



# OUNDLE

School

## Job Title: Head of Sport

**This job description describes the practical purpose and main elements of the job. It is a guide to the nature and main duties of the job as they exist currently, but is not intended as a wholly comprehensive schedule.**

### Background to Post

Oundle School is one of the country's premier co-educational boarding and day schools, with 860 boarding and 260 day pupils. There are fourteen Boarding Houses and one Day House. 250 day pupils aged 4 – 11 attend Laxton Junior School. The School has a turnover in excess of £30m and a staff of 700.

This role involves working as a Sports Coach with additional responsibility for a particular Sport, and spans all areas of the Sport and Games. The role interfaces with teaching, coaching and non-teaching staff, pupils and parents.

<b>Department:</b>	Sport
<b>Responsible to:</b>	Director of Sport
<b>Responsible for (staff):</b>	Coaching Staff

### Job Purpose

The job holder will be responsible for running the sport under the direction and guidance of the Director of Sport ensuring that all teaching, coaching and administrative tasks are completed efficiently, to ensure success, enjoyment and enthusiasm for Oundle School Sport.

### Duties and Responsibilities

All job descriptions are subject to change according to circumstances. Any proposed changes will be discussed with the post holder in advance.

### **General Management Duties**

- Along with the Director of Sport, to provide effective leadership and management of your sport and thereby build and maintain an effective teaching and coaching team which continually enhances the quality of learning and achievement.
- To oversee all aspects of your sport at Oundle School.
- Develop and enhance the provision of your sport throughout the School

### **Leadership**

- To inspire department members by personal example and hard work.
- In conjunction with the Director of Sport to be responsible for the effective recruiting and managing of staff, including teaching, coaching non-teaching and support staff.
- To create a vision, sense of purpose and pride in Oundle School of your sport.
- To contribute the production and maintenance of the Oundle School Sports handbook, and to implement, monitor and evaluate all of its policies and documentation.
- To be responsible for continuously improving the quality of teaching, coaching and learning in your sport.
- To be responsible for maintaining discipline in your sport including supporting staff during lessons/coaching sessions when appropriate.
- To play a major role as a middle manager in the development of all aspects of School Sport, including its policies and their implementation.
- To develop and maintain effective methods of communication with the Head, LT, Director of Sport other staff, pupils, parents, governors, external agencies and the wider community (including business and industry).
- To identify and applaud areas of success for individual teachers, pupils, teams of the sport.
- To help create an effective team by promoting collective approaches to problem-solving and sporting development.
- To continue the successful practice of inviting/employing specialist coaches to the School both to enhance the pupil/teacher skill base and provide specialist training for pupils in their sporting development.
- To be responsible for the provision of your sports Teams to represent the school.
- To allocate staff to teach/coach/lead/manage your sports teams.
- To recommend pupils for Sports Colours to the Director of Sport.
- To organise and run an annual Inter-House competition for your sport.

### **Curricular/Sporting Development**

- To contribute towards continuity and progression within the whole school-sporting curriculum;
- To oversee the development plan of your sport, its implementation and the part it plays in the whole school sporting development;
- To monitor and evaluate the teaching and coaching in the sport; take the initiative in identifying strategies to support consistency of practice and be a lead practitioner in the team;
- To coach an additional sport at a high level across the School

### **Stock/Resources/Budget**

- To manage the Department stock, teaching resources and finances efficiently, and to obtain best value for money.

- To carry out stock disposal in accordance with school policies.
- To store resources in such a way as to enable quick and easy access by all staff (and pupils where appropriate).
- To coordinate specialist sports clothing in liaison with the Director of Sport and Uniform Committee.

### **Liaison/Communication**

- To meet regularly and work with the Director of Sport for professional support and to develop effective departmental management.
- To act as the initial person for others to contact regarding all issues relating to your sport.
- To liaise and communicate with other Heads of Sports.
- To inform staff about new developments and ideas related to your sport.
- To co-operate with the Health and Safety management and inspection process.
- To manage the provision of information to pupils and parents and other staff about curricular choices, and choice of teaching groups for individual pupils and groups of pupils.
- To provide helpful and accurate responses to parent/carers enquiries.
- To forge appropriate and mutually beneficial links with local Sports facilities and coaches.
- To manage your sports contribution to the School magazine, Head's Speech Day Report and website, including keeping fixtures and results up to date.
- To input into the management of the School's sports facilities for outside users.
- To promote, in liaison with the Director of Sport, the School and your sport through the organisation of Prep school tournaments, taster days and Prep school visits.
- To arrange fixtures for pupils against opposing Schools for your sport.
- To accompany pupils to away fixtures, adhering at all times to the School Code of Conduct and recommended safety advice.
- To arrange transportation and catering for all fixtures in liaison with the Catering Manager and catering staff.
- To publish fixture arrangements on the school website, blue book and games programme.
- To organise the use of facilities for your sport in conjunction with the Director of Sport, other Heads of Sport and Ground Staff and Facility Managers.

### **Professional Development**

- To lead in the development of coaching staff and identify development opportunities for staff within the Department and through external agencies or courses.
- To provide or organise in-service training for the department staff (teaching and non-teaching) as appropriate.
- To assign tasks in a way which maximises the use of available talent, experience and enthusiasm and provides development opportunities for all staff.
- To personally keep up to date with developments and new ideas related to your sport.

### **All sports staff are expected to:**

- Support and contribute to the friendly and supportive ethos of the School, in relation to all School staff, users and visitors.
- Maintain the highest professional standards.
- Participate in appraisal and staff development.

- Carry out any other duty commensurate with the post as may be reasonably required by the line manager.
- Be familiar with the School and Sports Department handbooks and support all the School's policies.
- Establish effective working relationships with professional colleagues and associate staff.
- Strive for personal and professional development through active involvement in the School's appraisal system and performance management procedures.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder.

<b>These key tasks are not intended to be exhaustive, but they highlight a number of major tasks that the post-holder may be reasonably expected to undertake.</b>
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## PERSON SPECIFICATION

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form.

ESSENTIAL ATTRIBUTES	DESIRABLE ATTRIBUTES
<b>QUALIFICATIONS</b>	
Relevant coaching qualifications at, or approaching, Level 3 or equivalent experience Full valid Driving Licence with no more than six points.* First Aid at Work, or able to undertake this course within 6 months	
<b>SPECIALIST SKILLS &amp; EXPERIENCE</b>	
Experience of teaching/coaching children. Experience of managing and developing others Experience of coaching elite sport. Good literacy and numeric skills. Good written and verbal communication skills. Ability to coach additional sport at a high level	Refereeing/Umpiring experience Administration experience, IT skills including MS Word and Excel. Experience of budgetary management
<b>PERSONAL QUALITIES</b>	
Ability to work on own initiative. Ability to work within a team environment. Ability to work flexible hours.	

\* The person in this role must hold, and continue to hold, a current, valid driving licence. The job holder may be requested to produce this at any time upon reasonable notice. Any endorsements or "points" on a current driving licence must be reported and declared to the Line Manager. Any criminal convictions for any motoring offences must be reported to the Line Manager immediately including the date and details of the offence. The job holder is expected to inform the Line Manager if any such charge is made. The loss of a driving licence through a conviction must be reported immediately to the Line Manager and depending on the circumstances, and following investigation, this could potentially result in the termination of employment.

### *Note:*

**Every job description in the organisation will be subject to a review either:**

- **on an annual basis at the time of the annual appraisal meeting, or**
- **as a result of a change in strategic direction, or**
- **as a result of a team/ operational requirements, or**
- **as a result of agreed performance appraisal needs and objectives, or**
- **within six months of appointment**

It is the shared responsibility of the job-holder and their Manager to ensure that job descriptions are kept up to date.

**THE SCHOOL IS AN EQUAL OPPORTUNITIES EMPLOYER**

## **EMPLOYMENT INFORMATION**

This post is subject to a six month probationary period. On completion, you will be expected to participate in the School's appraisal system.

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

The School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. All staff appointed to the School are required to be checked through the Disclosure and Barring Service, and to provide evidence of identity, evidence of their entitlement to work in the United Kingdom, and evidence of qualifications deemed essential to the role, or declared on their application form. As the role will include work with early and/or later years provision at Laxton Junior School, you will be required to declare that you, or anyone you live with, is not disqualified from working in connection with early or later years provision for children under the age of eight.

Working weeks: 35 working weeks. When adding on your pro-rata entitlement to holidays, you are paid for 39.21 weeks.

Hours of Duty: Average 30 hours per week, Monday to Saturday. Hours will be worked flexibly according to the needs of the role, with the prior agreement of the line manager. All meal breaks are non-working hours and unpaid.

Salary: £35,783 per annum

Holidays: Not to be taken during Oundle School Term time. Holiday entitlement for staff working 52 weeks will be 28 days' paid holiday in each complete holiday year, inclusive of bank and public holidays. This will be pro-rated for staff working less than 52 weeks. The public holiday dates will be published annually and communicated to staff. There is a requirement to work any Bank Holiday when the School is in operation (currently the first May day).

**Closing date: 19 June 2018 (9am) / Interview dates: 26 and 28 June 2018**

Application forms should be returned to:

**Vania Murphy, Recruitment Coordinator**  
**Oundle School, The Bursary, Church Street, Oundle, Peterborough, PE8 4EE**  
Email: [recruitment@oundleschool.org.uk](mailto:recruitment@oundleschool.org.uk) / Tel: 01832 277196