



# Director of Sport

Information for candidates

**Queen Margaret's  
School for Girls**

Escrick Park, York



A family of  
learning  
and  
belonging

# Welcome

On arriving in Queen Margaret's School you are immediately struck by the warm, welcoming atmosphere, the strong community spirit, and the kindness and openness of girls and colleagues, not to mention our beautiful environment at Escrick Park.

In our all-girls, perfectly sized, nurturing environment, every girl flourishes and self-belief thrives. We are committed to our boarding ethos for all - whether full, weekly or flexi boarders, or day girls, girls enjoy the value-added of our full boarding days. In our small class environment, every girl can be supported and challenged to achieve her best through a highly personalised approach.

Life at QM is busy - girls work hard and play hard and the rich opportunities open to them are down to the dedication and care of our incredibly committed staff team. Teachers at QM are much more than teachers - they nurture, inspire, challenge, guide and teach - in the classroom, in tutoring, in enrichment activities, in the boarding houses.

There is a strong culture of participation with many girls competing on the sports field, playing or singing in a musical ensemble, acting on stage, and of course focusing on their academic studies! We should never underestimate what students are capable of achieving and with the perfect balance of support and challenge through school, QM girls leave school with the self-belief, independence and open mindset to look forward to bright futures.

If you are excited by the opportunity to become part of our QM community and throw yourself into the busy life of this very special school, we would love to hear from you.

**Nicola Dudley**  
Head



# Working at QM

We are an equal opportunities employer and actively seek applications from candidates of all genders and all backgrounds. We employ around 150 staff, and the majority of staff live within 30-45 minutes of the School including York, Hull, Leeds and Harrogate.

Working in a boarding school is an experience like no other. The sense of community is very strong and the opportunity to get to know both girls and staff is more apparent than would be the case in a day school. In non-Covid times there are lessons on a Saturday morning and our term dates are shorter than schools in the state sector though we adhere wherever possible to the half term dates of the local authorities in order to support our staff with children of school age.

Most girls stay at school after their lessons finish each day, either because they are boarders or because they are involved in activities. There are a variety of enrichment activities and clubs on offer including horse riding, squash and tennis coaching plus clubs as diverse as debating, fashion, philosophy and swimming. We have extensive sports facilities and all girls play hockey, lacrosse, netball and rounders as well as an array of other sports. Day girls are able to stay until 19:00.

We are not a particularly selective school, we are, after all, a place where each and every girl can thrive. The pass rate at A Level in 2021 was 100% and 47% of all grades were at A\*, with 78% at A\*-A (nationally that figure was 44%). Similarly, the pass rate at GCSE in 2021 was 100%. One third (33%) of all our GCSE results were at grade 9 and two thirds (67%) were at grades 9-7. We assess all girls on entry to the school and those in need of additional support are overseen by our PASS department. Class sizes are small with the largest classes being no more than 15 girls, many are less.

# Living in Yorkshire

Yorkshire is often called 'God's own county' and many Yorkshire folk would agree. The people of the region are friendly, welcoming and down to earth with a 'can do' mentality which is dynamic and uplifting.

The school is only 20 minutes away from the beautiful and historic city of York, voted the Best Place to Live in the UK by the Sunday Times. Property prices are reasonable, (like anywhere, there are variations) and there are many picturesque villages and market towns in the Yorkshire region which make an attractive base for those enjoying the great outdoors and a Yorkshire welcome, as well as those who want to access the high quality arts venues in the region or, indeed the magnificent Yorkshire coast.

York is a major transport hub with frequent trains to London (you can be there in less than two hours), Leeds, Manchester, Newcastle and Edinburgh. There are also good road links via the A1, M1 and M62 so the area feels at the heart of the UK. We might be biased but there are few better places to live and work.

# Sport at QM

QM has a rich tradition of sport and endeavours to cater for high-performance athletes and those who enjoy competitive sports, as well as valuing and providing a sports programme which encourages all girls to engage in an active lifestyle and instils a love of sports for life. That blend of enthusiasm, high performance, and provision for all will be central to the Director of Sport's vision for sports at QM.

QM offers a vast range of sports and activities to nurture every girl's physical and mental wellbeing, from Swimming and Tennis to Personal Training, Cricket and Riding. QM is unique in that girls play three winter team games - Lacrosse, Hockey and Netball, simultaneously. This means that there is a very strong culture of involvement in team games by girls at all levels of the school.

Facilities include an impressive 25m indoor heated swimming pool which is located in the Sports Hall and an outdoor pool which is also available during the Summer Term. Netball Courts, AstroTurf and Sport pitches create a fantastic all-weather outdoor sport facility for students. With recently resurfaced Tennis Courts within the grounds, girls can enjoy individual, pair or small group Tennis lessons. QM's Sports Hall is suitable for a wide range of indoor sports including Badminton and Omnikin and houses its own Cardio Suite. Squash courts are also available. QMFit is an outside fitness trail providing a full body workout with age-appropriate equipment - the aim being to encourage students to make the most of the school's beautiful grounds, creating a healthy mindset along the way.

The Sports Department is made up of specialist staff who provide tuition and coaching in a variety of sports. Competitive fixtures are arranged in many sports including Lacrosse, Hockey, Netball, Swimming, Tennis, Rounders, Athletics, Badminton and Squash. There is an opportunity to participate in a wide range of other sports and fitness-associated activities. The school has introduced the SOCS system to help with the organisation and facilitation of a busy extra-curricular schedule.

We offer GCSE and A Level courses in Physical Education, following the AQA specification, Conventionally Sport and PE are a regular part of the formal curriculum throughout the school, with girls in Years I-III receiving games lessons throughout the week covering Hockey, Lacrosse, Netball and Swimming (for two terms) and Tennis, Athletics, Rounders, Cricket and Swimming (in the summer). Girls in Years V to UVI have a wider range of sports available for them to select, but all are required to undertake a minimum of three hours of sports activity each week. The vast majority opt for a lot more and Senior Teams represent the school in a range of disciplines. The school also enters regional and national competitions. Girls across the school play in County and local teams and the senior netball squad, The Mavericks, play in the York netball league.

The department has very close links with the school's Dance Department, which has further specialist teachers. The school hosts a number of sports tournaments annually including sports events for local primary schools. The school plays regular fixtures against local independent and state schools in all sports and these take place throughout the week and on Saturday afternoons. The Director of Sport is expected to attend all Saturday fixtures.

# Job Description

## Summary

- The Director of Sport position is key in providing the leadership, vision, energy, drive and commitment needed to enable sports to continue to thrive at QM.
- The Director of Sport is responsible for leading and managing the development and delivery of Sport and PE throughout the school. They should be able to outline and implement a vision for the culture and purpose of sport throughout the School and how that will manifest itself within a girls' full boarding and day school.
- The Director of Sport will be capable of carrying a teaching load expected of Heads of Department, balanced with a strong commitment to sporting enrichment activities, including fixtures.
- The Director of Sport will report directly to the Senior Deputy Head/Head and also work closely with other members of SLT. They will also be expected to liaise closely with the Commercial Lets Manager and Director of Finance and Operations in order to maximise usage of the school's facilities.
- They are responsible for all areas of school sport (consisting of curriculum PE, games, coaching and fixtures), the overall effectiveness of the sports programme and ensuring a clear strategy for the future development and continued success of sport at QM.
- This is a full-time position including Saturdays.

## Duties as Director of Sport

With regard to the school's sports provision, the following list is not exhaustive but indicates the main areas of responsibility:

- Ensuring that we promote excellence in sport at QM.
- Ensuring that the sports programme throughout the School provides breadth, opportunity and enjoyment for every girl, no matter their ability or experience.
- Ensuring that we are at the forefront of school sport by keeping up-to-date with the latest developments and maintaining dialogue and influence with governing bodies and representative organisations.
- Ensuring there is opportunity for elite sports players to have access to additional provision and representative opportunity.
- Ensuring that local, regional and national sporting organisations continue to see QM as a beacon of excellence and that we continue to encourage these organisations to use our facilities.
- Ensuring that we maintain a fixture list that is competitive and appropriate across all sports.
- Ensuring that the tours programme is competitive, diverse and inclusive.
- Ensuring that sport at QM engages with the local community and with local schools.
- Ensuring that existing sports facilities are maintained to a high standard.
- Ensuring that our sports facilities continue to improve and looking for ways of developing our provision in this area.
- Ensuring that QM Sport has a presence externally through social media and working closely with the Director of External Relations to ensure the website and other media are maintained and regularly updated and parents and students receive accurate and timely information.
- Ensuring that parental communications celebrate sport at QM and responding to parental queries relating to sport, in liaison with the department team.
- Ensuring members of the department and external coaches fulfil their roles and that there is a coherent coaching programme.
- Building excellent working relationships with the Director of Music, Director of Drama, Head of Dance and other extracurricular departments to enable the pupils to access all areas of school life inside and outside the classroom.
- Driving opportunities to engage with feeder schools through sporting events.
- Taking overall responsibility for whole school sports events.
- Leading and managing pre-season training.

The Director of Sport is also responsible for the leadership and management of the school's PE curriculum. As such, they have the following responsibilities, in liaison with department members:

## Management

- Manage the day-to-day running of the department.
- Evaluate the teaching and learning within the department, setting individual and department targets as appropriate.
- Ensure that colleagues adhere to the principles of the School's teaching and learning policies and that these are effectively translated into department-specific documents.
- Encourage teachers to set high standards of accuracy and presentation.
- Ensure that members of the department set homework regularly and that they mark it promptly, thoroughly and in accordance with the department's marking policy (or policies).
- See that work is set for absent colleagues.
- Ensure that rooms, furniture, equipment, wall displays, etc are maintained to a high standard. A part of every classroom should be devoted to pupil work, which is changed at least every term. Corridors within department areas should also receive termly attention.
- Oversee the issue and return of textbooks.

# Job Description cont...

- Prepare the annual budget and keep an accurate record of money spent.
- Organise and chair department meetings and produce notes or minutes of those meetings.
- Participate in the Professional Development Review of department members and encourage in-service training based on individual and department needs.
- Provide information for the writing of references.
- Advise the Head about staffing provision and the appointment of new staff.
- Assist in the drafting of advertisements.
- Advise the Senior Deputy Head regarding staff and rooms.
- Act as a mentor for new members of staff and assist in the induction of newly qualified teachers.

## **Subject Area**

- In liaison with department members, Ensure that appropriate Schemes of Work and qualifications are agreed and applied by members of the department.
- Keep Schemes of Work under review for Sport and PE.
- Keep an up-to-date department handbook.
- Keep up-to-date with all aspects of curriculum development, with special reference to examination board specifications.
- Foster a spirit of academic enquiry in the department – read and share books, articles, etc. and keep abreast of developments.

## **Pupils**

- Put the wellbeing of pupils first and foremost.
- Take responsibility for the learning of all pupils who work in the department.
- Make sure that colleagues are aware of special circumstances affecting pupils.
- Oversee and co-ordinate the department's system of sanctions in line with the School's policies on behavior management.
- Organise and chair meetings with parents resulting from concerns about individual pupils and ensure that clear communication is established with tutors, other pastoral staff and SLT where necessary.

## **Assessment and Reporting**

- Ensure that internal examinations are set, marked, collated and evaluated.
- Ensure, after consultation with colleagues, that pupils are entered for the correct public examinations.
- Keep records on pupils up-to-date (internal assessments, examinations and external examination results), using these records to track pupil progress effectively and inform parents, tutors and SLT where there is a cause of concern.
- In conjunction with subject teachers and tutors intervene and devise specific action plans for pupils to address areas of concern, setting manageable targets which are clear, specific and measurable.

# Person Specification

	Essential	Desirable
<b>Personal Qualities</b>	Commitment to the ethos and aims of the school	Good sense of humour
	Demonstrable passion for sport in all its forms and the opportunities it provides	Evidence of sharing in and contributing to the corporate life of the school
	Credibility and integrity: able to act professionally and purposefully in line with the overall leadership demands of the school	
	Initiative and enthusiasm	
	Hard working and good stamina	
	Ability to maintain appropriate and supportive relationships with students and staff	
	Positive attitude to use of authority and maintaining very good standards of behaviour	
	Ability to work effectively as part of a team	
	Respect for confidentiality of information concerning pupils and ability to use discretion in matters of disclosure	
	Open-minded and receptive to new ideas, approaches and challenges	
<b>Skills</b>	Excellent sports practitioner	Competence in ICT
	Commitment to involvement in extracurricular activities	
	Excellent interpersonal and communication skills (written and oral)	
	Ability to prioritise	
	Ability to teach from Key Stage 3 to A Level	
	Demonstration of leadership and management skills	
	Ability to command respect of students, staff and parents	
	Good organisational skills	
<b>Qualifications</b>	Good honours graduate in relevant subject	
	Qualified teacher status	
	In possession of a recent DBS check and willingness to submit to a new check	
<b>Knowledge and Experience</b>	A record of successful teaching in one or more other schools of similar or larger size	Experience of leading a similar sized department
	Demonstrable experience of planning and managing sporting fixtures and resources	Record of continuing professional development
	Good working knowledge of GCSE and A Level specifications	
	Understanding of current good practice in teaching and learning	



# Application Process

We hope you like the sound of QM, if you feel it might be the right next step for you please apply using the school's Application Form (available on our website at [queenmargarets.com/careers](https://queenmargarets.com/careers)) providing a full career history and names and contact details for two referees.

**Completed application forms should be returned to: [recruitment@queenmargarets.com](mailto:recruitment@queenmargarets.com).**

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 & Barring Service and will be asked to bring certain documents to interview to confirm their identity.

Candidates should be aware that, in compliance with statutory guidance, as part of the shortlisting process the school will consider carrying out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview.



Scan for our Job Application Form





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