



MAGDALEN COLLEGE SCHOOL

INDEPENDENT DAY SCHOOL
BOYS 7-18 & SIXTH FORM GIRLS

Information Pack

Junior School Sports Intern, 1st
September 2021 - 31st August 2022

Closing Date: Midday Monday 24th
May

Interview date(s): Thursday 27th May





MAGDALEN
COLLEGE SCHOOL
INDEPENDENT DAY SCHOOL
BOYS 7-18 & SIXTH FORM GIRLS

Introduction from the Master, Helen Pike

Magdalen College School is a remarkable place. We are now well into our sixth century, and our former pupils include scholars, war heroes, musicians, Olympians, two Nobel Prize laureates, a Hollywood film director, and a saint. Our success in public examinations, in securing places at top universities, and in an astonishing array of extra-curricular pursuits ensures that we continue this proud



tradition. We do so by nurturing the individual potential of each of our pupils, and above all we believe that learning is as fun as it is fulfilling.

William of Waynflete founded Magdalen College School in 1480: schoolmaster, bishop of Winchester and Lord Chancellor of England. Being of humble origins, Waynflete was determined that others of ability should be given the opportunity to learn, to serve and to prosper as he did. And so MCS offers a transformative education in our global university city, the community to which we contribute.

We attract and retain the best staff and MCS is a stimulating, welcoming and thriving environment in which both to learn and to work.

A lot happens at MCS. The various sections of our website (www.mcsoxford.org) including the recent [News](#) will give you an impression of our school.

Thank you for your interest.

H. C. Pike



MAGDALEN
COLLEGE SCHOOL
INDEPENDENT DAY SCHOOL
BOYS 7-18 & SIXTH FORM GIRLS

Introduction from the Head of the Junior School, Tim Skipwith

The Junior School is a remarkable corner of Magdalen College School. We are housed in School House, a stunning Victorian building overlooking the Rose Garden and Cherwell River. This offers us immediate access to the Senior School facilities whilst retaining our own independence for the younger boys; we are blessed here to be essentially two schools with one heart. We are selective from the outset with a view that any boy joining us should leave the school after completing their 6th Form. All of our boys sit the 11+ and it is rare for a child not to progress at that stage; indeed, in the previous four years all of our boys passed, gaining a significant number of awards at this transition point.

Our boys are vibrant, lively and have an inherent “can do” approach. There is a wonderfully warm atmosphere in School House and at the heart of this is simply the nature of the boys. They are kind and emotionally articulate, and this forms an underlying camaraderie of mutual support and respect. They are also bright, academically ambitious learners, which makes teaching here exciting and dynamic. We have a particularly cohesive team of staff who work closely together to provide an outstanding provision for the boys. Staff genuinely share a passion for developing every aspect of our children; we also feel that a significant part of



this should be fun for all involved. We work very closely with our Parental body and events such as the Family Supper, the J1 Family Sleepover and Family Festival of Sports reflect how important we feel these links are.

We are nothing if not busy here and a brief look at our annual publication [Views from the Bridge](#) will give you a flavour of Junior School life.

Thank you for your interest.

A handwritten signature in black ink, appearing to read 'Tim Skipwith'.

Junior School Sports Intern

The School

Magdalen College School, founded in 1480 by William of Waynflete, is one of the country's leading independent day schools. It is situated in an enviable location at the heart of Oxford beside the River Cherwell.



The Role

The school is seeking to appoint a hard-working, skilled and motivated individual from 1st September 2021, to help further develop sport within the Junior School. The successful applicant will be expected to coach pupils from the ages of 7-11 in a variety of sports including Rugby, Hockey, Tennis, Athletics and Cricket. This will involve participation in training and fixtures as well as

contributing to Junior School life through a variety of duties, supervision, trips and events. This is a fixed-term contract ending 31st August 2022.

The Junior School Sports Intern will be responsible to the Head of Junior School Sport for the proper discharge of his or her duties. These will include all aspects relating to helping with the administration of a year-round coaching and training programme, taking teams through a competitive and balanced fixture list and inspiring pupils within the Junior School to play sport both inside and outside school. This will be in addition to other duties in the Junior School, as reasonably requested by the Director of Sport and the Head of Junior School. There will also be the opportunity to work with some of the senior school pupils during their games lessons.

The nature of the role is such that a full, clean driving license with the ability and willingness to drive minibuses would be a distinct advantage.



**MAGDALEN
COLLEGE SCHOOL**
INDEPENDENT DAY SCHOOL
BOYS 7-18 & SIXTH FORM GIRLS

The Department

The Sports Department at MCS has grown in recent years and is now one of the largest departments in the school. The department oversees the running of both the Games and Physical Education programmes from 7-18. The Junior School and Senior School programmes are closely intertwined in terms of sports played and training schedules. The focus sports for the boys are Rugby in Michaelmas, Hockey in Hilary, Cricket and Tennis in the Trinity term.



There is also a broad range of clubs and extra-curricular activities, which boys are encouraged to undertake. Sixth form girls focus on hockey, netball, and tennis.

The sports facilities are outstanding and include a large sports hall, a refurbished gym and a dance studio in addition to a wide range of outdoor facilities. The school has 11 acres of on-site playing

fields, which provide rugby pitches, cricket pitches and nets, football pitches, and tennis courts. We also have use of a number of off-site AstroTurf pitches including Iffley Road, Marston Road, and Oxford Hawks facilities.

The department as a whole aim to provide a sporting option for everyone and to support every pupil in finding the sport for them and helping them make the most of their ability. This starts in the Junior School, where boys are actively encouraged to represent the school sports teams. There is great enthusiasm for sport from pupils, parents and colleagues alike.



**MAGDALEN
COLLEGE SCHOOL**
INDEPENDENT DAY SCHOOL
BOYS 7-18 & SIXTH FORM GIRLS

The Candidate

The precise nature of the role will be shaped to fit the strengths of the candidate appointed, but the key roles are likely to include the following:

- Coaching, refereeing/umpiring and managing teams in the focus sports, which are rugby, hockey, cricket and tennis
- Taking responsibility for sports teams at fixtures (after school and on some Saturdays)
- Assisting with any administration, planning or coaching of the games programme as required
- Leading and assisting in the coaching of sports sessions
- Assisting in PE Lessons in a range of activities, building experience through the curriculum
- Additional extra-curricular training sessions
- Supervisory duties, covering classroom lessons, and accompanying trips as required (sometimes during the school holidays)
- Ensuring coaches and pupils have access to appropriate equipment required for all fixtures and training sessions
- Enthusiasm and passion for sport and encouraging pupils in to club sport and raising awareness of the representative pathways
- Attending and contributing to MCS Sport departmental meetings and Open Morning activities
- Overseeing the Junior School sport section of the noticeboard, school website and contributing, where appropriate, to whole school marketing
- Helping to collate sports reports and results and updating the MCS Sport website – www.mcssport.org
- Any other duties which may be reasonably requested by the Head of Junior School Sport, Director of Sport, or the Head of Junior School.



The ideal candidate should be technically knowledgeable, display a high level of organisation mixed with enthusiasm for junior participation, and have the ability to demonstrate initiative. It would be advantageous if the candidate has experience of either playing or coaching at a high level.

Previous experience of coaching or teaching in a school would be beneficial, as would an understanding of sport as part of a thriving extra-curricular provision. An ability to work closely with the Sports Department and provide support for coaches from the Junior School teaching staff is key, as well as communicating effectively to pupils, parents and staff.

Application Process

Candidates should submit the Application Form for Support Staff which can be found on the Job Vacancy link of the website (www.mcsoxford.org). To access [click here](#). This should be emailed together with a cv and covering letter of application to the Recruitment Officer, Mrs Sarah Hunter, (applications@mcsoxford.org). All documentation should be sent no later than **midday Monday 24th May**. The school's preferred method of communication is by email and it will not be necessary to send a hard copy of the documents by post.



We anticipate holding interviews on **Thursday 27th May** and will be in contact with shortlisted candidates by telephone. Candidates short-listed for interview **will be asked to lead an observed** session when they come to the school. Further information on the observed session and documentation required will be provided with the invitation to interview.



**MAGDALEN
COLLEGE SCHOOL**
INDEPENDENT DAY SCHOOL
BOYS 7-18 & SIXTH FORM GIRLS



Safeguarding Policy

Magdalen College School is committed to the safeguarding of pupils, and any offer of employment will be subject to an enhanced DBS disclosure, the receipt of satisfactory references plus the school's pre-employment medical questionnaire & sight of relevant original ID documentation and degree certificate(s).



**MAGDALEN
COLLEGE SCHOOL**
INDEPENDENT DAY SCHOOL
BOYS 7-18 & SIXTH FORM GIRLS

Salary

The salary is £22,000 per annum.

Pension

Non-teaching staff are automatically enrolled in the school's contributory Group Pension Scheme. This is a defined contribution pension scheme into which the employee contributes 5% of gross salary and the employer contributes 10%.

There is a wide range of benefits on offer to staff, including a free lunch during term time, free private health insurance and complimentary use of school sports facilities. Head to mcsoxford.org/vacancies to find out more.

Fee Remission

Fee remission for staff on a permanent contract whose children pass the entrance tests to the School. Remission is 50% of fees for full-time staff, pro-rata for part-time staff. An arrangement is in place with Headington School for fee remission for staff (who work more than 0.5 FTE) with daughters.

Parking

Please note that MCS is an inner-city school, with limited parking. Candidates who have been offered a post will be invited to make representations in the preceding Trinity Term to the Usher (Senior Deputy Head) for a parking space.

Additional Information

If you have any questions or require additional information, please contact the Recruitment Officer: 01865 253401.