheltenham College and ensure that this vision is understood by all involved in sport including pupils, staff, parents, prospective parents, and any other relevant individuals.
- Think strategically to develop and implement the Sports Development Plan.
- Lead and manage all Heads of Sport and wider sports professional team to ensure they get the best from the staff involved in their sport to ensure all pupils have a positive sporting experience.
- Understand the ethos of independent boarding education and the importance of sport in the life of a school such as Cheltenham College.

The role

- Work with all Heads of Sport and sports professionals to ensure talented sportsmen and women in College are given clear pathways to develop their talents.
- Direct and oversee the work of the Sports Management Group, including direct line management of the Deputy Director of Sport, three Assistant Heads of Sport and the Directors of all core sports.
- Work closely with the Deputy Bursar and continue to develop College's commercial sporting programme.
- Work closely with the Director of Sport at The Prep to provide continuity of aims, ethos and opportunities in both schools.
- Play a part in the coaching of games at all levels according to his or her experience and expertise.
- Recruit, direct and oversee the work of the Sports Professionals.
- Ensure the Heads of Sport Handbook is updated at least annually, and all policies and procedures are updated as necessary.

Via the Heads of Sport, the DoS will:

- Have overall responsibility for tours and ensuring a balance of tours across different sports.
- Have oversight of all sports scholarships, including the process to assess potential sports scholars and the tracking of those individuals.
- Oversee the Talented Athlete Programme and Sports Academy Scholarship programme.
- Be prepared to have direct communication with parents around scholarships and normal sports provision
- Develop close liaison with feeder schools to ensure smooth transition of talented sportsmen and women to College.
- Have overall responsibility of the sports budget, overseeing the management of the individual sports budgets. This includes the use and billing of Visiting Sports Coaches (VSCs)
- Liaise with estates staff to ensure all facilities are prepared appropriately for sport.
- Ensure all aspects of Health and Safety are fully understood and procedures followed at all times.
- Ensure all risk assessments for sports are completed on at least an annual basis and updated as necessary
- Ensure all sports equipment is organised, stored and maintained appropriately and treated with due care by all users.
- Liaise closely with the Health Centre to ensure medical provision for sport is appropriate.
- Ensure that all departmental staff receive regular appropriate professional development and are appropriately qualified.
- Monitor the quality of sports coaching at all levels.
- Ensure that heads of sports have appropriate transport booked for all fixtures.
- Ensure that all students wear the correct kit for each sporting activity and are smartly turned out for fixtures.
- Ensure that all sports teams behave appropriately before, during and after fixtures.
- Put in place, and continually monitor, systems for ensuring that every pupil is attending their appropriate sports activity, and that unexplained absences are followed up.
- Maintain an accurate and up to date record of fixtures and results and details of pupils who achieve representative honours, school sports awards and colours, and provide reports to the Marketing manager as required.

Person Specification

- Strong leadership, motivational and excellent interpersonal skills.
- Experience of line management and outstanding communication skills in managing parental expectations.
- Proven success in the realm of sports management in a school setting and of raising standards and increasing participation.
- Enthusiasm and creativity to work with and inspire both talented pupils and those not naturally gifted in sport.
- A confident and enthusiastic outlook.
- Excellent organisational and administrative skills.
- Ability to work under pressure and meet deadlines.
- Good IT skills.
- Commitment to life in a busy, seven day-a-week boarding school.
- QTS / ability to teach is not essential to the role, but would be considered an advantage. Previous experience at managerial level in an education setting is essential.



Terms and Conditions

- Salary commensurate with experience
(College has its own salary scale)
- Pension scheme
- Full-time post
- Subsidised health scheme membership
- Lunch during term time
- Complimentary membership to College's
gyms and pool as well as heavily
discounted membership for immediate
family members





How to apply

Interested candidates are invited to contact Steve McQuitty, the Deputy Head (Co-curricular), should they wish to discuss the role before application:

s.mcquitty@cheltenhamcollege.org

or

01242 709253.

Closing date for application is:

Sunday, 5 June 2022

First-round interviews will take place in: the week commencing

13 June 2022

College is committed to safeguarding and promoting the welfare of children and young people in its recruitment and selection of job applicants and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an enhanced DBS check.



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