

Welcome

I am delighted that you are considering applying for the position of Head of Performance, Coaching and Athletic Development (PD&SC). This opportunity has arisen as our Assistant Head Sport (Mr Webb) has taken on a wider role within the school combining his sport role, with Partnerships and extra-curricular activities. We are looking for an experienced high-level coach and mentor to work alongside him and the department to further develop our team of coaches and sport at WGS.

We are a successful, forward-thinking, co- educational independent school with a long tradition of developing and promoting individual talent and encouraging high aspirations within an environment of continuous improvement.

Our history dates back to the 14th century, but we are also very much an innovative and forward-looking school that combines a strong focus on academic excellence with a rich co-curricular programme to enable our pupils to 'discover who they are' and unlock their potential in a school with a strong sense of community. The School continues to challenge itself on how it delivers its education services (recent years have seen the launch of a kindergarten, the establishment of a transport division, the opening of an international boarding house, and the deployment of iPads).

This is a fantastic opportunity for a high-performing, experienced professional sports coach to be a key part of our team overseeing our sports performance, coaching and athletic development. The successful candidate will have the drive, energy and enthusiasm to help develop our School's coaching and ensure the learning and working environment is one in which all our pupils and staff will excel.

If this role represents the type of opportunity and challenge which excites you, and you believe you have the necessary skills and experience to lead and work with an excellent team, then we would be pleased to receive your application and give it serious consideration.



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Barnaby Rimmer
Headmaster

About the School and location

Wisbech Grammar School (WGS) is an independent, co-educational school located near the centre of the historic town of Wisbech in Cambridgeshire, on a green site of 44 acres beside the River Nene which runs through the town. The School offers a broad, high-quality education with excellent pastoral care for around 590 children aged 2-18. It is predominantly a day School but, in recent years, has started to take a limited number of boarders, mainly from the Far East.

The School is located on a single site with Wisbech Grammar Preparatory School (formerly known as Magdalene House) and the Senior School sharing the same buildings and extensive playing fields. The Kindergarten was established in 2018.

Wisbech is a historic market town with a royal charter in north Cambridgeshire and it straddles the River Nene, roughly halfway between Peterborough and King's Lynn. The town has a population of just over 30,000 and there are good road links to Cambridge, Norwich, Peterborough and the North Norfolk Coast.

Overview of the post

There are five Core Sports at WGS; Rugby, Hockey, Netball, Cricket and Athletics with teams regularly playing from U9 to our School 1st teams (U18). Senior School Matches are played every Saturday, with some midweek matches and Sunday tournaments. Prep School matches are mostly played on a Wednesday afternoon, although there are some weekend fixtures.

Core Sports:

- Girls, Sports – Hockey, Netball, Rugby Vlls, Cricket, Athletics
- Boys' Sport – Rugby, Hockey, Rugby Vlls, Cricket Athletics

Non-Core Sports:

- Badminton, Basketball, Table-Tennis, Volleyball, Korfball, Spinning and Fitness

Prep PE:

- Movement Skills, Gymnastics, Ball Skills, Fitness, Indoor Sports, Swimming

The Head of Performance, Coaching and Athletic Development (PC&AD) will oversee the Performance and Coaching of core sports at WGS as well as the Athletic Development of our athletes. They will be responsible to the Assistant Head Sport, Co-curricular and Partnerships

This will include

- oversight of Heads of Sport in relation to the teaching and coaching plans for each sport.
- supporting our coaches across all sports to develop coaching throughout the school including watching teams and training sessions when their schedule allows them to do so.
- working with pupils on our Talented Athlete Pathway and with Sports Scholarships liaising closely with the School Physio and S&C coach.
- mentoring the talented young coaches who have joined us to further their development.
- coaching a specific sport and helping with other sports during the year.

There is also the opportunity for the right candidate to become involved in elements of the wider wellbeing programme, as well as contributing to the Prep School PE programme, delivering the WIPP activities (Working in Partnership Programme with local primary schools) or any other areas of this busy day and boarding school.

Application process

To apply please download an application and equality form from our website www.wisbechgrammar.com Your application should include a letter stating how you meet the job description addressed to Mr Barnaby Rimmer, Headmaster.

Please send postal applications for the attention of Ana Brady, Head of Human Resources, Wisbech Grammar School, Chapel Road, Wisbech, PE13 1RH or send by e-mail to HR@wisbechgrammar.com

We strongly recommend that if you are interested you contact us to arrange an informal conversation with Mr Webb (Assistant Head of Sport) during your application preparation.

The School is planning around the following timeline but reserves the right to adjust it if required.

Closing date (subject to the above): 27 January 2025

Short listing (subject to the above): 28 January 2025

Interview (subject to the above): 30 January 2025

Wisbech Grammar School is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced DBS check, satisfactory references and a medical.



Head of Performance, Coaching and Athletic Development

Job Description

Job Title	Head of Performance, Coaching and Athletic Development (PC&AD) Additional responsibilities in addition to core role as a Sports Coach
Reports to	Assistant Head – Sport, Co-curricular & Partnerships
Direct Reports	None
Hours of Work	Full time working hours during term time which includes Saturday and afterschool fixtures, trips, plus INSET and pre-season training during the holidays
Holidays	Holidays to be taken during School Holidays.
Probation	In accordance with School policy, this appointment will be subject to a 6 month probationary period.
Medical Report	The offer of appointment at Wisbech Grammar School will be conditional upon the provision of a medical report, which satisfies the School. Please note that all School buildings operate a no-smoking policy.
Benefits	Wisbech Grammar School provides <ul style="list-style-type: none">• Defined Contribution Pension Scheme to which the employer provides a 5% contribution to match the 5% employee contribution• Childcare voucher scheme• Fee discounts for dependent children.
Safeguarding	Wisbech Grammar School Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. The post holder must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service (DBS)
Data Protection	In the course of employment at Wisbech Grammar School, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the school's interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must be always adhered to. Wisbech Grammar School is registered under the Data Protection Act 1984 and staff must not at any time use the personal data held by the school or disclose such data to a third person.



Principle Role

Under the direction of the Assistant Head Sport, we are looking for a dynamic, forward thinking and committed Coach, with excellent administration and communication skills to take on this new position and take our sport programme forward.

The Head of Performance, Coaching and Athletic Development (PC&AD) will be responsible for the development of Performance and Coaching in the Core Sports Programmes throughout the Prep and Senior School. They oversee the planning and implementation of termly coaching programs in the core sports and will mentor coaches as needed. They will also have responsibility for the Athletic Development of our young players on our Talented Athlete Pathway (including our Sports Scholars)

They will also have responsibility for coaching and managing their own teams across all 3 terms, ensuring sessions are planned and implemented and taking them to all fixtures if not involved in Elite level Sport at that time.

Detailed Role

Specific Head of Performance, Coaching and Athletic Development role

1. Overseeing all departmental schemes of work
2. Quality assuring the planning and delivery of training sessions
3. Holding weekly coaches' meetings and match debriefs with coaches
4. Overseeing the development of Sport across the school, including Coach CPD.
5. Developing and leading the talented athlete pathway
6. Overseeing Athletic testing, rehabilitation and return to sport sessions with the school physio and S&C coach
7. Completing half termly reports for the Assistant Head Sport and Headmaster
8. Promoting a high profile for sport
9. Ensuring a quality experience for both girls and boys

Standard Coach Role

1. Planning and delivering high quality, safe and enjoyable sports sessions
2. Ensuring pupil's behaviour and attitudes are appropriate
 - Work alongside the Assistant Head Sport and Heads of Sport in having high expectations of pupils' behaviour and attitude and ensuring standards remain high when training, as well as when preparing/travelling for matches and throughout school fixtures.
 - This includes promoting team spirit and enjoyment.
 - Contributing to the educational ethos and values of the school; encouraging participation and enjoyment in all sports by all pupils as well as pursuing sporting excellence
3. Ensuring effective fixtures:
 - Leading and preparing teams for matches and tournaments (where applicable) and refereeing/umpiring matches as appropriate.
 - Nominating candidates for captaining teams to the Assistant Head Sport
 - Selecting teams to play in inter school fixtures and tournaments.
 - Publishing team sheets on the school sports website (SOCS) (ICT competence required).
 - Organising relevant equipment when taking teams to away matches
 - Providing match reports on each school fixture and seeing that these are published on the website.



4. Ensuring effective communication:

- with pupils to ensure progression, improvement and understanding (including any questions/changes to team selection and fixtures).
- with parents regarding team selection and fixtures
- with Heads of Sport regarding pupils' progress, improvement, team selection, fixtures,

5. Other duties

- Fulfilling supervisory duties before and after sports sessions and fixtures.
- Nominating pupils for colours, awards and Scholarships to the Assistant Head Sport
- Any other tasks of a similar nature which might reasonably be requested by the Senior Team.

This list of duties and responsibilities is not exhaustive; it is an indication of the main areas of focus and responsibility. It may be amended in consultation with the holder without change to the level of responsibility or remuneration appropriate to the post.

General Responsibilities

To promote high quality teaching and learning including, but not limited to:

- Monitoring and evaluating pupils' progress
- Preparing termly reports
- Developing open professional relationships with parents and colleagues
- Maintaining and managing the physical resources in the learning area
- Attending staff meetings, School INSET
- Undertaking supervisory duties
- Attending professional courses to enhance teaching effectiveness and qualifications
- Complying with Health and Safety requirements
- Playing a full part in the life of the school



Person Specification

Key abilities

The successful candidate will be an individual who

- Will work effectively with and lead other sports coaching staff
- Has excellent administration and communication skills
- Effective IT skills
- Is able to oversee the teaching of skills competently and confidently within training sessions supporting and building upon the school's philosophy of sport and coaching
- Has knowledge of coaching processes and principles and applying these to ensure pupil's skills and game awareness, as well as their role within team and match situations, are developed
- Has detailed knowledge of core skills, tactics and strategies
- Is enthusiastic and dynamic with excellent skills and knowledge in sports, who is able to assist with other Sports, with the flexibility to contribute to different areas of the sports and clubs programmes
- Is an inspiring personality on and off the sports field and whose approach to teaching and learning is innovative and progressive
- Has the capacity to inspire confidence in pupils, parents and colleagues
- Has a real love of sport and aspires to develop their own coaching

Essential

- Excellent administration and organisational skills
- Excellent awareness of Health and Safety, SEN and Child protection matters
- Experience with developing and progressing pupils/youth players in sport
- Experience and knowledge of refereeing/umpiring
- Attained UKCC Level 3 Coaching Award, or equivalent
- Previous experience of being a coach mentor
- Previous experience of working as a Coach in a high-performance environment
- Makes learning fun, but sets the highest standards
- A good sense of humour
- Ability to readily adapt to changing situations
- Has a can-do / will-do attitude
- A Clean UK driving licence and the ability to reliably get to and from places of work.

Desirable

- A proven track record in coaching
- A Coach Mentor qualification
- Degree in Coach Education, Sports Coaching or equivalent
- Accreditation with UKSCA
- Experience in specialist skills coaching
- Child Protection Training
- First Aid trained