



King's High School



Information for Applicants

Job Title Equine Co-ordinator
To start as soon as possible

A message from the Head



I am delighted that you are taking the time to find out more about joining King's High – a remarkable school and a very special community.

I hope that this brochure conveys a sense of the inspiring and dynamic culture at our school and across our Foundation.

King's High is a very special community, where we strive for excellence and to make a difference in our world. Our community strength lies in our relationships – between staff, pupils, parents, across our Foundation family of schools, our alumnae and partnerships with our local community.

King's High is an exceptionally vibrant environment in which to work with a forward-looking, innovative ethos. Our expert staff show exceptional commitment to our students both in the classroom and in their wider endeavours.

I very much hope that you will be inspired by what you discover about us and that you will wish to be a part of this exciting community; I look forward to receiving your application.

Dr Burley
Head Master



The School

Founded in 1879, King's High School provides independent, single-sex day education for more than 800 students aged 11 to 18. The school is renowned for its friendly and welcoming atmosphere and its strong reputation as a centre for educational innovation. It is founded on a distinguished academic tradition tailored to the individual needs of our students. We pride ourselves on the outstanding academic performance and broader creative and co-curricular passions of our students.

We value friendship, social responsibility, intellectual curiosity, and creative thinking. Students are encouraged to follow their interests and excel in subjects they enjoy. Our aim is for our students to grow into happy, confident, and compassionate young women with the ability to reason, analyse, learn independently and exercise strong judgement and leadership.

As we celebrated our 140th year, the school moved into its stunning new home on the Myton Road Foundation campus in September 2019, joining Warwick School and Warwick Preparatory School. In 2021 The Kingsley School in Leamington Spa also joined our Foundation.

King's High School is one of the leading girls' schools in the UK. We are a multi-award winning school that has attracted considerable national attention for our recent work and innovations. We were recently crowned Senior School of the Year by the Independent Schools Association and won the ISA Award for Future Readiness. We have been Finalists for Girls' School of the Year for the last three years and were also Finalists in TES Independent School of the Year Award. We were recently ranked The Sunday Times' top independent school in the region for academic performance and Dr Burley won Tatler's Best Head of a Public School Award. Tatler described us as a 'school of the future' and we have also achieved a significant strength for our work on changemaking and community action in our latest ISI report. We currently rank as the 8th best girls' school for sport in the UK.

Above all, we are proud of our warm, friendly, and positive ethos which places our students at the heart of all that we do.

www.kingshighwarwick.co.uk

Warwick
Schools
Foundation



Warwick Schools Foundation comprises: King's High with Warwick Preparatory School, Warwick School with Warwick Junior School, and The Kingsley School. The Foundation is unique in the Midlands, offering co-education for our pupils aged 3 to 7, and single-sex education from age 7 onwards. This offers the best of both worlds for our pupils: teaching specifically tailored to their needs with extensive opportunities to collaborate outside the classroom.



The Role

We are seeking to appoint an outstanding and innovative Equine Co-ordinator. The role is casual working a maximum of 10 hours per week, term-time only.

The successful candidate will have excellent communication and people skills, a positive mindset, and a forward-thinking approach.

Responsible to: the Director of Sport.



Job Description

The Foundation considers this document as a “snapshot” of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

Key Duties and Responsibilities

To help develop and deliver equestrian opportunities from ages 7-18 which fosters a love for sport and develops a passion for sporting excellence.

To organise opportunities for students to be involved in equestrian training and competitions both local and nationally.

To manage entries into equestrian competitions and be the team manager at events.

To establish and develop relationships and links between students, parents and outside providers.

To run a weekly co-curricular Equestrian Club one lunchtime a week.

To initiate and develop links for King’s High and Warwick School pupils to train and compete in Polo if there is demand.

To stay up to date with the latest initiatives within equestrian and to disseminate them to the department where appropriate.

To manage the team kit.

To keep abreast of individual and team successes, communicating them in a timely fashion to the Directors of Sport, Deputy Head Co-Curricular and the Foundation Marketing department.

To run appropriate day trips (yard visits, Horse of the Year) and residential trips (such as the Wales trekking trip) if there is demand.

Safeguarding

- To adhere to the School Policy on safeguarding and undertake training as required.

- To ensure the safeguarding and well-being of children and young people at the school, in accordance with School policies.



Further Details

The Employer is Warwick Schools Foundation.

Salary

The pay range for this role is 16-19. The salary scale for this role is hourly between

£15.12 (£12.93 plus £2.20 holiday pay) to

£15.78 (£13.49 plus £2.29 holiday pay)

Benefits for Staff

- Complimentary lunch and refreshments
- Free parking
- A virtual GP and Physio service
- Access to a wide range of retail discounts
- Use of the Sports complex for staff
- A strong, supportive staff community

Pension

Applicants will be automatically enrolled into a competitive contributory pension scheme (employer contributions up to 14%).

Safeguarding and Protection of Children and Young Persons

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an enhanced criminal record check from the Disclosure and Barring Service (DBS).

These checks will highlight cautions, reprimands, and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.

All staff are required to adhere to the School Policy on safeguarding and undertake training as required and ensure the safeguarding and well-being of children and young people at the school, in accordance with School policies.

Appointment Method

Interview

The Application Form

Candidates must submit a letter of application outlining how they meet the job and person specification and what they can offer to the Department and the School.

If you have any queries about the completion of the form, please contact Elisa Wathen (Head's PA) e.wathen@warwickschools.co.uk



Appointment Timetable

Deadline for submission of applications
(on the standard application form): Friday 29th May at 12pm

Interview date: To be confirmed



Person Specification

	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> Educated to a high level with good Maths and English, and evidence of continued professional development in a relevant field. 	<ul style="list-style-type: none"> British Equestrian Foundation coaching award or other relevant qualification. Minibus licence or ability to drive a minibus. 	<ul style="list-style-type: none"> Contents of the Application Form Copies of qualifications
Experience	<ul style="list-style-type: none"> Experience of working with high level sports teams either as a performer or coach. Subject knowledge of the highest order. 	<ul style="list-style-type: none"> A background of working with equestrian teams or individuals to a high standard. Knowledge of the BEF rider development and talent pathways. Experience of working with pupils within a school environment. Links with the local club system. Knowledge of local and national competitions. 	<ul style="list-style-type: none"> Contents of the Application Form Interview Professional references
Skills	<ul style="list-style-type: none"> Ability to communicate effectively with colleagues, pupils and parents. Ability to prioritise and make decisions. Excellent time management and organisational skills. 		<ul style="list-style-type: none"> Contents of the Application Form Interview Professional references



	Essential	Desirable	Method of assessment
Personal competencies and qualities	<p>A wholly professional attitude to include:</p> <ul style="list-style-type: none"> • Commitment to high standards. • Commitment to own professional development. • Commitment to collaboration, where appropriate, with other schools in the Foundation. • Support for school aims and policies. • Ability to be positive and enthusiastic. • Tact and discretion and understanding the importance of confidentiality and discretion. • Loyalty and dependability. • Soundness of judgement. • Ability to prioritise and organise self. • Strong customer service focus. 	<ul style="list-style-type: none"> • Demonstrate being articulate, presentable, co-operative, reliable, customer responsive with a “can do” attitude with good communication skills both on the phone and in person that allows effective communication at all levels. • Ability to prioritise. • Creates a good rapport with staff, parents, and pupils. • Ability to organise self and work independently. • Ability to listen. 	<ul style="list-style-type: none"> • Interview • Professional references
Safeguarding Children, Young People and Vulnerable Adults	<ul style="list-style-type: none"> • A commitment to the safeguarding and well-being of children and young people at the school, in accordance with school’s policies • A willingness to adhere to the school’s policy on safeguarding and to undertake training as required 		<ul style="list-style-type: none"> • Contents of the Application Form • Interview • Professional references • Successful DBS Clearance
Equal Opportunities	<ul style="list-style-type: none"> • Understanding of the requirements of Equality and Diversity 		





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