

# PANGBOURNE

## JOB DESCRIPTION

Pangbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

**Job Title:** Head of Girls Games

**Reports to:** Director of Sport/Head of PE

**Manages (if appropriate):** NA

**Department:** PE

**Hours per week:** Full Time to fulfil the duties of the role which will involve participation in the weekly Co-Curricular programme along with some evening and weekend working. Core Hours: 08.20 – 18.00 Monday to Friday. No academic lessons on Saturday but involvement for Co-Curricular or workshop activities will be required.

### Key working relationships:

Members of the PE Department  
Teaching Staff  
Librarian  
Sports Coaches  
Pupils and Parents  
Events Coordinator (External Relations Team)

### Job Summary:

To be responsible for the management of all sport as provided for the girls at Pangbourne. Working with the Director of Sport to contribute a strategic view for the College, based on analysis of our current offering and planning for future needs. Ensuring a strong reputation for girls games at the College and encouraging lifelong participation in physical activity and sport.

To teach PE to a high standard to pupils at all levels of the College, including GCSE, A Level, and BTEC.

### Duties and responsibilities of Head of Girls Games:

- To oversee and take responsibility for our major girls sports including netball, hockey, and tennis as well as developing cricket and athletics.

- To ensure the safety of our pupils at all times including the checking of equipment and readiness of pitches.
- To work in partnership with the Director of Sport to plan ahead and provide a balanced fixture list.
- To liaise with teaching staff regarding games programs and fixtures.
- To ensure that Girls/Parents are kept informed and updated on kit requirements
- To ensure visiting teams are appropriately looked after, that they understand any risk assessments and/or health and Safety requirements.
- To work closely with the Director of Sport and Finance to agree and manage budgets
- Analyse performance data and provide strategic feedback to the Senior Management Team
- To recognise Marketing opportunities and work with the External Relations team to ensure consistent and considered communications.
- To ensure inclusivity within girls sports. Encourage high levels of participation and enthusiasm for our sports offering.
- Assist with the recruitment of specialist coaches.
- Ensure appropriate training for any coaches i.e First aid where applicable.
- Be true to the College Flag values

### **General Teaching**

#### **Duties and responsibilities of all teachers:**

- Ensuring a high quality of teaching and learning in their classes.
- Following the appropriate schemes of work.
- Maintaining discipline within their classroom and the department.
- Regular setting of class work and preps.
- Regular marking and assessment of students' work
- Maintaining records of lessons taught and students' marks.
- Meeting assessment and reporting deadlines.
- Attending parents' meetings.
- Running 'Surgery Sessions' in the afternoons and on Saturday Mornings.
- Setting appropriate work in the case of absence.
- Maintaining classroom equipment.
- Maintaining good quality classroom displays and contributing to departmental display areas.
- Supporting and helping other members of department.
- Attending INSET or courses for professional development and generally keeping up to date with the subject and current developments/teaching techniques, feeding back to the department where relevant.
- Setting and marking internal examinations as agreed.
- Involvement in department tours and trips.
- Act as a Tutor to a small group (about 10) of pupils.
- Willingness to engage in and develop extra-curricular activities (typical loading for fully qualified teacher is 4 afternoon sessions, including Saturday).
- Complying with health and safety issues within the Design Technology Department, reporting any faults immediately.

**Other**

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and College.

This job description and accompanying documentation do not form part of the employment contract.

**Child Protection and Safeguarding Policy**

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with the Pangbourne College Child Protection and Safeguarding Policy, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.

**Terms and Conditions of Service**

The post holder will be required to comply with all policies and procedures issued by and on behalf of the College.

The post holder will be required to participate in the College's appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

**Information Security, Confidentiality and Data Protection**

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All personal identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the General Data Protection Regulation and the College's Privacy Notice, unless explicit written consent has been given by the person identified.

**Equal Opportunities**

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

## **Health and Safety**

Under the Health & Safety at Work etc Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the College and colleagues in complying with Health and Safety obligations to maintain a safe environment.

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