



JOB DESCRIPTION

Downside School

Post Title: Head of Girls' Games / Head of Netball Development

Department: PE / Sports

Faculty: Science

Location: Stratton-on-the-Fosse, Radstock

Reports to: Director of Sport and Head of Academic PE

**Supervisory
Responsibility:** Specialist Coaches

Hours: Full Time

Date of Issue: 12th September 2017

The Organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Role Summary

To lead the Girls' Games programme at Downside, coordinating and overseeing the provision for and involvement of girls within Sport & PE throughout the school. The post would suit an experienced teacher with a background in playing and/or coaching Netball (or Hockey) to a high standard. The Head of Girls' Games / Head of Netball Development will have the responsibility for leading and managing girls' sport towards the fulfilment of the aims and objectives of the Downside School sport development plan.

Duties and Responsibilities

The following list is not exhaustive but the post holders' principal responsibilities are:

I Coaching

- oversee all aspects of Girls' sport in liaison with the Director of Sport, Head of Academic PE and other Heads of Sport

- to work with the Director of Sport to ensure that an effective coaching framework for girls sport is created and managed with a clear continuum throughout the School
- to develop a program of regular CPD for coaching staff
- to spearhead the coaching of girls sport across all age levels, including involvement in evening and weekend fixtures in all three terms
- oversee the recruitment, line management and appraisal of visiting sports coaches of girls' games & umpires, abiding by guidelines for safer recruitment in education
- co-ordinate the induction of all girls to the fitness and strength & conditioning suites
- discuss progress/support of individual girls with relevant coaching staff, pupils & parents where appropriate
- to contribute to the mentoring scheme for all sports scholars
- along with the Director of Sport and Heads of Sport, monitor the progress and development of girls' teams and work with individuals where necessary
- assist the Director of Sport in developing and implementing a clear vision of how to build on the current success of girls sport at Downside

2 Pathways

- to maintain effective links with clubs / academies / NGBs
- to ensure appropriate opportunities are made available for individuals to gain representative honours
- links with Team Bath (Netball) are important to the School and Downside would like to develop these links with other local netball clubs – an area for future development. Strong links with England Netball are equally important to develop.

3 Competition

- in discussion with the Director of Sport and Heads of Sport, to target specific regional & national competitions for girls' sport and to ensure appropriate opportunities are made available to teams and individuals to succeed at this level
- assist in the planning of Inter-House competitions (for girls)
- to investigate the possibility of hosting our own tournaments and competitions for Prep/Senior age groups where appropriate

4 Recruitment

- to create strong links with Heads of Girls' Games and Directors of Sport/s at key feeder Prep Schools
- as directed by Director of Sport and Director of Admissions, undertake a structured programme of 'outreach' sessions, aimed at offering additional coaching/inspiration to targeted prep schools
- organise or host netball camps, festivals or cup matches at Downside for Prep Schools
- work closely with the admissions department in the recruitment of talented pupils
- to identify potential female candidates for I3+ and I6+ scholarship programme
- to participate in the selection process for I3+ and I6+ scholarship programme

5 Planning

- to continue to develop an appropriate fixture list for girls' sport which gives challenging and realistic competition to all individuals/teams
- to plan and participate in girls sport tours as appropriate, within the school touring framework, in liaison with the Director of Sport
- to ensure that appropriate planning and communication is maintained with the Grounds staff, Transport, Catering, Officials, Medical Support and Laundry (team strips)

6 Media and Communication

- to liaise effectively between parents, House Parents and necessary staff regarding the balance of commitments for girls involved in multiple activities
- to produce regular reports on girls sport as appropriate for Downside School website
- to actively promote and share the success of Girls sport at Downside, maintaining links with local and national media as appropriate

7 Financial Planning

- to submit an Annual Development Plan and Annual budget submission for netball and other girls sports and be responsible for the running of the allocated budget
- to procure & maintain equipment as appropriate

No list of responsibilities can really encompass all that is asked of the Head of Girls Games / Head of Netball Development. At the heart of the role is an active enthusiasm for all matters pertaining to netball and other girls sport in an educational environment and an equally active enthusiasm for young people and aspirational young sportswomen.

Duties and Responsibilities as a Teacher

1 Teaching

- be an excellent teacher
- be committed to raising academic standards and improving the quality of teaching and learning within their subject
- plan lessons thoroughly in accordance with School policy and in line with the faculty's schemes of work
- ensure that individual lessons are sufficiently challenging and enable all students to learn at all points in the lesson
- inspire pupils to continue their learning beyond lessons
- engender an atmosphere within lessons, which is conducive to active learning and encourages pupils to learn collaboratively
- actively promote the subject, for example by using suitable wall displays
- ensure that effective use is made of the resources available within the department and that they are well maintained
- actively seek CPD opportunities

2 Assessment, Recording and Reporting

- to generate and collate individual reports concerning girls sport for end of term assemblies, as articles for publication in the 'Review' or Raven' magazines
- to collate records of achievement and representative honours in girls sport
- to produce an annual report on girls sport after the end of the term
- to collate nominations for individual girls within the School caps and colours structure
- maintain accurate records of all assessed work
- complete all interim, half term and end-of-term reports in a professional manner

3 Liaison

A teacher is expected to liaise with:

- the Head of Faculty, to make that person aware of any matters likely to affect their ability to perform their teaching and pastoral roles effectively
- the Head of Faculty with regard to all academic matters
- the Head of Faculty, Tutors and parents with regard to pupils, who are a cause for concern to a member of the faculty in terms of underperformance
- the Head of Faculty with regard to matters involving the fabric of faculty rooms and their upkeep

4 Professional Standards

- support the Catholic and Benedictine ethos of the school
- keep abreast of national educational initiatives
- make a significant contribution to co-curricular activities and the boarding life of the School
- set a good example to students by appropriate dress, conduct and punctuality
- treat all members of the School community with respect and consideration
- treat all pupils fairly, consistently and without prejudice
- take responsibility for personal professional development within the School's CPD programme
- attend all faculty and staff meetings as required
- promote the School on public occasions, such as Open Days, Parents' Conferences and Prize Day
- ensure that all deadlines are met as published in the School calendar
- take responsibility for matters relating to health and safety
- to ensure that girls sport at the School is undertaken within safe boundaries in line with HMC guidelines and to assist with risk assessment processes as necessary
- undertake duties that may be reasonably assigned by the Head Master (directly or indirectly)

Responsibilities may be direct, joint or through devolved structures, but always in accordance with whole school policies. These details may be amended at any time by agreement, but in any case will be reviewed through the performance management process.

The following duties are ones which all staff are required to perform:

- Observe health and safety procedures and work safely at all times;
- To be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role;
- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact;
- Undertake any other duties as required by your manager in order to meet the changing needs and demands of the Organisation.
- Conduct yourself with professionalism, tact and diplomacy at all times as a representative of the Organisation.

Review

This job description is provided to assist the post holder to know their principal duties. It may be amended in consultation with the post holder without change to the level of responsibility or remuneration appropriate to the post. This list is not exhaustive.

Data Protection and Confidentiality

In the course of employment at Downside, staff may have access to confidential information relating to staff, pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the Organisation's interest. Information which may be included in the category covers both the general business of the Organisation and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. Downside is registered under the Data protection Act 1998 and staff must not at any time use the personal data held by the Organisation or disclose such data to a third party.

Policies and Procedures

Staff are expected to follow all Downside policies, procedures and guidance as well as professional standards and guidelines relevant to individual disciplines. Copies of Trust policies can be found in the Staff Handbook which is available from the Human Resources Department.

Equality and Diversity

Downside is committed to promoting equality and diversity in all its activities. We aim to provide inclusive processes, practices and a culture of equal opportunity for all members of the Downside community.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL <i>These are qualities without which the applicant could not be appointed.</i>	DESIRABLE <i>This information could be used to differentiate applicants.</i>	HOW IDENTIFIED <i>(Application / Interview)</i>
Qualifications	An Honours degree in Physical Education or an appropriate related discipline (Sports Performance/Sports Coaching) from a recognized university. Level 2 Coaching Award	PGCE / GTP / QTS Level 3 Coaching Award or any other qualifications related to education / coaching/ working with children or young people.	Application
Experience	An individual who has themselves played and coached Netball or Hockey at a high level.	Experience within a similar role	Application / Interview
Skills	Excellent oral and written communication skills Ability to motivate and enthuse students, and work collaboratively with colleagues Ability to contribute significantly to the school's wider-curricular programme Ability to prioritise and be well organised We are looking for someone who has strong administration, organisation and ICT skills	Excellent skills in one or more of the areas outlined in the summary of the role	Application / Interview
Knowledge	Secure knowledge of Netball Good knowledge of safeguarding and pastoral issues Appreciation of the ethos of a Benedictine boarding school	Willingness to develop further knowledge of the sport and extend knowledge in other areas	Application / Interview
Personal competencies and qualities	A passion for working with children in an educational setting Energy, enthusiasm and generosity	Openness to trying new experiences	Application / Interview

	<p>Calmness under pressure</p> <p>Ability to co-operate proactively, and to motivate and enthuse members of a team</p> <p>To be committed to safeguarding the physical, emotional and mental well-being of our Pupils</p> <p>Resilience, commitment and confidence</p> <p>Both independent and a team player</p> <p>Flexible and adaptable</p>		
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Received by (print name): _____

Signature: _____

Date: _____