

LOCATION	The British School of Beijing, Shun Yi Campus (BSB)
JOB TITLE	Director of Sport & PE (DoS)
JOB PURPOSE	To lead and manage the Sport and PE Department (Whole School)
REPORTING TO	Principal with dotted line reporting to the Head Teacher for both the secondary & primary schools
DIRECT REPORTS	All PE Staff (Whole School)
OTHER KEY RELATIONSHIPS	Head of Secondary (SLT), Head of Primary (PLT), HOD, HOY, Coaches, and all other relevant Teaching Faculty, & BSB Parents (community)
PACKAGE	Competitive

Core Requirements of the Post

To be an effective professional who demonstrates thorough their leadership and management of the PE & Sport Department strong organisational and interpersonal skills to drive the development of the department across all of its areas of activity. To promote The Nord Anglia Brand and support the school in leveraging this brand to increase awareness in Beijing, internationally, and the greater BSB community through PE & Sport activities and events as a whole.

The person appointed will:

- Inspire trust and confidence in students and colleagues;
- Build team commitment with colleagues;
- Demonstrate analytical thinking;
- Improve the quality of students' learning through department activity;
- Contribute to the schools improvement / development planning;
- Contribute to the development and / or implementation of school policies;
- Promote the wider aspirations and values of the school;
- Promote The Nord Anglia Brand, through hosted events & activities, and through participating in association events for sport (ISAC, ACAMIS, & NAECAA);
- Give special priority to attending and supporting all NAECAA Sport Events against all other associations;
- Uphold and carry out all safeguarding policies, as defined within the Staff Handbook.

<u>KEY RESPONSIBILITIES</u>	<u>MEASURES OF PERFORMANCE</u>
<ul style="list-style-type: none"> • Calendar: The DoS is integral to the development of the calendar once the school days, holidays and academic event dates have been approved by the Senior Leadership Team (SLT). Any calendar changes and/or additions need to be approved by the SLT. • Timetabling: Work with the Head of Secondary/Primary to allocate PE staff to lessons in order to ensure effective delivery of the curriculum. Allocate teaching spaces to support both curriculum PE and Sport. • Oversight of the entire PE curriculum in the school, and implementation of the same through the line management of the Head of Primary and Head of Secondary PE. • Coordination between BSB and other schools. Represent BSB for domestic (BSB Invite/ISAC) and national/international (ACAMIS/NAECAA) activity meetings. Place all major scheduled BSB 	<ul style="list-style-type: none"> • Detailed Feedback from the Principal as required annually through school PM process • Activities and Events participation rates • Student participation rates

Invites, ISAC, ACAMIS and NAECAA sports activities on the master calendar for the following year. Contact visiting schools and coordinate dates, times and locations of events. Arrange for accommodation for all visiting ACAMIS and NAECAA teams and communicate details of such to visiting schools. Meet incoming and traveling teams to provide information on events, accommodation and facilities. Conduct a formal checkout meeting with visiting coaches to check room conditions and secure the facilities after the events.

- Coordinate and manage all outside supplier usage (outside regular school hours) for BSB Sport Facilities, through scheduling, management, and supervision. Responsibility, for promoting outside supplier offerings, should also be coordinated with the marketing team, to ensure, collaboration and promoting of these services to the BSB community at large.
- Manage and act as Lead user for SOCS, for all relevant BSB Sport website updates, development, and anything that is needed for the promoting and publishing of this site, www.BSBShunyiSport.com
- Sports Event Management (BSB Invite, ISAC, ACAMIS, NAECAA). Oversee and coordinate the activities of all coaches that operate as part of the BSB Sports programme. Coordinate and allocate space and time requirements for the BSB Sports programme. Maintain a current inventory of all sports equipment and uniforms. Arrange and coordinate all travel, transportation and visa requirements for international activity travel. Coordinate transportation and particulars for domestic activity travel. Provide all necessary travel itinerary forms in a timely fashion. Arrange and coordinate officials needed for events and arrange for payments for services rendered. Coordinate the maintenance of an up-to-date listing of all U19, U16, U15, U14, U13, U12, U11, U10, U9, & U8 participants. Unless circumstances indicate otherwise the HofS will serve as the tournament director for all BSB hosted BSB Invites, ISAC, ACAMIS and NAECAA events.
- Communication. Assist the administration by providing information on the Sports Programme at parent information meetings during the school year. Liaise with the Principal on the needs of the Sports Programme prior to the annual recruitment drive. Attend SLT meetings as and when required to do so (currently scheduled once a week). Distribute coaching/event responsibilities among interested faculty and provide the administration with a slate of the next year's faculty activity. Publish advance schedules of all activity events and distribute to appropriate personnel and/or the community (Liaise with the marketing/communications team). Develop written procedures to aid with tournaments and events. Prepare and update relevant coaches' & department handbooks that present guidelines and protocols for particular activity seasons or events. Ensure the BSB coaching/event philosophy is consistent throughout the year.

<p>Conduct meetings with coaches/advisors before each season or event and during the season or event as the need arises. Develop procedures where coaches/advisors can notify the HofS of recommendations and/concerns (presently weekly department meetings). Inform the Facilities Manager of any repair, improvements or capital expenditure recommendations needed for the sports facilities. Regularly check the BSB website Sport Information to ensure that information is current and correct.</p> <ul style="list-style-type: none"> • As required for trainings/fixtures/matches all PE staff and HofS will be required to work weekends, morning trainings, and extended trainings/fixtures/matches after regular school hours. The schedule to do so will be published in advance with possible changes and additions expected. • Act as the Single Point of contact for all matters concerning the Sport & PE Department within BSB, and outside BSB. • Responsibility. Ultimately all duties and responsibilities defined and confirmed by members of the PE and Sport department are here in the responsibility of the HofS to manage and ensure they are carried out. 	
<p>Monitoring, Assessment, Recording, Reporting</p> <ul style="list-style-type: none"> • To keep detailed records of student and school participation across all activities. • To keep detailed financial records. • Provide detailed reports to the Principal as and when required. • To provide detailed reports/feedback to school based staff on activities held in school. • To provide detailed reports to members of the Senior Leadership Team (SLT) as and when required. 	<ul style="list-style-type: none"> • Budget performance
<p>Pastoral Duties</p> <ul style="list-style-type: none"> • Promote the general progress and well-being of individual students • liaise with Pastoral Leaders to ensure the implementation of the school's pastoral system during BSB events; • contribute to the preparation of Action Plans and progress files and other reports; • alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved; • communicate, as appropriate, with parents of students and persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff; • Ensure all safeguarding and Health and Safety policies and practices are rigorously enforced at all BSB activities and 	<ul style="list-style-type: none"> • Health and Safety of pupils • Parental satisfaction – including through parent surveys

events.	
<p><u>Other Professional Requirements</u></p> <ul style="list-style-type: none"> • support and represent the school and Nord Anglia whilst on school site and also in the wider community and always be a good ambassador for the member schools and Nord Anglia Education; • operate at all times within the stated policies and practices of the schools and company; • maintain an up to date knowledge of good practice in teaching techniques; • take account of wider curriculum developments; • fulfil the working hours stated in the Employee contract; • undertake professional development to enhance teaching and learning; 	<ul style="list-style-type: none"> • Compliance with school and company policies and procedures • Contribution to wider school activities outside Sport & PE activities, as a supporting role, if and when possible
<p><u>Personal Development</u></p> <ul style="list-style-type: none"> ▪ Continual development through the identification and implementation of your own Personal Development Plan. 	<ul style="list-style-type: none"> ▪ Improved performance ▪ Performance appraisal ▪ Personal Development Plan
<p><u>General</u></p> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>This job description may be amended at any time following discussion between the Regional managing Director and member of staff, to be reviewed annually.</p>	
<p><u>As a member of the Nord Anglia Education community:</u></p> <ul style="list-style-type: none"> • Promote and adhere to the Company Vision and Values: <ul style="list-style-type: none"> ➤ Opportunity - For us, opportunities need to be meaningful, about achieving potential and making progress. ➤ Impact - For us, impact is about making a difference. It needs to be immediate, positive and lasting. ➤ Leadership - For us, leadership is about considering the team's needs as well as your own, setting inspiring examples, being supportive and showing real accountability and responsibility. 	

➤ **Respect** - For us, respect is about listening, being inclusive, showing tolerance and getting the little things right

- All staff are required to manage effective personal development as part of the Company's commitment to invest in staff as the key resource in the organisation
- Each individual must ensure that they meet their statutory responsibilities and Company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation

PERSON SPECIFICATION	
Qualifications/Training	
▪ First degree to at least Bachelor level	Essential
▪ Detailed knowledge of the relevant curriculum	Essential
▪ Evidence of participation in CPD	Essential
▪ Teaching degree or qualification with QTS	Essential
Experience / Knowledge	
▪ Minimum of 5 years director level experience or equivalent	Essential
▪ An understanding of safeguarding and child protection issues	Essential
▪ Effective behaviour management strategies	Essential
▪ Detailed understanding of organisational evaluation and the effective use of data to inform planning	Essential
▪ Management of change	Essential
▪ Has high expectations which inspire, motivate and challenge staff and students	Essential
▪ Proven track record of successful event and activity leadership and management	Essential
Skills	
▪ Ability to use ICT effectively	Essential
▪ Involvement in and commitment to all aspects of school/company life	Essential
▪ High level interpersonal skills	Essential
Personal Attributes	
▪ High levels of personal integrity.	Essential
▪ Excellent organisational and time-management skills	Essential
▪ Attention to detail	Essential
▪ Ability to work under pressure and remain calm	Essential
▪ Willingness to take on multiple tasks	Essential
▪ Proactive and able to prompt others to ensure deadlines are achieved	Essential
▪ Self-motivated and enthusiastic	Essential
▪ Ability to work independently	Essential
▪ Continually strive for improvement	Essential
▪ Adaptability	Essential

OTHER CONDITIONS

Successful candidates must hold current Disclosure and Barring Service clearance or equivalent for countries lived in outside of the UK.

Compliance with visa requirements for working in China. These currently include a post-graduate

teaching qualification followed by at least 5 years of teaching experience. 2 years is required for teachers of a language.