



St Michael's Prep School

The Joy & Wonder of Learning



DIRECTOR OF SPORT

Salary: St Michael's Teacher Main/
Upper Pay Scale plus
responsibility points

Application Deadline:

1st March 2021 at 9am

To start: September 2021

Interview Date:

16/17/18th March 2021

Full Time



DIRECTOR OF SPORT

St Michael's Prep School is a co-educational day school, rated 'Excellent' by the ISI in March 2017, with approximately 460 children aged 2-13, enjoying a beautiful location, overlooking 90 acres of land. Our state-of-the-art Pre-Prep building sets each child on a learning journey that is rich, active, and inspiring. Children continue into the Prep School, taught by a large number of specialist professionals who work throughout the school to provide a rich array of curricular and co-curricular opportunities.

We are seeking an innovative, ambitious sports teacher and enterprising leader to drive the next phase of development of sports provision at St Michael's. You will engage pupils, colleagues, and parents in their love of sport. You will be able to plan and deliver excellence in our stunning and well-equipped setting. You will lead our flagship new initiative 'The St Michael's School of Sport', launched in September 2020, to build on the range and provision of free school sport, both here at St Michael's Prep, and in the wider community as our way of giving back. You will have experience of leadership in sport and be able to evidence success in whole school development initiatives.

Please send a covering letter together with a completed Teacher application form in MS Word or PDF format only (downloadable from our [website](#)) to:

Mrs Kim d'Albertanson at recruitment@stmichaels.kent.sch.uk.

APPLICATION DEADLINE: 9am on Monday 1st March 2021

INTERVIEW DATE: 16/17/18th March 2021

St Michael's Prep School is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to an enhanced disclosure through the Disclosure and Barring Service.



JOB DESCRIPTION – DIRECTOR OF SPORT

RESPONSIBLE TO:

- The Deputy Heads
- The Head
- Governing Body

RESPONSIBLE CURRENTLY FOR:

The Head of Boys'/Girls' Games
The Swim School Manager
The Community Sport Development Manager

PURPOSE OF JOB

Head of Department

- To lead the provision of excellent teaching and learning in your subject
- To inspire children to love sport and fitness and staff to love their work
- To promote the best academic, social, moral, physical, spiritual and emotional development of each child in the safe, caring and stimulating environment of the school.
- To provide high quality leadership and development of the PE curriculum for boys and girls throughout the school
- The post holder will also teach a classroom based subject and may have a pastoral role

KEY RESPONSIBILITIES

Departmental Leadership: Curriculum

- To prepare, amend or delegate if appropriate, the schemes of work for the department and to ensure that they are carried out
- To prepare the departmental handbook and to ensure that its guidelines are followed
- To prepare schemes of work which go beyond the National Curriculum
- To ensure effective teaching methodologies to suit a variety of learning styles
- To have oversight of and ensure effective progression from Year 1 to Year 8
- To monitor the curriculum delivery and effectiveness of teaching and training in sport
- To lead training on and awareness of curriculum innovation and change
- To identify, track and provide appropriate learning experiences for the high ability sportsmen and women across the school
- To identify, track and provide appropriate learning experiences for the pupils with special needs or learning difficulties across the department
- To promote creativity and collaboration within the staff who are teaching Sport as well as in the pupils who are receiving it
- To foster a spirit of enquiry among pupils across the department
- To prepare assemblies to promote & celebrate your subject area
- To ensure that an aspect of your subject is represented in the clubs provided
- To make regular assessments of pupils' attainment and progress and ensure consistency across the department
- To maintain and update manual and computer records of pupils' achievements and progress
- To know data relating to pupils and to analyse trends in performance



- To use data management to improve teaching and learning
- To maximise the opportunity for relevant extra-curricular experiences
- To create a culture of enquiry in the school where confidence and commitment combine with pleasure and fun
- To have oversight of a termly fixtures calendar and minibus use for competitive sport, tournaments, and other sporting experiences of high quality

Departmental Leadership: Staff

- To have oversight of all aspects of matches, tournaments and fixtures are completed to the highest standards of achievement and safety
- To have oversight of travel to and from fixtures, ensuring it is well planned and safe
- To be a role model to people who teach PE and Sport
- To have oversight of department teaching allocations
- To prepare materials for the appointment of new staff and play a part in the interviewing and recruitment process when appropriate
- To create opportunities for discussion/delegation and professional development
- To ensure all legal requirements regarding personnel issues and health and safety at work are met
- To ensure risk assessments are in place for all lessons, activities, volunteers, and people on work experience
- To review policies in the St Michael's Staff Handbook regularly
- To update sections of the staff handbook or department handbook annually or as required
- Where appropriate to organise and run staff INSET relating to your subject and find courses for staff who need additional training

Departmental Leadership: Communication

- To liaise with Deputy Heads, and the Learning Development Manager, other HODs and subject co-ordinators in the Pre-Prep
- To liaise with parents
- To promote and maintain a high-profile department
- To ensure that events are properly planned, promoted and celebrated
- To ensure the department pages on the website are up to date, that forthcoming events are promoted on the website and written about afterwards to celebrate all that has been achieved and enjoyed
- To read the "parent newsletter", the week ahead and the calendar
- To deal with emails promptly and professionally as far as is possible without compromising the quality of your teaching
- To maintain appropriate level of liaison with outside bodies, subject hubs/ teacher networks/ national and regional sports associations

Departmental Leadership: Budget

- To monitor the department budget and manage it effectively
- To ensure fair/adequate distribution of resources
- To obtain authorisation for expenditure



Departmental Leadership: Planning

- To prepare an annual Department Development Plan (DDP)

The St Michael's School of Sport

'The St Michael's School of Sport' is in its foundation year and has unfortunately been held back due to Covid-19 restrictions. However, this is an exciting opportunity for development, which would place St Michael's Prep in a prominent position in the community.

- To line manage the Community Sport Development Manager, who will offer free coaching in a range of sports to local primary schools, building on relationships already established
- To increase the range and provision of free school sports both at St Michael's Prep and in the wider community
- To shape your team to provide additional paid clubs for all pupils requiring further opportunities in selected sports, (currently football and hockey)
- Build on the existing framework of The School of Sport, formulating a profitable enterprise
- Foster relationships with sports clubs such as Premier League football clubs, utilising their coaches in the community offerings
- Diversify the offering of sports in clubs to include for example, dance, gymnastics, combat sports etc.

In addition to fulfil all the expectations of the teacher job description (see additional document on our [website](#)).

PERSON SPECIFICATION

St Michael's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Director of Sport needs to have:

- Qualified Teacher Status
- A relevant degree or post graduate qualification
- Ambition for excellence for all in sport
- Experience of teaching and developing provision in PE and Sport across a school
- Knowledge and understanding of current developments in the PE and Sport curriculum
- A great track record in planning and delivering high quality and inspiring lessons
- Experience of, or readiness for, developing whole school training as appropriate for staff
- Experience of using ICT
- A love of an active and healthy lifestyle
- An understanding and experience of planning and organising the full year's sporting fixtures for girls and boys
- Good strategic vision
- An impressive personal sports pedigree would be an advantage



Our teachers need to be:

- Qualified and eligible to work in the UK
- Passionate about working with children
- Committed to excellent provision for all children
- Great communicators
- Organised
- Proactive
- Efficient
- Reliable
- Resilient
- Flexible
- Great team players
- computer literate

Our teachers need to have:

- Qualified Teacher Status
- A warm and encouraging manner
- A sense of humour
- A secure understanding of progression in sport
- Experience of assessment and ascertaining areas for development
- Energy
- Commitment
- Patience
- A love of learning, challenge, and personal development
- An enhanced disclosure via the DBS (which the school would organise)
- The ability to form and maintain suitable relationships and personal boundaries with children and young people
- The strength to work with challenging behaviours





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"At St Michael's we work as a team: teachers, pupils and parents."

-Deputy Head of Pre-Prep