



DIRECTOR OF SPORT

JOB DESCRIPTION

Any worries or uncertainties which affect your working life should be referred to your line manager or to the Principal

1. Principal responsibilities

Under the direction of the Principal:-

- (a) To organise and direct the teaching of PE within the PE Department and to ensure that the Department is adequately resourced
- (b) To plan the curriculum and direct the department with appropriate rotations and units of work
- (c) To contribute to the teaching of the PE Department to include GCSE PE
- (d) To organise and participate in a programme of fixtures with other Schools in all major sports and to ensure that these are appropriately staffed
- (e) To liaise with the coach company to ensure that transport is arranged for lessons, fixtures, events and trips
- (f) To liaise with the relevant facility manager as regards the hiring of grounds and venues for lessons, matches, events and trips
- (g) To participate with other colleagues in the development of appropriate syllabuses, materials and schemes of work
- (h) To keep abreast of new trends and educational developments related to the subject and to advise Senior Management accordingly
- (i) To produce an annual departmental plan in line with the School's strategic plan
- (j) To supervise and monitor the work of the other members of the department to ensure that they achieve and maintain the expected standards of teaching, marking and reporting and to provide support and guidance if needed. Suggestions for INSET for members of the Department may be made at any time to Senior Management
- (k) To carry out Appraisal reviews for members of the Department
- (l) To assist with the induction of new staff in the Department
- (m) To assist with the recruitment of new staff for the Department
- (n) To ensure that the Department is making effective and appropriate use of ICT
- (o) To organise study visits and trips as appropriate

- (p) To promote the work of the Department through displays of work within the Department and in other appropriate venues throughout the School. Also whenever possible to take place in local or national competitions or events
- (q) To establish links with appropriate external agencies for the benefit of pupils, staff and the Department
- (r) To maintain appropriate departmental links with the Junior School and to meet with the Director of the Junior School as appropriate
- (s) To meet weekly with the Principal to update her on day to day and strategic matters

2. Additional specific responsibilities

- (a) To supervise the use and care of PE facilities on site, including the adherence to relevant Health and Safety regulations
- (b) To ensure that facilities off site are used safely, to obtain health and safety guidance for these and to ensure that these procedures are followed by staff and pupils
- (c) To ensure that pupils behave in accordance with School rules on and off site and that transport is used safely and in accordance with the Travel company's procedures
- (d) To uphold the standards of the PE department by example
- (e) To be responsible for the Departmental budget and to monitor and control the storage and use of teaching materials, equipment and books related to the teaching of the subject, as well as other resources
- (f) To produce departmental literature, for example for The Log, Queen's Gate News, website, MyQG, QG Buzz updates
- (g) To ensure that the departmental area in the website is reviewed and updated on a regular basis
- (h) To liaise with the Librarian in suggesting suitable books for the Library, relevant to the work and needs of the subject
- (i) To attend and contribute to Heads of Department meetings which normally take place twice each term
- (j) To meet with parents and other agencies as appropriate to discuss the subject or a pupil's progress in that subject
- (k) To hold weekly departmental meetings
- (l) To be involved in the pastoral work of the School and to carry out related duties in accordance with the General Job Descriptions for the position
- (m) To contribute to pupils' Careers advice with reference to PE
- (n) To arrange and monitor appropriate clubs and activities linked to the Department to promote further interest in the subject

3. General Duties

- (a) Staff are normally required to be in School ready to start work by 8.30am and be available throughout the day until 4.10pm. These hours are referred to as "the standard School session". PE staff have responsibilities that often begin at 6.30 am as some

lessons are scheduled outside these hours, as are meetings and other school events and staff are expected to be available for these. In particular, staff who work in the Junior School as well as the Senior School, may need to attend Junior School activities from 8am. No additional remuneration is normally payable for any commitments outside the standard School session which constitute part of the School's normal activities

- (b) Refer to Teacher's Job description in the Staff handbook
- (c) To carry out a share of supervisory duties in accordance with published rosters
- (d) To participate in appropriate meetings with colleagues and parents relative to the above duties and to project the subject at Open evenings and Parents' evenings

NOTES:

- (1) This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out
- (2) This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually and it may be subject to modification or amendment at any time after consultation with the post holder
- (3) You are responsible for exercising care in relation to yourself and those who may be affected by your actions with regard to Health and Safety. Please read the fire notices and if the fire alarm sounds, follow these instructions or any instructions which may be given at that time. Smoking is prohibited.

PERSON SPECIFICATION

QUALIFICATIONS	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
A good honours degree in Physical Education	✓		Appropriate original certificates
A teaching qualification	✓		Appropriate original certificates
Higher degrees		✓	Appropriate original certificates
Membership of professional body relevant to subject		✓	Appropriate original certificates

EXPERIENCE			
Experience of teaching Physical Education successfully up to and including A Level in a School/College, together with experience of coaching netball at an appropriate level	✓		Application Form Interviews References
Experience of departmental management or similar in a School/College	✓		Application Form Interviews References
Experience of teaching examination PE		✓	Application Form Interviews References
Experience of working as a Form Tutor or similar pastoral role in a School or College	✓		Application Form Interviews References
County Honours or similar in one or more sports		✓	Questions asked during interviews
BASIC SKILLS, CHARACTERISTICS & COMPETENCIES			
Excellent subject knowledge and passion for subject(s)	✓		Teaching lesson Opportunities at interviews to recount experience
Knowledge of current educational practice	✓		Questions asked during interviews
Leadership and management experience	✓		Questions asked during interviews
Excellent communication skills	✓		Interviews and teaching lesson
Advanced research skills		✓	Opportunities at interviews to recount experience and interview task

A willingness to undertake appropriate training to develop teaching skills and subject knowledge	✓		Opportunities at interviews to recount experience
Knowledge, understanding and competence in ICT and appropriate software packages	✓		Teaching lesson Opportunities at interviews to recount experience and interview task
Behaviour management skills	✓		Teaching lesson Opportunities at interviews to recount experience
Learning support skills		✓	Teaching lesson Opportunities at interviews to recount experience
Good eye for attractive displays in order to make the Physical Education department a welcoming and inviting place		✓	Opportunities at interviews to recount experience or to give ideas for these
Awareness and understanding of safeguarding and welfare of children	✓		Questions at interview to test attitudes towards and knowledge of children's safeguarding and welfare Reference
A willingness to be involved in the wider life of the School	✓		Opportunities at interviews to recount experience or to give ideas for these
A willingness to be involved in Physical Education trips and extra curricular activities. These include early morning, lunch time, after school and weekends	✓		Opportunities at interviews to recount experience or to give ideas for these

PERSONAL QUALITIES			
Sense of humour	✓		Opportunities at interview Reference
Enthusiasm and energy	✓		Opportunities at interview Reference
Self-motivation	✓		Opportunities at interview Reference
Commitment	✓		Opportunities at interview Reference
Patience and diplomacy	✓		Opportunities at interview Reference
Flexibility, resilience and excellent organisational skills	✓		Opportunities at interview Reference
Ability to seek and take advice	✓		Opportunities at interview Reference

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