**Director of Sport:**

**Job Description**

This role supports the Governors, Headmaster and the School Leadership in ensuring that the pupils are provided with a high quality sporting programme.

This is in addition to the roles and responsibilities described in the generic job description for teachers.

**Overall responsibilities:**

* Create a centre of sporting excellence
* Oversee the organisation of all sport and activities
* Promote fitness & health throughout the school, promoting a lifelong love of exercise, sport and healthy living.
* Manage the sports facilities
* Coach teams/individuals
* Monitor, control and evaluate subject performance through development planning
* Participate in issues related to school planning, raising achievement and individual review
* Reporting and assessment throughout the school, and the tracking of pupil performance.
* To manage the curriculum and development of all PE and sport in the prep and senior schools.
* To manage staffing levels in conjunction with the Director of Studies.
* To manage the department budget effectively.
* To manage a well-balanced competitive fixtures programme, ensuring the fixture team selection process is fair and to allow participation at all levels. Ensuring that the fixture and sports events timetable is finalised in good time, liaising with other staff to avoid clashes with other events ,organising transport for away fixtures and match teas for home fixtures.
* To ensure that sports staff receive appropriate training/re-training and provide appropriate induction to new staff.
* To contribute to HoDs’ meetings.
* To be a visible presence during school functions.
* To support the School’s values of Faith, Character, Intellect, Compassion and Community.
* To set a good example to the students at all times, including in matters such as dress code and moral conduct.

You may also be required to undertake such comparable duties as the Headmaster requires from time to time.

**Safeguarding and the Promotion of the Welfare of Pupils**

The School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. All staff members are obliged to follow the requirements outlined in Keeping Children Safe in Education, September 2016.

**Person Specification**

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| --- | --- | --- |
|  | **Essential**  | **Desirable** |
| **Qualifications** |  | Qualified Teacher Status  |
| **Experience** |  | Management responsibility  |
| Skills and abilities | A successful sportsperson with a proven track recordDynamic with real visionA good administratorHard working with a high level of commitmentGood motivational/management skillsAmbitionAbility to contribute to a strategic vision and to work in a systematic way to realise this. Ability to plan, monitor, evaluate, review and lead by example. Well-developed interpersonal skills with high standards of both written and oral communication; compassion; confidence and effectiveness when liaising with parents, guardians, staff and pupils. The ability to lead and work as part of an effective team. Sound judgement and problem-solving skills.  |  |
| **Personal qualities** | Warm, caring, approachable and empathetic. Obvious enthusiasm for working with young people; optimistic and proactive. A self-starter with a strong work ethic, determined to strive for the highest standards. Able to take responsibility for decisions and actions taken. Open-minded, flexible and reflective. Possesses stamina and resilience; the ability to remain calm and controlled under pressure. Patience and a well-developed sense of humour. Highest standards of professionalism and personal integrity.  |  |
| **School ethos** | Fully supportive of the Catholic ethos of the School. Encourage active participation in the School’s five key values: Faith, Character, Compassion, Community and Intellect.  |  |