



## Head of Preparatory School Sport Reddam House Umhlanga

South Africa  
Umhlanga, KZN  
Reddam House Umhlanga  
Inspired

**Line Manager/Reporting into:** Director of Sport/ Head of Prep School  
**Full Time/Part Time:** Full Time  
**Fixed Term Contract Length:** If applicable  
**Closing Date for Applications:** Wednesday 14 September 2022  
**Languages Required** English

Inspired is seeking to appoint a **Head of Preparatory School Sport** to join us in January 2023 on a [permanent full-time basis.

### “Inspiring Academic Excellence Across 5 Continents”

A definitive statement of excellence in private education, Reddam House Umhlanga forms part of the Inspired Education group. Inspired is a co-educational, non-denominational, independent school group designed to inspire students to achieve their maximum potential in a nurturing, progressive academic and extra-mural environment from ages 3 months to 18 yrs.

We offer a fresh and contemporary approach to education by re-evaluating traditional teaching methods and curriculums, and creating a more dynamic, relevant and powerful model reflecting current attitudes. We nurture the unique individuality, talent, and self-assurance of each student, equipping them to take on the world with the skills and confidence to ensure success. And we believe the Arts are an integral component of premium education.

Our current portfolio of 80+ schools currently operates across Europe, Asia-Pacific, Africa, the Middle East and Latin America, with ongoing expansion foreseen. This position presents a unique opportunity to join a connected global community.

We take great care when selecting new colleagues to join Inspired Education and hand pick every single role. We believe true excellence in education is only achieved through an inspiring and passionate team with whom are dedicated to supporting our schools to recruit and retain students by sustaining engaging and inspiring learning environments through our 3 pillars of: Performing and Creative Arts; Academics and Sport.

Professionalism, responsive teaching, specialist knowledge, strong planning, excellent qualifications, and an outstanding personal reputation, are just few of the core requirements we look for when recruiting Inspired teaching staff. For more information about us, please visit [Inspired Schools - Premium Private Education \(inspirededu.com\)](https://inspirededu.com)

### OUR SCHOOL

Umhlanga College joined Inspired in late 2016 and was officially renamed Reddam House Umhlanga. Situated on the edge of Umhlanga Ridge, Reddam House Umhlanga encourages children to ‘simply be children’, while actively supporting them on their journey to achieve their very best. Within the parameters of a robust, diverse and enriched curriculum, the Reddam House campus culture fosters academic, sporting and cultural excellence, underpinned by a strong and supportive pastoral care system.

**UMHLANGA** | 21 Preston Drive, Prestondale Umhlanga, 4021 | PO Box 3097, Prestondale, 4021 | +27 (0) 31 566 5736 | [info.umhlanga@reddam.house](mailto:info.umhlanga@reddam.house) | [reddamhouse.com](https://reddamhouse.com)

**Early Learning School Head** [elshead.umhlanga@reddam.house](mailto:elshead.umhlanga@reddam.house) **Preparatory Head** [prephead.umhlanga@reddam.house](mailto:prephead.umhlanga@reddam.house) **College Head** [collegehead.umhlanga@reddam.house](mailto:collegehead.umhlanga@reddam.house) **Executive Head** [executivehead.umhlanga@reddam.house](mailto:executivehead.umhlanga@reddam.house)

Directors: NM Nsouli, D Colley, RL Rostas, R Nadasen

Inspired Schools (Pty) Ltd 2014/226909/07

## WHY APPLY

### “Be at the forefront of International Education”

When you join Inspired, you don't just join a business. You become part of a unique global community of passionate professionals, with unrivalled access to extensive guidance, support and advice all focused on creating a culture of excellence in education.

## WHAT WE OFFER

- The most collaborative environment, at every level, that you will find anywhere.
- Excellent resources
- Excellent professional development within the Inspired group and a global network of over 70 schools to learn alongside
- At the leading edge of independent school thinking.
- A culture of excellence.
- Network of opportunities &
- Competitive package.

## ROLE SUMMARY & JOB PURPOSE

- To adopt a holistic view to students in their care, promoting the general progress and well-being of individuals and of any class or group assigned to them.
- To create a positive learning environment and motivate students to achieve their full potential

## ROLE RESPONSIBILITIES

The position of Head of Preparatory School Sport encompasses many roles. Generally, these roles can be categorized under the following 5 broad areas of responsibility:

1. Administration
2. Management
3. Teaching
4. Other

### 1. ADMINISTRATION

**The Head of Preparatory School Sport provides assistance to the Director of Sport and Head of the Preparatory School by:**

- Arranging and facilitating Prep School sporting fixtures in a range of sporting codes (excluding hockey and waterpolo).
- Overseeing the Prep School sports registers of all sporting codes to ensuring maximum participation.
- Confirming Prep School students' extramural involvement and that this information is recorded correctly on students' termly academic reports.
- Ensuring all aspects of the hosting of Prep School sports fixtures are taken care of – from the set up and smooth functioning of all home fixtures.
- Arranging transport to Prep School away fixtures and drawing up an appropriate transport schedule.
- Organizing all logistics around Prep School away tours and festivals – this includes drawing up budgets; making transport and accommodation arrangements; communicating with staff and parents etc.

- Ensuring that all logistical arrangements for ALL Prep School sporting codes (including waterpolo and hockey) are communicated on the Reddam House Umhlanga app.
- Maintaining and overseeing the Prep School termly and yearly calendar of sports-related activities to ensure that there are no clashes or oversights.
- Responding to queries from parents, students and staff around all sports related matters.
- Ensuring that all Prep School sports trophies are engraved annually and stored appropriately.
- Ordering, securing and issuing of all Prep School sports equipment and stock – including coaches' kit.
- Keeping records of all Prep School interhouse sporting competition results.
- Keeping records of all Prep School sports fixture results as well as team selections so that these results can be communicated in assemblies and appropriate PR channels.

## 2. MANAGEMENT

**The Head of Preparatory School Sport provides assistance to the Director of Sport and Head of the Preparatory School by:**

- Attending weekly Preparatory School management meetings
- Sitting on the School's Colours Committee and preparing nominations of sports awards.
- Facilitating, minuting and communicating the outcomes of Prep School Sport Disciplinary Committee meetings.
- Overseeing the logistics around Prep School Sport Awards ceremonies – certificates; trophies, programmes and arrangements.
- Together with the Estates Manager, managing the Groundsman, and ensuring that all sports facilities are in good condition.
- Attending weekly Functions Meetings.
- Liaising with the Directors of Hockey, Waterpolo and Director of Sport to ensure the smooth and effective running of sport across the campus in keeping with the strategic goals of the School as a whole.
- Facilitating, arranging and communicating arrangements with the school photographer twice a year.
- Appointing Prep School staff to managerial and coaching roles in all sports teams (excluding waterpolo and hockey).
- Inducting and managing all Prep School peripatetic sports coaches to ensure that they undertake their duties and responsibilities in keeping with the Reddam House ethos.
- Ensuring that Reddam House Umhlanga has a presence at all Prep School zonal and district sides and encouraging representation by coaches/ managers at provincial trials.
- Liaising with Prep School Teachers in Charge of sports.
- Ensuring that boys' and girls' Prep School sports receive equal profile and prominence.

## 3. TEACHING

- As a full time, permanent member of staff, the Head of Prep School Sport is required to teach a 50% timetable.

## 4. OTHER

- Due to the dynamic nature of any school other responsibilities and functions may be delegated by the Prep School Head to the Head of Prep School Sport to assist in the operational efficiency of the College

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual responsibility undertaken may not be identified. The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the role as directed Senior Management.

## WHAT WE'RE LOOKING FOR

	ESSENTIAL	DESIRABLE
<p><b>Inspired Required Teaching Standards</b></p> <p>A full outline of <i>Teaching standards</i> are available on request</p>	<ul style="list-style-type: none"> <li>• Able to set clear expectations and stretching goals</li> <li>• Adaptable teaching style incorporating feedback</li> <li>• A depth of understanding in the relevant subject area</li> <li>• Ability to judge learning effectiveness</li> <li>• Excellent preparation and planning</li> <li>• Assessment of student outcomes and feedback to enhance performance</li> </ul> <p>Genuine care and attention for the highest standards of student welfare</p>	
<p><b>Skills and previous experience</b></p>	<ul style="list-style-type: none"> <li>• A minimum of <b>3</b> years' experience with students in a Prep School school and post 16</li> <li>• Confidence with use of ICT in teaching</li> </ul>	<ul style="list-style-type: none"> <li>• Previous IEB-teaching experience advisable.</li> <li>• Previous experience in a high-performing international school</li> </ul>
<p><b>Qualifications and Accreditations</b></p>	<ul style="list-style-type: none"> <li>• University degree or diploma in appropriate subject</li> <li>• Certified Teaching Status</li> <li>• Appropriate right to work</li> </ul>	
<p><b>Personal Competencies and Attributes</b></p>	<ul style="list-style-type: none"> <li>• An unwavering commitment to the development of students</li> <li>• A demonstrable passion for the profession</li> <li>• Excellent organizational skills</li> <li>• A positive attitude to change</li> <li>• A continuous improvement mindset</li> </ul>	

## HOW TO APPLY

- Please send a covering letter and copy of your CV to the following email address: [vacancies.umhlanga@reddam.house](mailto:vacancies.umhlanga@reddam.house)
- Your CV will be reviewed and if you meet the criteria, we will contact you for an interview.

Due to the current COVID environment, interviews may place via Skype, MS Teams or another virtual platform.

All applicants will be expected to provide some if not all of the following (i) a supporting statement clearly outlining why they are interested in the position and school (ii) a CV with their details and history of employment and achievements (iii) at least two referees from a recent/current appointment.

## SAFEGUARDING STATEMENT

Inspired are committed to safeguarding and promoting the welfare of children and young people and if successful you are expected to share this commitment. The protection of our students' welfare is the responsibility of all staff

and individuals are expected to conduct themselves in a way that reflects the principles and values of our organization.

Any successful applications will also be required to undergo rigorous child protection screening including checks with past employers and an enhanced DBS check as well as completing any relevant safeguarding assessments.

#### **VACCINATIONS**

In accordance with Inspired's duty to provide and maintain a safe working environment, a prerequisite to join the Company is that you are vaccinated to safeguard the health interests of our students, staff members, their families, and the community at large from COVID-19.

#### **EQUAL OPPORTUNITIES STATEMENT**

Inspired Education is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, colour, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by law.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Inspired makes hiring decisions based solely the skills, experiences and attributes needed to continue to deliver excellence.

Reddam House, in line with POPIA (Protection of Personal Information Act) will attempt to ensure the confidentiality of all applicants for this role. All reasonable measures will be in place to protect the personal information that will be used in the recruitment, selection, and reporting process. By submitting your application for this position, you are recognising and accepting this disclaimer.

### **TEMPLATE APPLICATION FORM – SCHOOL STAFF**

#### **Introduction**

Inspired 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 practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Please complete the following form as fully as possible. Please attach your CV in addition to the completed application form. The information requested below complies with Inspired's guidance on safer recruiting.

<b>POSITION APPLIED FOR:</b>			
<b>1. PERSONAL DETAILS</b>			
<b>Title (Dr/Mr/Mrs/Miss/Ms)</b>			
<b>First Name and Surname:</b>			
<b>ID Number:</b>			
<b>Current Address:</b>			
<b>Postcode:</b>			
<b>Previous Address, covering the last five years if different from above</b>			
<b>Home Telephone No:</b>		<b>Work Telephone</b>	

<b>Mobile Telephone No:</b>		<b>Email:</b>	
<b>Do you have Qualified Teacher Status?</b>			
<b>SACE Number:</b>			

<b>2. OTHER INFORMATION</b>	
<b>Are you related to any employee of the School?</b>	
<b>If yes, who?</b>	
<b>Please state where you saw this post advertised</b>	

### 3. EMPLOYMENT

Please supply a full history in chronological order (with start and end dates) of all previous employment and/or activities since leaving secondary education.

Please state the reason for leaving each position in full.

<b>Employer Name &amp; Address</b>	<b>Job Title</b>	<b>Date From/to dd/mm/yy</b>	<b>Current or Final Salary, Reason for Leaving</b>


**4. GAPS IN EMPLOYMENT**

If there are any gaps in your employment history, please give details and dates

**5. REFERENCES**

Please supply the names and contact details of three people who we may contact for references. One of these must be your current/most recent employer. If the employer is a school, it is expected that in most cases the Head Teacher or Deputy Head will be the referee. Where you are not currently working with children, but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children. **Please note, references will not be accepted from relatives or from referees writing solely in the capacity of friend.**

The School intends to take up references from all shortlisted candidates before the interview where possible. The School reserves the right to take up references from any previous employer.

<b>1. Name</b>		<b>2. Name</b>	
<b>Position</b>		<b>Position</b>	
<b>Address</b>		<b>Address</b>	



Inspired informs you that according to the POIPA Act the personal data provided and collected in this application form will be processed and automatically included in our files with the exclusive purpose of managing the personnel selection processes that are carried out. We rely on the lawful basis of legitimate interest.

By completing this application form, you are authorizing the processing of your data for the purposes expressed above. Your data will be kept in our files for the term of 6 (six) months under the required security measures and for the indicated purpose, as well as to properly manage the application to the employment position for which you may be interested and /or for future selection processes that may be adjusted to your profile. Once the purpose has expired, your data will be safely deleted.

You expressly consent to the personal data being transferred to other schools within Inspired that may be interested in your work profile. Said schools may be located in United Kingdom or outside of EU or in any other country, even in those that do not offer a level of protection comparable to our data protection regulations. In these cases, Inspired is fully committed to transfer you data under the appropriate safeguards.

Inspired guarantees the proper use of the information, and especially, the full confidentiality of the personal data contained in our files, as well as full compliance with the obligations regarding the protection of personal data.

In the event of any modification of your personal data, we ask you to notify us in writing with the sole purpose of keeping your job application or curriculum vitae duly updated.

Likewise, we inform you that you can exercise your data protection rights (access, rectification, object, erasure, or get information about other rights), or withdraw your consent at any time, by sending us a written request to the email addresses indicated in the header of this clause.

Finally, we will request from you information and contact details about your previous employers with the aim to get professional references. The applicant undertakes to provide said information with the prior written agreement of such employers, having informed them previously of the following: a) they will provide your personal information only for professional purposes; b) we will process such references exclusively for the aforementioned purposes;) Inspired recognizes to previous employers the exercise of their data protection rights, and they can exercise them by sending us a written request in the above indicated terms.