



Bottisham Village College

Achievement through Inspiring, Caring, Enriching

Principal: Mrs Jenny Rankine M.Ed LLCM

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JR/st

September 2021

Dear Applicant,

Sports Centre Manager

Thank you for your interest in our vacancy for a Sports Centre Manager at Bottisham Village College. College.

In this pack, you will find information about the vacancy, including a full job description alongside information about our school. To find out more about us as a college, why it is great to work here, and to explore your development opportunities, please visit our website <http://www.bottishamvc.org/college-information/teaching-at-bottisham/>

The closing date for this role is Friday 24 September. However please send your application without delay, as we may interview candidates before this date should a strong application be received. Please send your completed application form, together with a letter of application to Stacey Turner (HR Assistant) hr@bottishamvc.org. Only completed application forms will be considered – CVs will not be accepted.

I hope that this pack gives you all the information that you need at this stage and we look forward to receiving your application.

Yours sincerely

Jenny Rankine
Principal

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. Therefore, all posts within the Trust are subject to an enhanced Disclosure and Barring Service check. The Trust welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation.





Information for applicants

Welcome from the Chief Executive Officer



I am delighted to be able to introduce you to Anglian Learning. We are an ambitious, outward looking multi-academy trust. We are passionate in our belief that all young people deserve to have access to an outstanding education; we are determined that this will be the case for all those in our school communities. Our motivation in establishing Anglian Learning was based on a strong underlying belief that we can simply achieve more together. We've tried to encapsulate that within our over-arching goal:

'To create self-sustaining, community based clusters of schools that celebrate individuality, creativity and innovation and actively pursue a collective responsibility for achieving excellent outcomes for all learners across the trust.'

We are convinced that the chances of achieving this goal will be strongly enhanced by working together across the whole age range, enabling us to collectively enhance the experiences, achievements and ultimate life chances for all of the children and young people in our care. We are therefore delighted with the establishment of our first Primary Hub, which will complement and enhance the work of existing secondary schools.

We understand that staff are our most important resource. Quite simply, we want to recruit, develop and retain colleagues who share our vision. We are committed to offering high quality, personalised professional learning and developmental opportunities to support career development and personal growth.

Anglian Learning has been founded on strong collaborative and trusting relationships, where everybody is committed to sharing their successes, but equally open to new ideas, professional challenge and alternative perspectives. We are firmly committed to maintaining the individual ethos and identity of each school, matched to the needs of each local community, whilst all sharing the same core trust values and goals.

I hope that you find the information in this booklet helpful and if you have any queries then please do not hesitate to make contact with either the school or hr@anglianlearning.org.

We very much hope that you will consider working with us and that we can be instrumental in developing your career.

Kind regards
Jonathan Culpin
CEO Anglian Learning

Anglian Learning, a unique multi academy trust

All members of our Trust share the firm belief that successful learning communities are underpinned by ambitious vision, trust and strong inspirational leadership at all levels of the organisation. Through membership of Anglian Learning, these values are reinforced by working with like-minded schools, leaders and teachers, to make a difference to the lives of our young people. We believe that we have a shared responsibility, through support and challenge, to ensure that all our academies can offer an outstanding education to all students. We are committed to the best financial planning and clearest governance structure with a rigorous system of checks and balances to ensure our future development and growth.

Anglian Learning was initially created by three highly successful Cambridgeshire secondary school academy trusts, with similar visions of enhancing the capacity of mutual support and challenge, formally joining together as a Trust. A further secondary school joined Anglian Learning in March 2016 with an Ofsted rating of Requires Improvement, which had been held for several years. In October 2018, due to the work undertaken by the staff, the Principal and the Trust, the school successfully achieved a rating of Good in all areas.

In March 2018 Anglian Learning established a Primary hub with three primary schools choosing to join the Trust, forming a collaborative and supportive primary network. Anglian Learning has also won the contract for a new primary school The Marleigh School which is currently due to open in 2021. Further information about each of our schools can be found by visiting their websites:

- <http://www.bassingbournvc.net/>
- <http://www.bottishamvc.org/>
- <http://www.netherhall.org/>
- <http://www.sawstonvc.org/>
- <http://www.bottisham.cambs.sch.uk/website/home/>
- <http://www.fenditton.cambs.sch.uk/>
- <http://www.staplefordprimaryschool.org/>
- <http://www.jfan.org.uk/>
- <http://www.lvc.org/>
- <https://www.icknielprimary.co.uk/>
- <https://www.lintonheightsschool.co.uk/>
- <https://www.themeadowbalsham.co.uk/>
- <https://www.thepinesprimary.co.uk/>

We are committed to ensuring that all Anglian Learning schools aspire to achieve consistently improving progress measures that are significantly above national expectations and place them in the top 10% of schools nationally.

We aim to achieve this by raising the educational attainment of all our young people and using the collective energy and cross school educational fertilization within the Trust to improve life chances by:

- *Developing a dynamic and inspirational culture for teaching and learning excellence.*
- *Providing pupils with stimulating and valuable enrichment opportunities across the curriculum.*
- *Building a curriculum and assessment structure that will enable teachers, students and parents to celebrate success and respond swiftly to challenge.*
- *Encouraging innovation and risk-taking through a focus on research and best practice locally, nationally and internationally.*
- *Promoting, enabling and supporting leadership at all levels to flourish in individual schools and across the Trust.*
- *Providing CPD opportunities for staff at all levels in the Trust*

The Trust Leadership Team comprises of a CEO, supported by a Deputy CEO who is a trained Ofsted Inspector, a Primary Executive Headteacher who oversees and supports the Primary Hub and highly qualified and experienced Directors advising on Finance, ICT, Operations and Human Resources.

The operational structure of the central team is constantly being reviewed to ensure that it delivers the maximum and desired support to the schools within Anglian Learning.

Our Core Values

- Anglian Learning is ambitious and aspirational for all those in our community, pupils, staff and parents, to be the best they can be.
- Anglian Learning is inclusive, working always in the best interests of all of our children and young people, whatever their background or ability, underpinned by mutual respect and care for others.
- Anglian Learning acts with integrity, probity and honesty in the relationships within the Trust and with the wider educational and non-educational landscape.

Anglian Learning is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. Therefore, all posts within the Trust are subject to an enhanced Disclosure and Barring Service check. The Trust welcomes applications from all irrespective of gender, marital status, disability, race, age or sexual orientation.



About Bottisham Village College

Bottisham is 5 miles East of Cambridge, just off the A14 trunk road. The Village College is a eight form-entry mixed 11-16 comprehensive school and serves twenty one villages in the area bordering Cambridge and east to Newmarket. The school is heavily oversubscribed with 1160 students on roll, rising to 1500 in next 5 years.



We are committed to providing an outstanding education to all of our students, enabling them to develop into mature, independent young people, ready to take their place in society. We have extremely high expectations and work with commitment and dedication to enable all students to have the opportunity to achieve their full potential, both academically and socially. The school community values all our staff, students, parents and carers and their contribution to our successes and achievements. <http://www.bottishamvc.org/college-information/cultural-values>

The College was opened in 1937 as the second of the Cambridgeshire Village Colleges. These were the forerunners of community education in this country and are still committed to lifelong learning in its widest sense. The vision of their founder, Henry Morris, was that schools should be at the heart of their communities, open to all and that they should offer an attractive and stimulating environment for learning. Bottisham Village College continues to aspire to this vision.

<http://www.bottishamvc.org/college-information/teaching-at-bottisham/>



This is an exceptionally exciting time for the college for a candidate to join us. Following a very busy 18 month period, the College's £17 million Capital build has been completed giving the College additional resources including a large performance hall, new dining facilities, larger music department, dance studio, new library and English and maths classrooms. The build has also provided a new and convivial reception area, new offices, the large Henry Morris hall and conference space as well as a Trust central office suite.

Ofsted

Our most recent Ofsted inspection took place in June 2012, when we were judged to be outstanding in all areas: Overall Effectiveness, Achievement, Quality of Teaching, Behaviour & safety and Leadership and Management.

We are very proud of this achievement which was the culmination of the talents, dedication and enthusiasm of all our staff. We were particularly pleased that Ofsted commented on the positive relationships that underpin our ethos:



This is an outstanding college, where a very strong ethos of community, high quality learning and aspirational academic achievement exists throughout. One student commented: 'Bottisham is inspirational. The college helps individuals to shape well, giving us the confidence, determination and skills to succeed.' Ofsted 2012

Post 16, students have a very wide choice of educational opportunities in and around Cambridge. The overwhelming majority of our students, approximately 97% continue in full-time education.

Our Staff

We recognise and value the skills, knowledge and expertise of all our staff.

We are committed to supporting the professional development of all members of staff. To this end, we have a vibrant and varied Continual Professional Development programme, which is personalised each year to support both our main college priorities and the individual needs of staff. This programme includes opportunities to share excellent practice between colleagues as well as drawing on external expertise.

Bottisham is a member of a SUPER (School University Partnership in Educational Research) network of schools working with the University of Cambridge, Faculty of Education which provides opportunities for staff to undertake classroom-based action research.

Our staff-room is a vibrant, sociable and supportive atmosphere. We enjoy College events such as concerts or staff socials; there is very little 'standing on ceremony'.

Staff give freely of their time to the broad extra-curricular programme which includes sports, music, drama and a host of trips, exchanges, clubs and other activities. There is a blend of youth and experience among the staff and newcomers have always commented on the warm welcome they have received.



Our Students

Our catchment area is one of rich contrasts: areas of social deprivation on the fringes of Cambridge, rural communities, some very isolated, areas connected with the stables at Newmarket and pockets of expensive housing in some villages. We have a truly comprehensive intake in every sense, and the inclusive ethos of the College means that we are able to form very positive relationships with them all. We are absolutely committed to supporting each individual student; we want them to feel safe, in an environment where they can grow and thrive and leave us confident in their ability to play a meaningful role in society, as global citizens.

We are very keen to offer students every opportunity to take responsibility; the mentor scheme and the School Council, for example, are strengths of the College. Visitors, including OFSTED Inspectors, are always impressed by the courtesy and confidence of our students and their friendly, open nature. The Student Leadership Team plays a significant role in the life of the College.

Working in Partnership with Parents and Carers

Parents and carers are very supportive and keen to attend information evenings, school plays and so on. They support the aims of the College and the vast majority send their children to school in correct uniform and with the proper equipment, ready to learn.

The 'Friends of the College' is our excellent PTA, but it is more than that, because it also has an extensive community role.

Anglian Gateway Teaching School Alliance



Following our successful Ofsted inspection in June 2012, we successfully applied to be a National Teaching School and National Support School. In partnership with two outstanding local primary schools and formed the Anglian Gateway Teaching School Alliance. This alliance consists of a large group of cross-phase schools in Cambridgeshire & Suffolk, together with a range of other highly regarded organisations such as the University of Cambridge, Faculty of Education.

As a Teaching School we have the freedom and autonomy to work collaboratively with our partners to deliver high quality support for teachers and leaders at all stages in their career.

We are involved in the following areas:

- *providing a strong supply of high quality new teachers through the development of school-based initial teacher training programmes*
- *providing high quality continuing professional development programmes that significantly improve the quality of serving teachers and support staff*
- *developing great leaders and the next generation of headteachers*

- *working with schools in need of additional support*

We are very excited about the professional and leadership development opportunities that this designation offers to our staff. For example, a growing number of colleagues have the opportunity to be directly involved in the training of new teachers, others are working as Specialist Leaders of Education, sharing their expertise by supporting staff in other schools.

The Locality Team

We are very fortunate to have a Locality Team based on our college site. This Local Authority service offers a broad range of support services for both students and their parents/carers, including, Educational Welfare Officer, In-School Student Support workers, Youth Workers and Parent Support Advisors. College staff have developed very close working relationships with our colleagues in the Locality Team to ensure that the varied needs of all young people in our care are met.

The Community Dimension

Bottisham has no village hall, and no village green. The Village College fulfils both of those functions and our Sports Centre, adult learning provision in the evenings and community library are at the heart of our community life.

It is very difficult to sum up Bottisham Village College in a few pages. Check out our [website](#), [twitter](#), [Instagram](#) and [facebook](#) pages to help bring the school to life or even better [contact us](#) to organise a visit!



Equal Opportunities

Bottisham Village College is an Equal Opportunities employer.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. Therefore, all posts within the Trust are subject to an enhanced Disclosure and Barring Service check. The Trust welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation.





BOTTISHAM SPORTS CENTRE

Bottisham Sports Centre is a thriving leisure centre providing a full and diverse range of sporting and leisure activities for both members and the general public. Bottisham Village College and Sports Centre has a widely important role in the local community. The Sports Centre's facilities are available to the general public as well as primary and secondary schools.

Workout Classes

The Centre runs an all inclusive monthly membership scheme which includes use swim, gym and fitness classes. A variety of fitness classes included as part of the membership include Pilates, HITT, aqua aerobics & Zumba.

In the Pool

The centre boasts a 25 metre heated swimming pool with a full and varied timetable of both public and private sessions. We offer a range of weekly water based exercise classes, coached lane swimming and family swim sessions. For the family we have inflatable fun sessions in the pool. Our pool is also available for party hire.

Bottisham Sports Centre has a successful and expanding swimming lesson programme with more than 35 group lessons taught throughout the week by our ASA approved instructors. We accommodate any ability from complete beginner all the way up to the advanced performer! The swim school runs for 50 weeks of the year on a Direct Debit system. We also offer private and one-to-one lessons

Fitness Suite

The Fitness Suite incorporates 20 stations of the latest 'Pulse Fitness' equipment including cardiovascular and resistance machines, a warm up/stretch area, and expanding range of free weights. The centre offers Inductions, Personal Programmes and Personal training. We offer a fully inclusive monthly membership which includes swim, gym and fitness classes



Sports Facilities

We offer our Sports Hall for block hirers and casual hire ranging from football, basketball, badminton, netball and indoor tennis. Our Gymnasium is also available for badminton and basketball.

For outdoor sports we have a full size floodlit all-weather 3G pitch complimented by a multi-use games area with three tennis courts and netball courts. The facilities also offer two 11 a side football pitches available for hire.

In addition, we have a dance studio/meeting room, currently used for dance, pilates, spinning and training sessions

Staffing Structure

The Sports Centre Manager oversees the Sports Centre and will be supported by the Assistant Manager, a Leisure Assistant and a number of supporting Lifeguards/Leisure Assistants.

Job Description

Sports Centre Manager

Anglian Learning is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Post title	Sports Centre Manager
Hours of work	37 hours a week, 52 weeks a year
Salary scale	6
Responsible to	Principal / Sports Centre Development Manager

Core Purpose

- To ensure the effective, efficient and safe management of the Sports Centre and lettings through sustaining and developing a high quality programme of community sport and letting activities whilst abiding by UK Health and Safety legislation and Anglian Learning's policies and procedures.
- To develop, promote and implement sporting programmes and further sporting opportunities for the community.
- To liaise and work with the Sports Centre Development Manager to create commercial strategic direction, ensuring that the centre is profitable and sustainable.

Main Responsibilities

Strategic and Operational

1. To manage the Sports Centre on a day to day basis, ensuring that the Sports Centre's standards are excellent in terms of provision, safeguarding and Health and Safety, including locking and unlocking the building.
2. To contribute to the management and control of the Centre's finances, liaising with the Finance Manager and Sports Centre Development Manager:
 - Monitoring income and expenditure against budget targets;
 - To assist with the preparation of budgets and the production of information required for the board of Governors;
 - Preparation of month end reports;

- Advising the Sports Users' Committee on charges including pricing strategies that are in line with the other Anglian Learning Sports Centres;
 - Continually develop new and innovative ways to maximise income ensuring the Centre meets and exceeds income targets.
 - Ordering equipment as required and maintaining accurate stock lists.
2. To assist with the negotiation and administration of fitness contracts (such as GP Referral Scheme) with individual service providers to ensure value for money and the development of the Centre on a sound commercial basis.
 3. To produce detailed reports such as Business Plans and Marketing Plans and policy frameworks for the consideration of Anglian Learning, the School and Sports Committees.
 4. To assist with the strategic development, implementation and monitoring of the business plan and project plans, ensuring that the plan is in line with the strategic direction of all other Anglian Learning Sports Centres.
 5. To be responsible for notifying the Site Manager of all centre buildings, pool plant room and equipment maintenance issues and for ensuring that the necessary work is completed to a high enough standard.
 6. Where applicable, to be responsible for the safe and effective operation of the swimming pool, including essential plant room maintenance and duties including backwashing, cleaning and ensuring regular water quality testing and chemical logs are maintained and recorded. To be responsible for chemical handling and the maintenance of water quality in accordance with industry guidelines. To correct any issues immediately to ensure visitor and staff safety and to seek advice from qualified personnel where necessary.
 7. Develop procedures to improve and ensure that the customer's experience is of an excellent standard from enquiring on joining through to retention as a valued customer.
 8. Develop procedures to ensure that all complaints are handled effectively and swiftly, reducing the likelihood of escalation.
 9. To work in conjunction with Anglian Learning and the School to ensure that the educational needs of pupils within Anglian Learning are met in relation to the Sports Centre.
 10. Where applicable, to ensure the safe and effective operation of the swim school, including lesson coordination, staff training, adequate staffing levels, swim lesson ratios and implementation of changes where required.
 11. To provide cover for absence staff if required.
 12. To be responsible for ensuring that risk assessments are completed where necessary. To ensure that any potential risks and hazards are identified, documented and addressed appropriately in a timely manner.

Communication, Liaison and Marketing

1. To assist the Sports Centre Development Manager in promoting and marketing the service and facilities of the Centre using a variety of mediums and effectively developing new services within the Centre which will meet local needs, provide additional income and attract further grant funding.
2. To be mindful of the public equality duty and to ensure that marketing and the provision of services is attractive and promotes sports to the minorities within the community.
3. In conjunction with the other Anglian Learning Sports Centres to liaise with the local District Council to assist in developing the Sports Centre promotions and programmes in conjunction with other district wide initiatives as appropriate.
4. To attract local, regional and national events to the Sports Centre as appropriate.
5. To ensure that the presentation and impression of the Sports Centre is of a clean, orderly, professional establishment.
6. To react calmly and immediately to emergency situations and administer appropriate care. To lead staff safely and effectively in an emergency situation.
7. To at all times abide by the values and ethos of Anglian Learning and the school and to promote these values to staff, customers and the wider public.

Line Management

1. To manage the day to day commercial operation of the Centre, to line manage a team of staff including duty managers, lifeguards and a receptionist if required and to ensure that the highest possible level of service is provided to customers in a cost effective manner.
2. To be responsible for the process of staff recruitment from advertising a vacancy through to completion of induction and probation, including ensuring that the necessary safeguarding checks and procedure has been undertaken prior to the member of staff working.
3. To ensure that staff have the necessary training and qualifications to undertake their role and that this is renewed at the appropriate periods.
4. To ensure that staff work patterns and rotas are fair, abide by Working Time Regulations and that sufficient staff are on duty for the activities and abide by Health and Safety standards.
5. To ensure that whilst staff are on duty that they are undertaking their duties in a manner which complies with Health and Safety and Safeguarding and that any potential hazards are swiftly dealt with.
6. To mentor and develop staff and to seek opportunities for their development and progression across Anglian Learning.

Compliance

1. To ensure that all Health and Safety regulations are complied with and to notify the Health and Safety Officer of any issues.
2. To ensure that customer records, booking records and staff records and databases are held in line with the data protection laws.
3. To ensure that Anglian Learning safeguarding, safer recruitment and employment procedures are adhered to.

Other Duties

1. The postholder shall keep themselves fully informed of current practice and relevant legislation.
2. Attending steering groups and Anglian Learning meetings.
3. To liaise with outside agencies, organisations and partners as necessary.
4. To consult the public, service users and other interested groups regularly about the provision of services.
5. To undertake responsibility for any other aspect pertaining to the efficient, effective and safe operation of the community Sports Centre.
6. To engage with ongoing professional development.

Person Specification Sports Centre Manager



Anglian Learning is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Education	Essential	Desirable
Coaching and fitness qualifications	✓	
Swimming Teaching qualification		✓
Fitness Instructor/Personal Trainer qualification		✓
National Pool Lifeguard qualification		✓
National Pool Plant Operator qualification		✓
National Pool Management qualification		✓
GCSE grade C+ in English and Maths	✓	

Experience	Essential	Desirable
At least 2 years experience of leading/managing staff in a Sports environment	✓	
Of delivering excellent member engagement programmes	✓	
Coaching individuals in behavioural change and adapt style and behaviour to suit target audience	✓	
Managing budgets and financial reporting		✓
Knowledge of current Health and Safety legislation and of applying it in a Sports environment	✓	
Knowledge of Safeguarding		✓

Professional Qualities	Essential	Desirable
IT literate	✓	
An excellent communicator, both orally and in writing, to a range of audiences	✓	
Able to establish productive working relationships	✓	
Able to lead and motivate others	✓	
Well organized with good attention to detail	✓	
Able to work under pressure, to deadlines	✓	
Able to present to groups as well as 1-2-1	✓	

Discreet and committed to maintaining confidentiality	✓	
Willing to undertake further training as required	✓	
A commitment to safeguarding and promoting the welfare of children	✓	

Personal Qualities	Essential	Desirable
High level of integrity, honesty and fairness	✓	
Enthusiasm, energy and personal dynamism	✓	
Confidence	✓	
Resilience	✓	
Excellent attendance and punctuality	✓	
A liking and respect for young people	✓	
Appropriate professional relationships with colleagues and pupils	✓	