



Head of College Sport (Grade 8 to 12)

Reddam House Constantia

Cape Town
South Africa

A Division of Inspired Schools

Reddam House Constantia is seeking to appoint a passionate and skilled Head of College Sport to join the team on **1st July 2022** on a **permanent and full time** basis. The educator shall report to the Head of the College and be responsible for leading the progression of Sport across Grades 8 to 12.

“Inspiring Educational Excellence Across 5 Continents”

A definitive statement of excellence in private education, Reddam House Constantia 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 70+ 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. We believe true excellence in education is only achieved through an inspiring and passionate team that creates and sustains engaging and inspiring learning environments across our 4 educational pillars of Performing and Creative Arts, Academics, Sport and Service.

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)

CONSTANTIA | Reddam Avenue, Constantia, Cape Town, 7806 | Private Bag X14, Constantia, 7848 | Early Learning School: +27 (0) 21 702 2323 | Preparatory School & College: +27 (0) 21 702 2322 | info.constantia@reddam.house | reddamhouse.com

Early Learning School Head elshead.constantia@reddam.house

Preparatory School Head prephead.constantia@reddam.house

College Head collegehead.constantia@reddam.house

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

Inspired Schools (Pty) Ltd 2014/226909/07

OUR SCHOOL

Reddam House Constantia is in the beautiful Constantia Valley, opposite the award winning Steenberg vineyard and golf estate.

Welcoming children from Stage 1 to Grade 12, we are a top-performing IEB school that excels in equipping our students to thrive after school. We nurture individuality, talent and self-assurance in a secure, relaxed, self-disciplined environment. Our school is fully equipped with a variety of premium academic, cultural and sporting facilities that promote student success.

WHY APPLY

“Be at the forefront of International Education”

When you join Inspired, you become part of a unique global community of passionate professionals, with unrivalled access to extensive guidance, support and advice all focused on creating outstanding young adults through a culture of excellence in education.

Reddam House Constantia is driven by a pulse for educational excellence. If you are passionate to express the educational value of Sport, we are the school for your endeavour and vision.

WHAT WE OFFER

- A collaborative environment, intent on achieving premium education;
- Excellent facilities;
- Active professional development within the Inspired group and a global network of over 70 schools to learn alongside;
- Leading thought and action on what constitutes excellence in education;
- A network of opportunities, and;
- A competitive package.

ROLE SUMMARY & JOB PURPOSE

- To lead the progression of all College Sport through our Vision24 strategy.
- To lead a team of Heads of Sporting Codes and coaches to achieve and sustain excellence in Education through Sport.
- Excellence in administrative, planning and budgetary tasks.
- Excellent interpersonal skills, especially clear and accurate communication, with all stakeholders.
- To promote the progress and well-being of individuals and groups assigned to them.
- To coach teams across the summer and winter season.
- To teach Sport Science and Life Orientation to Grade 8 and 9 classes.

ROLE RESPONSIBILITIES

- To lead our strategy to achieve and sustain excellence in Education through Sport in a competitive environment.
- To evaluate, reflect on and refine coaching and teaching practice.
- To undertake continuous professional development.
- To produce a playing experience and educational resources that are always of a high standard.
- To commit to serving the community.
- To attend all occasions appropriate for the position.
- To set and mark relevant exams and all other associated forms of student evaluation.
- To be a Tutor teacher, ensuring effective pastoral care for a group of students.

- To undertake any other reasonable tasks that the College Head determine.

Whilst every effort has been made to explain the main duties and responsibilities of the post, all required responsibilities 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 by Senior Management.

WHAT WE'RE LOOKING FOR

<p>Inspired Required Teaching and Coaching Standards A full outline of <i>Teaching standards</i> are available on request</p>	<ul style="list-style-type: none"> ● Able to set clear expectations and stretching goals ● Adaptable style that drives for high performance ● A rich understanding in the areas of Sport ● Genuine care and attention for the highest standards of student and team welfare ● Ability to judge learning and coaching effectiveness ● Excellent preparation and planning ● Assessment of student and coaching outcomes to enhance performance
<p>Skills and previous experience</p>	<ul style="list-style-type: none"> ● A minimum of 3 years' experience leading Sport; personal coaching excellence and the ability to lead a team to sustain high performance. ● The ability to teach with excellence in Sports Science and Life Orientation at a Grade 8 and 9 level.
<p>Qualifications and Accreditations</p>	<ul style="list-style-type: none"> ● Appropriate legal right to work in a South African school ● University degree in appropriate subject ● Certified Teaching Status ● Certified Coaching Standards ● SACE accreditation ● COVID vaccination certificate
<p>Personal Competencies and Attributes</p>	<ul style="list-style-type: none"> ● A passion for, and deep understanding of Sport as a vehicle for excellence in Education ● An unwavering commitment to the development of students ● Excellent organisational skills ● Excellent communication skills ● Proven ability to lead a team towards a goal with distinction ● Empowers the team and strategy through directed action ● A positive attitude to change ● An excellent coach ● An excellent classroom practitioner

HOW TO APPLY

- Please send a covering letter and copy of your Curriculum Vitae (to total no more than 4 pages) to Mrs Berenize Ling, PA to the College Head (email: berenize.ling@reddam.house).
- Please ensure your covering letter and CV clearly outline why you are interested in the position and our school; indicate your personal details, employment history, and markers of growth and success, and; include **at least three** referees from a recent/current appointment.
- Closing date for applications: **29th April 2022**.
- Your application will be reviewed and if you meet the criteria, we will contact you for an interview.

Initial interviews may take place via Google Meet, ZOOM or another virtual platform.

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 organisation.

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

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.

PROTECTION OF PERSONAL INFORMATION

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 recognizing 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.

POSITION APPLIED FOR:	
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1. PERSONAL DETAILS	
Title (Dr/Mr/Mrs/Miss/Ms)	
First Name and Surname:	
ID Number:	

Current Address:			
Postcode:			
Previous Address, covering the last five years if different from above			
Home Telephone No:		Work Telephone	
Mobile Telephone No:		Email:	
Do you have Qualified Teacher Status?			
SACE Number:			

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

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.			
Employer Name & Address	Job Title	Date From/to dd/mm/yy	Current or Final Salary, Reason for Leaving

4. GAPS IN EMPLOYMENT

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

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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.

1. Name		2. Name	
Position		Position	
Address		Address	
Tel No.		Tel No.	
Email.		Email.	
In what capacity do you know the above?		In what capacity do you know the above?	
May we contact prior to interview?		May we contact prior to interview?	
3. Name			
Position		If you were known to either of your referees by another name, please give details:	
Address			
Tel No.			

Email	
In what capacity do you know the above?	

6. DECLARATION

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.

Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the appropriate responsible person. If you would like to discuss this beforehand, please telephone in confidence to the Head of School.

Please disclose any unspent convictions, cautions, reprimands, or warnings.

You should be aware that the School will institute its own checks on successful applicants for short listing.

Failure to declare any convictions may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

Please delete as appropriate:

I have nothing to declare OR **I enclose a confidential statement**

I confirm that the information provided by me on this application form is real and correct and gives a fair representation of my qualifications and work experience. I also declare that I have read and understood the data protection clause and I consent to the processing of the personal data provided during the recruitment process and during employment, if I am successful.

SIGNATURE

DATE

Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed to be equivalent to submission of a signed version and will constitute confirmation of the declaration.

INFORMATION ON DATA PROTECTION

The POPIA Act aims to regulate, in harmony with international standards established under the General Data Protection Regulation (EU) 2016/679 (GDPR), the processing of personal information held by public and private bodies in a manner that gives effect to the right to privacy and describes how organization’s — including Inspired must collect, handle process, and store personal information.

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 authorising 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 recognises 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.