



ROEDEAN
MOIRA HOUSE

An independent 0 – 18 girls' day and boarding school in Eastbourne



The post of Activity Leader

Roedean Moira House is a member of the Roedean Group of Schools, a small group of schools dedicated to Roedean's vision of high-quality education. It is a leading independent day and boarding school in a magnificent location in the coastal town of Eastbourne, nestling in the leafy suburb of Meads, with views over the sea.

Roedean Moira House provides an excellent all-round education to around 300 girls from Nursery to Sixth Form, ensuring every student has the opportunity to attain her highest academic, artistic, musical, social and sporting potential.

Roedean Moira House's educational model is to offer a genuinely holistic and academic education which enables pupils to enjoy their education, develop their own interests, and discover their academic passions and we are committed to academic excellence, high-quality pastoral support, and an exceptional range of opportunities beyond the curriculum, all within a friendly and supportive atmosphere.

The Role

Reporting to the Activity Coordinator. The Activity Leader will support the Activity Coordinator in delivering the highest level of tuition to pupils for activities at Roedean Moira House.

Job Description

- To support the aims of the School and promote high levels of achievement
- To follow and adhere to the Schools' policies, procedures and operational guidelines at all times
- To develop the skills at a level appropriate to the age and ability of the pupils
- To monitor and record the progress of pupils and to liaise with the Activity Coordinator regularly
- To plan and use a range of suitable materials to meet the learning needs of pupils
- To produce and use written short-term lesson plans as required
- To actively encourage children to take advantage of the performance opportunities in school and the local and wider communities
- To prepare pupils for external examinations and competitions, where appropriate and to provide support and guidance to parents and pupils
- To keep abreast of new ideas, teaching materials and methods
- To attend staff meetings when required by the Activity Coordinator and the Principal
- Be involved in the organisation, planning and delivery of assemblies, performances and functions as required to promote or celebrate the activity
- To attend parents' evenings, school concerts, Founders' Day and promotional events as required
- Contribute to the effective partnership with parents, the local community, other schools and outside agencies to support and improve pupils' achievement.
- To participate in the School's Performance Review and professional development process
- To work and contribute to the stated aims of the Activities Department
- To be responsible for safeguarding and promoting the welfare of children and young people
- Contributing to the creation of a positive school ethos, in which every individual is treated with dignity and respect

General:

Undertaking such other duties and responsibilities of an equivalent nature, that may be determined and negotiated by the Principal from time-to-time, during School terms, while the School is in session and at any another time (including during School holidays, at weekends, and before and after the School's normal starting and finishing times), as may be necessary in the reasonable opinion of the Principal for the proper performance of your duties covering the entire needs of the lift of the School and its pupils.

Package

Salary: To be discussed at Interview

Other benefits include:

- Roedean Moira House Pension Scheme after 3 months service (if eligible)
- Statutory Sick Pay
- Statutory Holiday (pro rata) paid termly
- Remission of fees (pro rata) for a daughter attending the school, in line with the current

policy

- of the governing body, subject to the usual standards and procedures for admission
- Free school meals whilst on duty

Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Principal and relevant agencies.

Roedean Moira House is an equal opportunities employer and is committed to the safeguarding of children. In addition to normal pre-employment checks, this appointment will be subject to a prohibition order check, an enhanced DBS check and a safeguarding interview.

Appointment details and how to apply

Applicants must complete an application form and return it to

recruitment@roedeanmoirahouse.co.uk

or via post to Claire Mansel, School Office & HR Administrator, Roedean Moira House, Upper Carlisle Road, Eastbourne, BN20 7TE.