



Appointment of
Head of Boys' Games
Information for candidates

"Quite simply the best school every day"
Parent

Independent Co-Educational School of the Year
2024/25 (ISOTY)

Introduction - *“Simply the best school every day.”* Parent

Ballard is a thriving co-educational day school from Nursery to GCSE, set in 34 acres on the Dorset/Hampshire border. Ballard’s dynamic leadership has turned ‘excellent & outstanding’ (ISI) into exceptional. Putting families first, Ballard has pledged to absorb the VAT charge on school fees for the Spring and Summer terms in 2025, before phasing it in gradually over the coming years. With lots of exciting plans in place, there has never been a better time to join.

Ballard has been recognised, once again, by the prestigious Independent School of the Year Awards, winning their **Co-educational School of the Year Award 2024**. This follows Ballard reaching the finals for Sport in 2023 and Performing Arts in 2022. We have also reached the finals of the Independent School Association’s Award for Fine Arts and Design. So, what makes an award-winning education?

At Ballard, we believe abilities and intelligence are not fixed – all can flourish and excel when given the tools and environment to develop self-knowledge and resilience. We provide a vast array of opportunities, including over 150 co-curricular weekly activities, but it is how we empower and inspire our pupils to seize them, that we believe, sets us apart.

Co-education is at the heart of our inclusive philosophy. All pupils are equal - boys and girls learn with and from each other, through collaboration and lively competition. In an atmosphere of inclusivity and kindness, every child is stretched in their talents and encouraged to tackle what doesn’t come easily. Boy, girl, expert, novice - no subject nor interest is beyond reach.

We pride ourselves on our forward-thinking curriculum, providing an aspirational, academic and holistic education. Our staff inspire and guide our young people, challenging and supporting them in equal measure. The School’s drive to deliver a first-class education, with a close eye on the future, is shaping our ambitious investment and development plans.

Our pastoral care is rooted in kindness and respect and underpinned by Christian values. The Ballard family’s wellbeing is central to the ethos of the School. Our inclusive approach to school life values individuality and fosters generosity of spirit; our young people look out for each other and the wider community. Ballard educates the whole child, providing a wide range of sporting, cultural, artistic and academic clubs and activities. Our aim is to ignite passions and develop skills, identifying and unlocking every child’s inner genius.

It is an exciting time to be joining Ballard, with our Leadership Team moving the School forward with confidence. The School places great emphasis on supporting and developing its staff so that the best possible educational provision is provided throughout the three pillars of the School; Pastoral, Academic and Co-Curricular. We are already seeing excellent results, including another great set of record-matching GCSE grades last Summer. Furthermore, we are still gaining enquiries from prospective parents across all age groups, with waiting lists in some year groups.

“Pupils are reflective and have high levels of self-esteem and empathy. They are highly successful in displaying these characteristics through academic study as well as the wealth of sporting, performing arts and extra-curricular opportunities in which they participate.” ISI

Mission Statement and Aims

Our mission:

To provide a supportive and caring environment for learning, and excellent teaching designed to ensure all pupils achieve their academic best.

Our aims:

1. To identify and build on strengths to help each individual pupil reach their potential within a secure, caring community and to equip our young people to be well-behaved, resilient, rounded and resourceful members of society and prepared for their future working lives
2. To aim for academic excellence, so that each individual pupil may achieve his or her personal best. We believe all our pupils are entitled to an education that extends beyond the purely academic. Pupils are actively encouraged to take part in a wide range of artistic, creative, cultural, musical, sporting and other extra-curricular activities.
3. To recognise the worth, dignity and contribution of each member of the Ballard Family and to foster self-discipline, self-esteem, mutual respect and co-operation within an atmosphere of friendship and trust promoting an appreciation of the needs and gifts of others.
4. To offer scope for spiritual, moral and personal development within a disciplined and mutually supportive environment which affirms Christian values.
5. To expect high standards of achievement by developing in pupils the ability to manage change, to think and research independently and communicate confidently and effectively.
6. To celebrate our achievements, gifts and diversity irrespective of individual differences.
7. To respond to the wider needs of society through community projects, charitable fundraising and outreach and by increasing awareness of local, national and world issues.



The Role

General

Head of Boys' Games - a male teacher (GOR – genuine occupational requirement)

The Head of Boys' Games is to work with the Director of Sport in providing professional leadership and management for PE and Games to secure high-quality teaching, learning and achievement on the delivery of our 'sport for all' ethos for boys Years 7 to 11.

The Head of Boys' Games is accountable to the Director of Sport and has responsibility for the following:

- Promoting and supporting the School's aims and policies
- Promoting and abiding by the School's code of ethics

Teaching, Learning and Assessment

- Effectively teach curriculum lessons of PE/Games (Years 3 to 11 and possibly in Pre-Prep). Ability to teach GCSE PE would be advantageous.
- Experience and ability to teach some of our major games (Football, Rugby, Hockey, Cricket, Swimming and Athletics).
- Demonstrating a range of teaching methods and keeping abreast of developments in the subject area at KS3-4; employing a range of teaching resources, methods and display of pupils' work.
- Preparation and planning of lessons in accordance with departmental schemes of work.
- Recognition of the specific needs of each pupil and of classes. Setting an appropriate challenge and pace for lessons and adapting teaching methods to meet the needs of pupils through assessment feedback.
- Establishing a safe, structured and inspiring environment and rapport with pupils conducive to high standards of learning.
- Managing pupils effectively with appropriate use of rewards and sanctions in accordance with departmental and School policies.
- Offer an after-school (4.15pm – 5.00pm) activity three evenings per week and a further evening on rotation, potentially once every three weeks.
- Reporting to parents on progress at Parents' Evenings or on reasonable request from parents.
- Carrying out assessments according to departmental and School policies. Recording assessment grades/reports etc.) within deadlines set and keeping clear records.
- Setting and marking of class work and homework according to relevant School and departmental policies.
- Attending departmental meetings and sharing departmental responsibility; attending staff meetings and School or departmental INSET; seeking opportunities for professional development; participation in the School's Professional Development Planning and participation in induction arrangements, when required.

Specific responsibilities

- To be responsible (under direction of the Director of Sport) for the leadership and delivery of the Years 7 to 11 Boys' PE and Games programme, catering for all levels of ability and supporting the development of individual talent.
- To articulate a clear philosophy for the provision of boys' games that contributes to the Department and School vision; and to develop, maintain and review the strategy necessary to achieve this.
- To work with the Director of Sport with the on-going review and development of our curriculum, assessment and pedagogy practices to meet pupils' needs and interests to deliver on our vision.
- In conjunction with the Director of Sport, help to coordinate and oversee the provision of inter and intra-school fixtures, festivals and events, ensuring that the programme is appropriately balanced, communicated and recorded on SOCS.
- Ensure all relevant aspects of Health and Safety are understood and procedures followed by staff involved in PE, Games and the co-curricular programme, including the management of parent behaviour at sporting events.
- In conjunction with the Director of Sport, help to coordinate and oversee the provision of the leisure pathway for Years 9 to 11 pupils and Sports Scholars programme (Years 7 to 11).
- To offer support to staff assisting with the delivery of boys' games, meeting with them regularly to review provision and provide training to underpin the delivery of high-quality games.
- In conjunction with the Director of Sport, to oversee the planning of, and to lead on sports trips including pre-season training, holiday activities and the co-curricular programme.
- Attend HoD meetings when relevant and take the lead in Department meetings as necessary and relevant.
- Maintain excellent working relationships with other departments within the School such as the Reception, Catering and Estates team, the School Nurse and Transport Manager.
- To work with the Director of Sport and the Admissions and Marketing Departments to promote sport at Ballard in the wider community and feeder schools to help recruit pupils to the School.
- To promote and develop boys' sport and sport more widely within our community grassroot clubs and national sporting bodies associated pathways.
- To work with the Director of Sport to mentor trainee teachers, volunteers and work experience students.
- The post-holder will be expected to carry out other tasks/duties as directed by the Headmaster and/or Director of Sport that are commensurate with the responsibilities of the post.

Other

- Promoting high standards of work and behaviour
- Contributing to the pastoral and co-curricular life of the School and carrying out the role of Form Tutor effectively
- Carrying out the normal supervision duties as laid down in School policies
- Perform duties within the School's policies and procedures, ensuring compliance with the Health and Safety Policy and the School's Child Protection procedures

Safeguarding

- To promote and safeguard the welfare of all pupils.
- To promote, insist on and help instil the school's core values.
- To protect children from harm and to prevent impairment of their health and development.
- Be aware of, and comply with, all the school's policies, and especially the Safeguarding, Whistleblowing, Behaviour, Anti-bullying, Health and Safety, Staff Code of Conduct and Pupil Equality and Diversity policies.
- To establish a positive, supportive and secure culture which promotes in all pupils a sense of being valued, listened to and respected.
- Ballard School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practices and pre-employment background checks will be undertaken before any appointment is confirmed.

Person Specification - Experience required

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Good honours degree, or equivalent, and recognised teaching qualification 	<ul style="list-style-type: none"> • Evidence of continued CPD
Experience	<ul style="list-style-type: none"> • Experience working within a PE / Games' department • Experience working in secondary School, N.B. For ECT, a placement will suffice 	<ul style="list-style-type: none"> • Experience in teaching GCSE PE • Experience in primary school teaching

Knowledge, skills and abilities	<u>Role Related:</u> <ul style="list-style-type: none"> • Evidence of excellent safeguarding practice • Excellent and motivational teaching skills • Ability to teach a wide and varied ability range • Expected to teach a variety of ages • Proficient in a range of teaching and learning approaches • Evidence of well-developed understanding of pedagogy and area of subject specialism • Evidence of strong digital and administrative skills to support and enhance the delivery of the curriculum • The ability to work flexibly and collaboratively with colleagues including across subject areas • Be able to communicate with parents and pupils regarding learning and progress 	<ul style="list-style-type: none"> • A well-developed understanding of SEND and successful experience of teaching pupils with SEND
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	<p><u>Personal:</u></p> <ul style="list-style-type: none"> • The resilience, drive, strength of character and sense of both humour and perspective to thrive in a fast-paced, demanding and ambitious environment • Excellent organisational skills • Reliability, energy, integrity and enthusiasm • Ability to form good relationships with staff and pupils • Ability to work well in a team • Versatility and adaptability • IT competent • Willing to be fully involved in the life of a busy and purposeful independent school, which will mean taking co-curricular activities and being involved with a form group. • Someone who understands children and wants the very best for them academically, whilst being fully committed to their safety and wellbeing 	
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The Appointment

The School is seeking to appoint an energetic and enthusiastic a full-time male PE teacher (GOR – genuine occupational requirement).

The School operates a programme of induction for new members of staff and the successful applicants will be supported by the Director of Sport.

Salary will be determined according to qualifications and experience.

School lunch and refreshments are available for all staff during term time.

This job description and accompanying documentation do not form part of the employment contract. Terms and Conditions of Service - the post holder will be required to comply with all policies and procedures issued by and on behalf of the School. The post holder will be required to participate in the School PDP procedure as an appraisee and, if applicable, as an appraiser. The post holder will be required to attend statutory and mandatory training.

Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Information Security, Confidentiality and Data Protection

During the course of employment, the post holder may have access to, see or hear information of a confidential nature and they will be required not to disclose such information. All person identification information must be held in the strictest confidence. All employees are required to make themselves familiar with the School's Privacy Notice for Staff policy.

Applications

How to apply:

Applicants are asked to complete a Teaching application form, along with their letter of application, and send it, addressed to the Headmaster (recruitment@ballardschool.co.uk), to arrive no later than 9.00am on Friday 21st March 2025.

Working Hours:	Full time, Permanent
Salary:	Will be determined according to qualifications and experience
Interviews:	From week commencing 24 th March 2025
Start date:	September 2025

The School retains the right to interview and appoint at any time during the application process, so early applications are strongly encouraged.

Ballard School is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment. The successful applicant must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (Enhanced Disclosure). As part of the referencing process, the School will undertake a digital screening, including online searches of candidates and any potential matters of concern will be discussed with the candidate.

This post is exempt from the Rehabilitation of Offenders Act.

The successful candidate will be required to complete and sign a medical form.

Ballard School is committed to Equal Opportunities and welcomes applications from all sections of the community.

For further details and an application form, please visit: www.ballardschool.co.uk/vacancies

