

## Head of Hockey

### Information for Applicants

#### Queen Margaret's

Established in 1901, QM is an independent boarding and day school for girls aged 11-18. You will find us in glorious parkland about six miles south of York. But we are much more than our surroundings, we are more than a school:

We're a home from home.  
A family of learning and belonging.  
In a truly inspirational setting.

We are somewhere each and every girl can thrive.  
Where they'll be happy and healthy.  
Grow their knowledge, skills and confidence.  
And make friends for life.

Somewhere that's the bedrock for success.  
Opens up opportunities and possibilities.  
Inspires them to forge their own future.  
And gets them ready for life, whatever their calling

We nurture girls to fulfil their ambitions.  
To realise their potential.  
To become the best women they can be.  
And give them an amazing start in life.

Girls do so much better in single-sex education and here we see our pupils engaging enthusiastically in a range of activities – academic, sport, extra-curricular and social. No airs and graces, no frills or makeup, just girls getting stuck in, and having fun while they do it. They achieve academically (outstandingly so) They come from a variety of backgrounds and, with an increasing emphasis on the support available we are proud that we are continuing to make a QM education possible for an increasingly diverse range of girls. Our girls have homes in York, Ripon, Thirsk, Newcastle upon Tyne, Inverness, Hong Kong, Madrid, Frankfurt and Bangkok and many board, not because they have to, but because they want to.

The girls are the focus of life at QM and are at the heart of everything we do. It's this focus and an individualistic approach that allows our girls to carve their own path, and flourish as formidable, independent women. To be part of our team you will want the girls to be at the heart of everything you do during your time here.

Because of that, beyond the specific requirements of the job explained below, we look for staff with personality and the ability to motivate girls. You will be knowledgeable and passionate about your subject and put your heart and soul into developing your practice and improving on what you do. You will know the value of school life inside and outside the classroom and know that this includes a readiness (within reason!) to be involved in events outside “normal” school hours. A team player, you are likely to want to spend time with colleagues and enjoy getting to know them and involvement in the boarding community.

Our very successful Head of Hockey has let us know that he intends to move on at the end of this academic year. He leaves us for another post nearer to home having coached the U14 girls to the Tier 2 finals in 2020. If you like the sound of Queen Margaret's and that you feel that the role might suit you then please read the detailed job description and feel free to contact the school prior to application if there is more you want to know. Then let us have your application. We look forward to meeting you.

### **The Physical Education Department**

Sport is central to the lives of QM Girls. The PE Department is made up of specialist staff who provide tuition and coaching in a variety of sports. Competitive matches are arranged in the following: Lacrosse, Hockey, Netball, Swimming, Tennis, Rounders, Athletics, Cricket, Badminton, Squash and the Pentathlon disciplines (Running, Swimming, Shooting, fencing and Riding). Girls are also able to participate in Aerobics, Fitness, Basketball, Trampoline, Gymnastics and Golf.

### **Role**

We are looking for an experienced, inspirational and enthusiastic Sports Coach, specialising in Hockey, with a Level 2 hockey coaching qualification and an umpiring award. Ideally you will have played hockey to a high level yourself. The skills to coach either Netball or Lacrosse are also desirable and it is essential that you have the ability to coach one of Athletics, Cricket, Rounders and/or Tennis in the Summer Term.

The successful candidate will need to be flexible in their availability as fixtures take place both during and after school as well as at weekends. In addition to training sessions in school you will be required to coach and umpire various teams both at home and away fixtures (including Saturdays). We consider that this post could be suitable for a job share and applications from candidates who are unable to commit to the full-time role will be welcomed.

Working under the leadership of the Director of Sport, the Hockey Coach will:

- Coach in accordance with the agreed hours and timetable
- Participate fully in clubs and matches, at lunchtime, after normal school hours or at the weekend as required by the Director of Sport

- Plan and lead lessons and coaching sessions which progress the enjoyment and skills of the girls in sport at various ages and levels
- Select and lead teams and umpire at fixtures both home and away as required
- Attend local and national tournaments
- Track progress and liaise with the Director of Sport to ensure that all girls reach their potential, whatever that may be
- Contribute to termly reports and attend parents meetings if required
- Be responsible for school sports equipment
- Be a mentor to a number of Sports scholars
- Work closely with the senior Captain of Hockey and other sports within the curriculum as agreed
- Work in conjunction with North Yorkshire Hockey re player pathways and help out if need be with coaching
- It is desirable that you will be able to support, coach and umpire other sports during the Autumn and Spring Terms
- In the Summer Term you will be required to coach at least one of the following sports - Athletics, Cricket, Rounders and/or Tennis
- Assist in the organisation of tournaments held at Queen Margaret's as well as inter-house tournaments
- Attend departmental meetings as required

The duties listed are provided as an indication of the requirements of the role; they are not exhaustive and the Sports Coach will be expected to undertake any reasonable task or responsibility as required by the Director of Sport or the Head. In addition the appointee will be expected to undertake First Aid at Work training and to meet the School's requirements to drive a minibus.

### **Terms and Conditions of Employment**

The following particulars do not form any part of an offer of employment. Terms and conditions, which will incorporate the Staff Handbook, will be documented in due course.

1. The role attracts a competitive rate of pay depending on qualifications and experience.
2. After three months in post the appointee will be eligible to join QM's own staff pension scheme. This is a contributory money purchase scheme (currently 6% employee and 8.4% employer).
3. The appointee will need to be flexible in his/her availability. The weekly timetable will be as agreed with the Director of Sport and will vary by term and by week. Working hours will be an average of 35 hours per week (exclusive of breaks) for the 33 weeks of term; due to the cycle of the school timetable over the year it is expected that the weekly hours may vary by +/- 10 hours. As indicated above, this role may be suitable for a job share.

4. The core school day is from 8:30 to 17:30 inclusive of breaks (unpaid) Monday to Friday and 8:30 to 12:30 Saturday. As detailed above you will need to be flexible in your availability outside these hours as fixtures take place both at home and away and include Saturday afternoons.
5. Free parking is available at School and meals are provided in term time during working hours. This is a non-residential post
6. The appointment will be subject to a probationary period of three months which may be subject to review and extension. The school is required to give the appointee one month's notice to terminate the appointment during the probationary period one clear term's notice thereafter.
7. The appointee is required to give the school one term's notice of his/her intention to leave this post.
8. The appointee shall be entitled to the statutory minimum holiday entitlement (currently 28 days, calculated pro rata), which is to be taken during the School holidays.
9. The School's sick pay policy is available in the Staff Handbook (The QM Red Book).
10. The School's non-contractual policies to which all employees are subjects are set out in the Red Book.

Queen Margaret's is committed to safeguarding and promoting the welfare of children and young persons and candidates must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.