

Introduction

Forest Preparatory School is seeking an enthusiastic and experienced Head of Prep School Sport, someone who takes initiative, demonstrates an enthusiastic, flexible and approachable leadership style, who has an innovative 'growth mindset, a commitment to excellent practice, a holistic outlook on pupil development and who will be both fully involved in the life of this forward-looking and dynamic school and fully aligned with the exciting plans for future development.

The safety, wellbeing, happiness and fulfilment of all pupils is paramount to Forest Prep's mission we have a comprehensive system of pastoral care and robust safeguarding procedures. The successful candidate will need to have an up-to-date awareness and knowledge of all matters relating to safeguarding. They will also need to be able to quickly build positive relationships and rapport with pupils of the relevant age group, whilst always setting and maintaining appropriate boundaries and promoting the highest standards of behaviour and courtesy.

The Head of Preparatory School Sport will be responsible for leading and managing the development of Sport and Physical Education across boys and girls of all age ranges in Preparatory School (4-11years). Working closely with the Director of Sport and the Head of Pre-Prep Sport, the successful candidate will be expected to develop existing provision into a modern, forward-thinking programme that prepares our youngest pupils for lifelong involvement in Sport and/or Physical Activity with the knowledge and skills to carry out a healthy and active lifestyle.

The successful candidate will:

LEADERSHIP / MANAGEMENT

- Develop and maintain an exciting and innovative P.E. and Games curriculum
- Monitor and support teaching and learning in the whole breadth of the subject
- Oversee the sports programme provision and contribute fully to the after-school programme of activities as well as the Prep School Challenge Award
- Liaise with the Preparatory School Deputy Head Co-Curricular & Operations to ensure the Prep School's co-curricular sporting provision offers balance and breadth and that arrangements for timetabled as well as co- and extra-curricular sport work in harmony
- Work closely with the Director of Sport to ensure a whole-school approach to the PE & Games programmes
- Liaise with the Director of Sport regarding the use of School facilities
- Liaise with the Director of Sport to ensure all sports fields and outdoor areas are appropriately prepared
- In liaison with the External Communications Office, co-ordinate publicity for all aspects of sport at Forest Preparatory School
- Ensure that the school is compliant in matters of sports teaching and coaching
- Review policies and risk assessments on a regular basis
- Ensure that all Sports equipment is organised, stored and maintained appropriately and treated with due care by all users
- Develop good relationships with feeder Prep and maintained schools

DEPARTMENT

- Line-manage the members of the Preparatory School PE Department and any non-specialist staff who help with the Games programme
- Monitor and develop the standard of teaching and learning within the P.E. department and ensure that associated plans and Schemes of Learning reflect practice.
- Assist with professional development and appraisal of staff to create a motivated and empowered team
- Make appropriate arrangements for classes when staff are absent.

GAMES AND FIXTURES

- Ensure that a suitable programme of Games is provided for each age group covering the needs of all pupils
- Ensure that each sport and age group has an appropriate fixture list maintaining a healthy balance between the number of fixtures and the number of practices
- To develop a programme of weekend/Saturday fixtures for the Prep School or support the Senior School's Saturday fixture programme
- Ensure that the fixture list for each sport is produced by the deadline for each term's Calendar, is accurate and can be adequately staffed

RELATED ACTIVITIES

- Organise House sporting competitions each term and the annual Sports Days
- Liaise closely with the Medical Centre in all matters relating to injuries
- Encourage pupil involvement with local sports clubs

COMMITTEES AND REGULAR MEETINGS

- Attend the PS Extended Leadership Committee as required and whole-School PE Department Meetings
- Meet regularly with the Director of Sport in the Senior School
- Ensure that Council reports are prepared in a timely manner containing the necessary information regarding all the Preparatory School's sporting activities

GENERAL

- To set an example in terms of continuous personal development, participating in appropriate training to maintain up-to-date professional expertise
- To be aware of any signs of stress, emotional imbalance or learning difficulties and keep appropriate people informed over these concerns
- Ensure that each child is working to the best of his/her ability, demonstrates excellent standards of behaviour, is well mannered, considerate and happy in a sporting context

This job description is to be reviewed by the end of the first year to maximise the skills and abilities of the post holder.

Line-management: The Head of Preparatory School Sport will report to the Deputy Head Co-Curricular & Operations (PS) and be responsible to the Head of the Preparatory School.

*James Sanderson FRSA, FCCT
Head of Forest Preparatory School
January 2023*

Experience	Essential	Desirable
Qualified Teacher Status (QTS) in the Primary Phase or EYFS		√
Prior experience as a PE/Games/Sports teacher in either a primary or secondary setting	√	
Experience of teaching a range of age phases		√
Experience of teaching outside physical education	√	
Commitment to professional development	√	
Outstanding and innovative practitioner	√	

Personal Qualities		
An approachable, open-minded, collaborative and positive leadership style	√	
A high degree of alignment to the Prep School's vision, aims, values and future development plans	√	
A strong sense of collegiality, openness and a willingness to put others' needs ahead of one's own	√	
Confident with technology		√
High personal and professional standards	√	
Interpersonal skills	√	
Effective communicator	√	
Resilience to manage one's own work pressures and the capacity to manage effectively the work of others	√	
The capacity to inspire and motivate pupils and colleagues	√	
Sensitivity and humour	√	
Enthusiasm, flexibility and maturity of approach	√	

James Sanderson FRSA, FCCT
Head of Forest Preparatory School
January 2023