

Information for applicants to non-teaching posts at Tiffin



TIFFIN
SCHOOL

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www.tiffin.kingston.sch.uk

Sports Technician

Thank you for your interest in this post. I do hope that in reading this information about the post and School, and by looking at our website, you will feel inspired to submit an application. With a vibrant and friendly staff, and a sports ground close to Hampton Court Palace and the River Thames, Tiffin is an excellent school to work in. I look forward to receiving your application.

Mike Gascoigne, Headteacher

The Post

We are looking to appoint a Sports Technician who will assist in the provision of sports, both curricular and co-curricular on offer at Tiffin School. You will work closely with the Director of Sport, as well as the 3 other PE teachers and the Sports Centre Manager, who is also the Head of Rowing. You will also work with other staff at Tiffin, many of whom, are also engaged in sport. You will be involved in supervising and coaching sport, monitoring and supervising the use of the new gym, covering PE lessons, and other tasks associated with administration and organisation of sports activities. You will also manage and coach a sports team. This post is very important as we seek to make maximum use of our brand new gym and fitness studio facilities opening in June 2020. Please see the job description for more details.

Tiffin School:

Introduction and Background

Tiffin School is a boys' selective state school of nearly 1,300 pupils with a mixed Sixth Form located in the centre of Kingston upon Thames. Its origins date back to 1638, and it has occupied its current site in the heart of Kingston since 1929. Today, Tiffin School is one of the leading state schools in the country, educating pupils from Kingston and its surrounding areas in South West London. The School attracts pupils from a wide range of diverse backgrounds, and is judged to be outstanding by Ofsted.



The School is highly acclaimed for its ethos of combining the outstanding academic achievement of a traditional grammar school environment, with a wide offering of activities particularly in sport and the performing and creative arts. Rugby, cross-country, rowing, basketball, badminton, netball, cricket and tennis all thrive, and regular Saturday fixtures are held at our sports grounds at Hampton Court. This is captured in the School's vision statement "Inspiring students to engage, aspire and excel."

Sport at Tiffin School

At Tiffin all students are encouraged to participate in competitive sport and are provided with an increasingly varied range of opportunities to do so. There is wide participation and the top teams in each sport are coached by a team of experts.

Tiffin boasts outstanding sporting facilities. Onsite the Sports Centre is being expanded and includes a large Sports hall that can accommodate basketball and up to 6 badminton courts. The dance studio hosts dance but also houses 10 table tennis tables, and a large weights and conditioning room and two further fitness studios are being constructed in a significant expansion of our facilities, due to open June 2020. This sits alongside the School field, the MUGA and 8 cricket nets. The school's sports grounds are a short bus journey away near Hampton Court and consist of 30 acres of grounds in a beautiful setting providing 10 rugby/football pitches turning to cricket in the Summer. The Canbury boathouse is 15 minutes' walk from the school and houses more than 25 racing rowing boats. Other local facilities that are used on a regular basis include New Malden Tennis Club, The Weir Archer Athletics Centre and the Kingfisher Swimming Pool.



The major sports at Tiffin are rugby union and cricket - and the school has fielded as many as 18 rugby teams and 12 cricket teams on some weekends. From Year 9 upwards students have the option to row all year round and the school competes in local and national events. In the Winter the school also fields cross-country, basketball and badminton teams at all age groups and in the Summer there are tennis and athletics teams. In addition table tennis, swimming, football, are played competitively at Tiffin and lacrosse, hockey and Frisbee are also offered. Girls not only participate in the usual mixed sport, but also in netball and Girls Rugby, both of which are popular. The new fitness and conditioning studios provide another opportunity to expand our sports offering.

Tiffin's Location: Kingston upon Thames

The School's Kingston town site provides all of its teaching and learning facilities and some sports facilities. The School is also very fortunate to have its extensive playing fields in Hampton Court, where sport is played every afternoon, and at weekends, and its own boathouse in Kingston. Our sports ground is beautifully situated with the River Thames and Hampton Court Palace very close by.



School Facilities

The School has very good facilities which have been developed over the years. The centre of the School is arranged around a garden that has the original 1929 building matched with the award winning, Learning and Resources Centre (LRC) built in 2004. The six main buildings which make up the site, together provide extensive facilities such as twelve fully equipped science laboratories, three art rooms and a drama studio. There is a large hall for assemblies which is also used for public performances, as well as a separate Sports Centre. The School is continuing to follow its master plan for the development of the site, and a fantastic new 2-storey building was opened in 2018 to house a dining hall and 5 more classrooms, and a new Sixth Form area was opening alongside this. The extension to the Sports Centre will be completed in June 2020.

The School site in Kingston contains our all-weather floodlit artificial pitch (see below). In addition, our playing fields at Hampton Court provide extensive playing facilities for rugby, cricket, cross country and football, and our boathouse, which we run in partnership with Kingston Rowing Club, is by the Thames near the centre of Kingston. We are most fortunate to have such facilities available that allow us to provide a range of sporting opportunities for our students and also provide a source of funding through third party lettings in the evenings and at weekends.

Professional Development

Tiffin invests in its staff through both internal and external professional development. Yet we also give a trust to our staff, as professionals, to carry out their job with the minimum bureaucracy necessary. All staff undergo induction. In all aspects of the support and administrative life of the School, Tiffin is fortunate to have a dedicated and committed support staff that allow the School to operate in such an effective way.



Staff and their Welfare

There are at present about 70 teaching staff and 40 non-teaching staff at Tiffin. The School is a most friendly place to work, and there is an excellent and vibrant mix of both experienced and newer staff. It is a place where young staff can learn and progress, or older staff can hone their talents. There is a very good camaraderie among the staff, helped by the socials and events which are organised. Welfare of staff is a key concern of the management. We have our own salary scales which reflect the local government scales for Outer London, and non-teaching staff are able to join the Local Government Pension Scheme. Where the type of work requires it, uniform and Personal Protective Equipment will be made available.

Safeguarding of Children

REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) ORDER 1974 (AS AMENDED IN 2013)

Tiffin School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post you are applying for is subject to an order under Section 4(4) of the Rehabilitation of Offenders Act 1974. Applicants must therefore provide information about all: convictions, cautions, warnings, reprimands, binding over or other orders, pending prosecutions, criminal investigations that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).



Equal Opportunities

Tiffin School is an equal opportunities employer and its policies, including the need to guard against false assumptions based on an applicant's sex, race, colour, nationality, ethnic or national origins, disability, religion, age, marital status, working pattern, sexual orientation or gender reassignment, are followed at all stages of the selection procedure.

Tiffin School Sports Technician Job Description

Job Purpose: This new role has been created to develop and improve the standard, participation and variety of sport, both curricular and co-curricular on offer at Tiffin School.

Reporting to: Director of Sport

Hours: The post is full time i.e. 36 hours exclusive of meal breaks, during school term time only.

Mon & Wed: 07:30 - 16:45, Tue: 08:30 - 16:45, Thu 08:15 - 15:30, Fri 09:30 - 15:30 (with an hour break unpaid). Timings may be subject to change to fit with sports schedule. It is a fixed term appointment from 1st September 2020 - 16th July 2021.

Salary: £18,770 - £20,103 per annum dependant on age and experience

Key Responsibilities:

Sports Coaching and Supervision

- To teach a group during timetabled games lessons (usually at the school playing fields, Grists) from 13:50 to 15:30 every afternoon.
- To supervise and/or coach extra curricular sports training sessions (in a variety of sports, venues and age groups dependent on the session):
 - from 12:45 to 13:35 every lunchtime.
 - from 08:15 to 09:10 every Thursday morning.
 - from 07:30 to 08:20 on Mon and Wed mornings (days subject to change).
 - from 15:45 to 16:45 on Mon, Tue & Wed afternoons (days subject to change).
- Monitoring safe use of the gym in the sports centre to ensure that it is only used in line with school policy and to keep a record of this.
- To supervise, on occasion transport to sporting activities.
- Manage and coach a school team including administration related to selection, reporting and pupil welfare (likely to include a rugby team in the winter and a cricket team in the Summer) - this will include a commitment to supervise teams on Saturday mornings. (payment for Saturdays is in addition to regular salary)
- Cover PE lessons when there are staff absences.
- Supervise Strength & Conditioning sessions for sports participants in the gym.
- Organise and run occasional induction sessions for sports participants in the gym.

Administration

- Maintain sports equipment and ensure that sports facilities and storage rooms are kept clean and tidy and that equipment is stored in a safe and orderly fashion when not in use.
- Help with the general administration of running the Sports department including the Tiffin Sport Website (SOCS), injury reporting (R2P) and stocktaking.
- Helping with the organisation and running of events such as open evening, sports day and inter-school competitions and fixtures.
- To ensure that all areas of the sports centre are correctly set up to meet the requirements of PE lessons and sports clubs.
- Assist teachers in lessons where additional support is needed with filming, recording and ICT.
- Writing, Collating and Organising articles for the school's newsletters and marketing.
- Developing and managing the use of social media.
- Creating and updating information display boards.

Other:

- Liaising with PE staff, teachers, external coaches who teach Games and extra-curricular clubs and participate in departmental meetings.

- Taking responsibility for personal professional development including completing required training courses identifying further development opportunities both within the department and beyond.
- Undertake other reasonable duties related to the job purpose required from time to time.

Tiffin School Sports Technician
Person Specification

	Essential	Desirable
Qualifications	Reasonable level of literacy and numeracy Fluent English speaking	GCSE level education, including English and Maths Full driving licence with no penalty points
Experience	Working in a team environment.	Experience of dealing with members of the public
Skills, knowledge and aptitude	<p>Candidates must have:</p> <ul style="list-style-type: none"> • High expectations which inspire, motivate and challenge pupils • High personal and professional standards • A keen interest in and good knowledge of sport • The ability to plan and run well-structured training sessions • Good written and oral communication skills • Good time management, organisation, IT and administrative skills • Plenty of initiative and enthusiasm • Confidence, imagination and drive • A sense of humour and perspective • Effective interpersonal skills • An inclination to go above and beyond what is required <p>Candidates are desired, but not required, to have:</p> <ul style="list-style-type: none"> • Experience coaching rugby and/or cricket/basketball/badminton • Experience in strength and conditioning training • Experience working with children 	