

Job Information Pack



HEAD OF GYMNASTICS

ABOUT THE JOB

Job Title Head of Gymnastics

Reports to Our Director of Sport (in relation to Port Regis gymnastics) and the Sports Centre Manager (in relation to external gymnastics). The postholder will also work closely with our Head of Swimming and swim team.

Role Profile We are seeking to appoint a Head of Gymnastics who will be responsible for managing our gymnastics operations for Port Regis pupils (children aged 3-13) and external gymnasts (children aged 3-18). This is an exciting opportunity to build and expand an already strong gymnastics team and operation.

Hours of Work There is some flexibility around the hours of work to suit the preferred candidate. We anticipate full-time during term time (around 40 hours a week), which will include evenings and weekends, and part-time during school holidays (around 20 hours a week).

Start Date and Contract To be agreed on appointment.

Remuneration and Benefits

The successful candidate can expect:

- Competitive rates of pay, pension and holiday benefits.
- Complimentary use of the School's staff gym and Sports Centre.
- Delicious meals in our Dining Hall during term time and working hours.
- Generous school fee discount.
- To join a delightful team and exceptional working environment.
- Accommodation on site can also be provided if desired in lieu of boarding duties. Please contact our Director of HR if you would like to discuss this.



ABOUT PORT REGIS

Port Regis is a leading co-educational prep school founded in 1881. It is a school steeped in history and yet it remains a community that is, at its core, forward thinking and innovative in its approach to educating young children. The school provides an outstanding education for around 300 children aged 2-13, with nearly 100 full boarders from Years 3-8 (F-A Forms).



Few other prep schools can provide the breadth of experience on offer at Port Regis. We are renowned for our exceptional staff and academic credentials, as well as our first-class facilities set within 150 acres of stunning grounds in rural Dorset. These facilities (that eclipse many at senior schools) enable Port Regis to deliver an outstanding holistic education that inspires the head, the hand and the heart.

Our gymnastics facility sits within a purpose-built Sports Centre alongside our 25m swimming pool. The Sports Centre, known within the School as 'Queen's', was opened by Queen Elizabeth II in 1991.

This year, Port Regis has won and been shortlisted for multiple awards including the 'Boarding Innovation Award' at the BSA (Boarding Schools Association) Awards, 'Boarding School of the Year' at the Tes Awards, 'Prep School of the Year' at the Independent Schools of the Year Awards, the 'Championing Sustainability' and 'Excellence in STEM' Awards at the Muddy Best Schools Awards, and the 'Community Engagement' Award at the Talk Education Award. These successes are testament to the breadth of excellence at Port Regis, led by our talented and dedicated staff.



Job Description

Our coaching is mostly artistic but we coach some acrobatics too. You will manage a small team of coaches and oversee the gymnastics coaching for:

- Port Regis pupils within the Port Regis timetable during term time (PE lessons teaching curriculum gymnastics and after school hobby sessions).
 - External gymnastics - All club, squad and recreational groups for Port Regis and external gymnasts which are run all year round from 1630-2030 during the week and on Saturdays from 0900-1600.
 - Pre-School and Toddler Gym sessions (where children are accompanied by parents/guardians).
 - Gymnastics coaching sessions for groups of children from other local schools.
 - All competitions and gymnastics performances and events.
- Main responsibilities:*
- Managing the gymnastics coaching programme for Port Regis children (in conjunction with the Director of Sport), children from other local schools and members of Port Regis Gymnastics Club (including Club, Recreational and Squad Groups; Pre-School and Toddler Gym; and curriculum PE lessons for external schools).
 - Promoting Port Regis and the Port Regis Gymnastics Club.
 - Preparing for all relevant competitions and squad sessions within the County, Region and Country. You would also be expected to be actively involved in Dorset and SW Gymnastics.
 - Management of Port Regis Gymnastics Club. This includes marketing (in consultation with the Direction of Marketing), income generation, full utilisation of the gymnastics facility (minimising any void periods), staffing, squad selections, judging, competitions and finance.
 - Organising school gymnastic competitions, displays and events, as required, as well as IAPS/GISGA/BSGA Championships when hosted by Port Regis.
 - Teaching Gymnastics/PE to Port Regis children as directed by the Director of Sport. This includes responsibility for lesson planning and preparation; record-keeping; the regular production of assessments and reports in accordance with school policy.
 - Training, mentoring and managing Gymnastics staff.
 - Ensuring the Gymnastics facility and its equipment is maintained in accordance with sector-specific recommendations and guidelines.
 - Assisting, if required, with the general management of the Sports Centre.
 - Undertaking, if required, any other duties which might be reasonably directed by the Headmaster and Bursar or any other person acting on their behalf.



Job Description continued...

- Health and Safety – Membership of the school's H&S Committee, accident reporting, risk assessments and ensuring safe practices.
- Administration – manage the following:
 - BG Coach affiliations and membership;
 - Ensuring that all club/school gymnasts have the correct British Gymnastics Association Insurance in place;
 - School development plan with regard to gymnastics;
 - Budget preparation and in year financial management (to include overseeing all gymnastics invoicing and bookings)
 - Group registers and numbers
 - Competition entries
 - Weekly staff meeting;
 - Staff timetables and manage annual leave;
 - Pupil reports;
 - School calendar entries for gymnastics;
 - Hobbies and games admin for gymnastics;
 - Prizes;
 - Staff appraisals and development training.

General Duties:

- Safeguarding and compliance with our Child Protection & Safeguarding Policy and procedures.
- Comply with statutory requirements for example the Health and Safety at Work Act and the Data Protection Act and School policies and procedures in this regard.
- Adhere to the school's training requirements and policies as contained in iAMCompliant.
- Maintain positive and effective communication with all members of the Port Regis community including pupils, staff, parents and Old Port Regians (OPRs); external users; the local community; and outside agencies.
- Ensure the reflection of Port Regis' values in all communications.
- Provide regular content for parent newsletters and external audiences as required.
- Work with the Director of Marketing and Sports Centre team to promote the School.
- To carry out and implement risk assessments as required.
- Be available to communicate with parents, governors, and other groups or individuals on departmental matters.
- Undertake other such duties as may reasonably be required from time to time.



Person specification

The successful candidate must have a passion for gymnastics and management. We are ideally looking for a skilled and experienced artistic gymnastics coach but this is not essential. Our main priority is to find a candidate with the skills and experience to both oversee and improve the management of our gymnastics operations.

Essential

- A commitment to promoting and safeguarding the welfare of children.
- The skills and experience to manage and improve our gymnastics operations.
- Passion for gymnastics and the benefits for all children.
- Excellent interpersonal skills – the ability to develop strong relationships with gymnasts, parents and colleagues.
- Motivated to work with young people, able to form and maintain appropriate rapport and emotional resilience.
- A strong team player.
- Flexibility – the ability to commit to working during evenings, weekends and school holidays.



- Be willing to 'go the extra mile' and be flexible around the needs of the gymnastics operation.
- A kind, caring and cheerful nature.
- Adaptable and calm under pressure.

Desired

- Experience of managing a similar setting.
- Level 1 (or above) gymnastics coaching qualification.
- Experience of coaching children aged 2-13.



Application Procedure

If you feel you can meet the requirements of the post, we would be delighted to hear from you. Please complete the application form linked with this advert and send it, along with a covering letter, to our Director of HR & Legal, Mrs Geraldine White at (hr@portregis.com) or via post to Port Regis, Motcombe Park, Shaftesbury, Dorset SP7 9QA to arrive as soon as possible and before 0830 on Monday 6 January 2025.

Port Regis is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service. Please read the Safer Recruitment Pack and Child Protection & Safeguarding Policy in conjunction with your application.



Diversity and Inclusion

Port Regis is committed to equality, diversity and inclusion. We encourage applications from a diverse range of suitably qualified candidates, including candidates wishing to work flexibly or requiring reasonable adjustments.