



Job Description

Job Title: Director of Sport
Responsible to: Deputy Head

Main Purpose of role

To be an inspirational and dynamic teacher; to coordinate planning, teaching and learning within the subject area and to liaise with other Heads of Department where necessary; to ensure continuity and progression throughout the curriculum. In common with all the teachers, the Head of Department contributes to pupil wellbeing by supervising, guiding and caring for them both in and outside of the classroom. The Head of Department also exercises responsibility for the guidance of teachers within the department and for advising the Head as required.

Duties:

The Head of Department will:

- establish good relationships, encourage good working practices;
- teach PE and Games throughout the Prep School;
- co-ordinate Sport resources and ensure that all Sports equipment is organised, stored and maintained appropriately;
- liaise with the School's groundsmen to ensure all sports fields are prepared and liaise with appropriate parties over use of sports facilities.
- monitor the quality of coaching and teaching in the department;
- ensure that each sports teacher/coach responsible supplies appropriate information and photographs to the School's various forms of publicity eg. the newsletters, annual school magazine, website and local publications;
- produce a full and balanced fixture list for both boys and girls sports, for all abilities, each term;
- ensure that the fixture list for each sport is produced by the deadline for each term's Calendar and is accurate;
- ensure that appropriate transport and catering is booked for teams for fixtures;
- ensure player of the match/match reports are prepared and displayed following matches;
- organise Inter-House sports competitions each term and the annual Sports Day;
- devise criteria for Great Walstead Sports Scholarships and assess candidates (where appropriate);
- co-ordinate sports team photos each term;
- support and lead teachers in the department, including holding regular minuted departmental meetings;
- represent the department's views to the Deputy Head;
- ensure professional development and that of departmental staff, including updating subject expertise and recommending appropriate in-service training;

- oversee all aspects of the department's organisation and management, including preparing agendas and chairing meetings, in order to ensure that school policies and practices are being delivered;
- evaluate pupils' progress, achievement and attainment and report to the Senior Management Team;
- lead by providing an example of best teaching practice;
- monitor the standards of achievement within the department;
- oversee the induction process of new members of staff within the department;
- coordinate and oversee the organisation of departmental visits;
- lead the department's curriculum planning in accordance with school policy and in conjunction with the Deputy Head/Director of Studies and Head;
- manage the teaching methods used by the department by developing and selecting suitable materials and advising on classroom practice;
- ensure all the necessary departmental documentation is up to date according to school policies;
- manage the department's budget and stock control in accordance.
- attend and participate in Open Mornings and other promotional events
- support the aims and ethos of the School and contribute to, and support the spiritual side of the School;
- set a good example in terms of dress, punctuality and attendance
- uphold the School's behaviour code and uniform rules;
- participate in INSET and undertake appropriate further training as part of the professional development programme;
- attend team and staff meetings
- coordinate Wednesday afternoon activities for those pupils who are not participating in matches
- the ability to take matches at weekends and evenings

Person Specification: Head of Department and Form Tutor

Selection Criteria	Essential	Desirable	Assessment
Qualifications	Qualified Teacher Status	Evidence of commitment to further personal and professional development	Certificates
Experience	The Head of Department should have experience of: teaching the subject in Key Stage 2 and 3; experience of Senior school entrance assessments with regards to sports	In addition, the Head of Department might have experience of: providing INSET; being in a position of responsibility for an area of management or leadership in school	Interview
Knowledge and understanding	The Head of Department should have knowledge and understanding of: the principles and practice of Prep School education;	In addition, the Head of Department might also have knowledge and understanding of:	Interview

	<p>curriculum management and the school's role in providing effectively for all pupils;</p> <p>and a good working knowledge of the subject and of current developments in mathematical teaching;</p> <p>staff management and appraisal</p>	<p>wider curriculum issues and a possible interest in a position of increased responsibility;</p> <p>another subject area</p>	
Skills	<p>The Head of Department will be able to:</p> <p>teach inspiring lessons focused on the learning of all students;</p> <p>participate and lead effectively in strategies to support staff development within the department;</p> <p>set and meet deadlines;</p> <p>create a positive team spirit, negotiating, when necessary, with sensitivity;</p> <p>inspire colleagues to be inspirational and dynamic;</p> <p>manage the departmental budgets.</p>	<p>In addition, the Head of Department might also be able to:</p> <p>Lead school-based INSET;</p> <p>Contribute to the wider curriculum (including extra curricular) offered by the school</p>	Interview
Personal Qualities	<p>Exceptionally strong in both communication and administrative skills</p> <p>Ability to communicate effectively verbally and in writing.</p> <p>Resilient under pressure.</p> <p>Able to deal sensitively with people and resolve problems.</p> <p>Positive, enthusiastic and motivated approach.</p> <p>Have the humility to listen and the ability to engender trust</p>		Interview
Special Conditions	<p>Support and contribute to the School's responsibility for safeguarding students.</p> <p>Work within the School's health and safety policy to ensure a safe working environment for staff, students and visitors.</p> <p>Maintain high professional standards of attendance, punctuality, appearance,</p>		Interview

	conduct and positive, courteous relations with students, parents and staff. Demonstrate commitment to the values and ethos of the School.		
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Terms and Conditions

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the Headmaster to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown but following consultation with you, may be changed by the Head to reflect or anticipate changes in the job which are commensurate with the salary and job title.