



Mill Hill

Instilling values, inspiring minds

Grimsdell | Belmont | Mill Hill School | Mill Hill International | Cobham Hall

Foundation Head of Eton Fives & Teacher of Games Candidate Information Pack

INTRODUCTION

Eton Fives plays an integral part in Mill Hill School and Belmont sports programmes. Pupils have the opportunity to participate in Eton Fives during curriculum lessons, extra-curricular clubs and fixtures across the seven-day week at both schools.

Closing date for applications: 9:00am on Tuesday 22 March 2022

Interview date: Wednesday 30 March 2022

Key facts about the role:

Contract Type

PERMANENT, TERM TIME

Reporting To

DIRECTOR OF SPORT AT MILL HILL SCHOOL, & WORK CLOSELY WITH DIRECTOR OF SPORT AT BELMONT

Pension

CONTRIBUTORY STAKEHOLDER PENSION SCHEME

Hours

FULL TIME, TERM TIME ONLY. THIS JOB WILL INVOLVE REGULAR WORK DURING AND AFTER SCHOOL, AND AT WEEKENDS (INCLUDING SOME SUNDAY FIXTURES).

THE FOUNDATION

The Mill Hill School Foundation Ethos

The Mill Hill School Foundation educates boys and girls from 3–18, seeking to equip them for life, both now and in the future.

Our stimulating academic environment and numerous activities outside the classroom encourage learning and personal growth. We are committed to the development of every pupil and believe that our friendly and supportive community helps this to happen. We seek as a Foundation to instil a love for learning which will last a life time whilst balancing this with a readiness to embrace change.



JOB DESCRIPTION

This job description below outlines the full extent of the role; however, the roles and responsibilities can be adapted to suit a part-time appointment to meet the best candidate's needs.

Core Responsibilities and Expectations

Fives Coaching

- Organise and lead a programme of individual and group Eton Fives coaching for pupils throughout the academic year
- Lead school matches across The Foundation
- Prepare our players for participation in the National Schools Championships at the end of the Spring Term/start of Easter holidays
- Help in the development of year-round Eton Fives support to our most ambitious players and teams, optimising the use of Mill Hill School facilities and resources throughout the Eton Fives season and off-season
- Work with the Director of Sport at both schools and Mill Hill School Activities Co-ordinator to schedule and deliver extra-curricular clubs and opportunities for all pupils across The Foundation
- Support the Director of Sport at Belmont to introduce Eton Fives into the PE curriculum
- Be a staff presence at Open Morning, Foundation Day and fixtures organised by the School, where appropriate
- Embrace the use of the latest technology and equipment in providing performance analysis to players and staff
- Work with the Performance Team to improve player's performance and reduce the risk of injury

Fives Administration

- Take a leading role in the organisation and administration of an appropriately challenging fixture list, including staffing, communication, transport, pre-and post-match catering, medical requirements and the inputting, managing and updating of the SOCS system
- Continue to build upon and develop the Mill Hill School Eton Fives 'playbook' for pupils and staff
- Develop a one, three and five-year Eton Fives performance development plan
- Lead on the organisation and running of all House and staff competitions across The Foundation

- Produce regular reports as appropriate for inclusion in the Mill Hill School website and social media channels, ensuring we highlight Eton Fives at Mill Hill School and Belmont
- Be flexible and imaginative with the timings of lessons fitting in with the needs and pressures of life in a day/boarding school, and the intricacies of the programme
- Run an Eton Fives tour every three years ensuring all players have touring opportunities whilst at Mill Hill School
- Take responsibility for promoting and representing Mill Hill Sport within the Eton Fives community, e.g. through social media coverage, recruitment of local talented Eton Fives players and word of mouth

Fives Management

- Assist and lead the delivery of Eton Fives staff insets. Working alongside our existing staff across The Foundation to develop staff knowledge and coach craft, ensuring high-quality delivery throughout the Mill Hill School Eton Fives pathway
- Responsible for all aspects of health and safety in Eton Fives across The Foundation
- Assist the Director of Sport with the identification and recruitment of potential Sports Scholars at 11+, 13+ and 16+ entry points
- Attend Games Committee meetings as required
- Be a staff presence on educational visits/other trips organised by the School, where appropriate

Teacher of Games

- Planning, preparing and delivering a series of sports sessions, within timetabled lessons and through the Co-Curricular activity programme
- Running or assisting to run (dependent on experience and sport) the School's teams across multiple terms
- Participating in administrative and organisational tasks related to such duties as are described above
- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact

PERSON SPECIFICATION

Essential

- Excellent interpersonal and communication skills across a breadth of environments and media
- Awareness of current best practice and ideas in the coaching of Eton Fives
- An understanding of integrating a successful sports performance programme within a school environment
- Ability to work in a team and a large department
- Strong work ethic, punctual, reliable and committed to personal development
- Promote safeguarding and child protection in an educational setting
- Experience playing/coaching in at least one of the following sports: Rugby/Football/Netball/Hockey/Cricket/Tennis/Athletics



HOW TO APPLY

1

If you would like to apply for this role, please download the application form from the **School website**, Our Guidance Notes for Applicants can also be found on the website.

[View Online Page](#)

2

Your application form should be completed in full and returned to **applications@millhill.org.uk** by **9:00am on Tuesday 22 March 2022**. Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

Interview Date: Wednesday 30 March 2022

The Mill Hill Foundation is committed to safeguarding the welfare of children. The schools apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Foundation is committed to Equal Opportunities and welcomes applications from all sections of the community.



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