



Role Profile			
Role	Director of Sports	School	Balears International College
Direct Reports		Reporting To	Principal
Role Purpose			
<p>To act as a key member of the school staff working with the Heads of School and Principal to manage and develop a high quality international school, which achieves the highest professional standards and quality of education for all of its students, delivering excellent Physical Education provision to students at the Sa Porrassa and Sant Agusti campuses.</p> <p>The post holder will be responsible for promoting core values which ensure <i>students are happy, safe, and challenged in their learning</i> and that the school provides a secure foundation from which to achieve high standards in all areas.</p> <p>This Role Profile sets out the core priorities and scope of the role, although is not intended to detail all specific duties.</p>			
Key Accountabilities			
<p>1. Leadership and Management</p> <ul style="list-style-type: none"> Lead the Department, providing line management of all departmental staff, across both the Sa Porrassa and San Agusti site; Act as a role model for excellence, cooperation, and respect, adhering to all school policies & procedures, expecting the same of others, and holding others to account Responsible for management of all day to day staffing, performance management, and conduct issues across the PE department, at both Primary and Secondary school level Escalate serious and formal staffing issues to manage with the support of the Head of School Ensure management of monthly and termly reviews with staff across the function Ensure staff have access to necessary support to contribute fully and develop their skills Develop and sustain appropriate structures for management, decision making and communication with staff and students Lead the curriculum development and delivery of the PE schemes of work at Sant Agusti and Sa Porrassa; Oversee the appointment of staff to the department and ensure relevant job descriptions are created and in place across the function Ensure that all staff within the department have an agreed CPD plan, which confirms agreed training and development which meets their development needs and the needs of the school Carry out a share of supervisory duties in accordance with published rosters Conduct regular (monthly) departmental team meetings ensuring the provision of agendas and minutes, whilst also attending and contributing to whole school middle management meetings Ensure consistent and effective communication across the department of all wider school meetings, management instructions, and relevant departmental decision <p>2. Teaching & Learning</p> <ul style="list-style-type: none"> Lead the department through effective teaching, professional vision and knowledge, making consistent and effective use of staffing resources to ensure consistent teaching across all groups Prepare and progress the departmental development plan in consultation with the team and within the framework of the school's development plan Monitor the quality and effectiveness of teaching and learning, curriculum records, and other formal departmental teaching & learning requirements, through observations, work scrutinies and lesson plan reviews, ensuring consistency with marking policies, assessment and teaching strategies Conduct allocated observation activities, planning assessment, moderation and work scrutinies, ensuring appropriate oversight of reporting, homework and assessment policies and procedures Ensure a safe and productive learning environment that is engaging and fulfilling for all students, monitoring and evaluating the curriculum to ensure it remains relevant and delivers quality and value for money Act as an excellent role model for the staff and students, promoting excellence, quality, and high expectations by ensuring the highest levels of quality teaching in own classes, and a continuing desire to improve and learn 			



- Assist the development and implementation of differentiated learning opportunities and strategies to support the needs of all pupils (including the gifted & talented, those with learning difficulties, behavioural challenges & EAL)
- Embed data and benchmarking systems to monitor progress, raise standards, record and report assessment data, and ensure a continuous and consistent school wide focus on pupils' achievement, engaging support of parents
- Develop improvement strategies and provide coaching to support team members to maximise their performance and potential - applying an equal measure of support and challenge to improve standards, and challenging underperformance at all levels to ensure effective corrective action

3. Curriculum Development

- Develop and implement a broad and relevant curriculum which embraces innovative approaches to teaching and learning, is at the forefront of best practice, and meets the needs of all students
- Develop the departmental curriculum, timetable, arrangement of classes and schemes of work, within the framework of the National Curriculum and the requirements of examination boards.
- Ensure consistency with the wider school aims & develop effective strategies for transition between key stages
- Support the development, organisation and implementation of school curriculum, appropriate syllabuses, resources, schemes of work, maintaining knowledge of curriculum initiatives at national, regional & local levels
- Liaise with the Examinations Officer to maintain accreditation with the relevant examination & validating bodies
- Keep up to date with National developments in PE and teaching practice and methodology

4. Extra-Curricular Programme & Summer School

- Oversee extra-curricular activities, clubs and events which support and enhance learning, such as Sports day, Swimming Gala and the Gym and Dance display, sports fixtures with other schools on the island - supporting out of core school hours as required and ensuring all students are involved
- Extend the school's competitive fixture list including cooperation with other international and local schools - this will require a commitment to work some hours outside of the normal working week, including working hours on Saturdays and weekend
- Develop the school's ECA programme liaising with relevant external providers;
- Deliver an extensive ECA programme during the school's lunchtime and after-school, remaining on site until these have concluded;
- To oversee the day-to day running of the BIC Summer School (from July 2019 onwards), ensuring a full complement of teaching staff and curriculum development, and acting as the main point of contact for parents
- To liaise with the appropriate member of the Administration team to ensure that recruitment of students is successful, promoting the Summer School to third parties as required.

5. House System

- Oversee the equal distribution of students into Houses
- To support Sixth Form House Leaders in the creation of successful House events throughout the year which support and are consistent with the delivery of the Curriculum.

Person Specification

Skills, Knowledge, and Experience

- Bachelor's degree, PGCE (or equivalent), with post-graduate qualifications in education
- UK Qualified Teacher Status, with five years or more teaching experience
- At least two years leadership experience in a British or British International School (at middle leader level or higher)
- Relevant and up to date experience of developing and delivering a curriculum for students of all ages, based upon the English National Curriculum
- Proven track record in departmental management
- Able to supervise and manage the performance of others, at all levels across a school environment
- Experience of developing and implementing procedures which measure the performance of others, and deliver measurable improvement in a school environment
- Experienced in promoting and delivering excellence and achieving outstanding outcomes in teaching and learning
- Evidence of involvement, developing and improving a school development plan, achieving measurable improvement
- Ability to work as part of a team and on own initiative with high levels of resilience and flexibility



Competencies

- **Accountable:** Acts with confidentiality and respect. Takes ownership of problems and encourages others to take the same approach
- **Strong Manager:** Can effectively supervise & manage, with clear expectations to deliver continuous improvements
- **Results Focused:** Motivated by goals and drives self to achieve. Encourages others to take the same approach
- **Values Development:** Takes responsibility for own development and readily supports other colleagues to develop
- **Professional expert:** Maintains awareness of standards, practices, and expectations to support their role
- **Analytical and creative:** Able to assess applicable strengths and weaknesses and understand data and information to make evidenced based decisions
- **Commercial:** Understands financial measures, metrics and constraints and knows how to operate within these
- **Strong Communicator (Written and Verbal):** Regularly communicates clear information with others and is able to convey a difficult message where required

This is in no way an exhaustive list and the **Director of Sports** will be required to undertake any other duty as reasonably assigned to them by the Head of School/Principal. This job description will be reviewed at least bi-annually as part of the Performance Management process.