

Job Description: Head of Boys' Sport

"Twickenham Preparatory School seeks to create a safe, caring and happy Christian environment in which all pupils are valued and can thrive personally, socially and academically."

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.

Job Summary

This is a full time role with a start date of 1st September 2019.

An all-round sports professional you will be responsible for leading Boys' Games throughout the School and working with the Head of Girls' Sport in managing Co-Ed PE. The ability to teach PE and coach teams in rugby, football, cricket and athletics is essential. You will be responsible for developing an exciting sports curriculum including organising fixtures, football tournaments, swimming galas, sports days and leading a team of dedicated staff. You will be working closely with the Head of Girls' Sport in arranging and overseeing the sporting programme in the School.

The successful candidate will be a passionate and experienced Sports specialist with high standards, who relishes the opportunity to lead the department in developing competitive sporting opportunities and promoting 'sport for all' across the School.

In addition to the sports' timetable, candidates will be required to teach an additional curriculum subject. Candidates should state their curriculum strengths to support their application.

Main Responsibilities

General

- Lead the development and innovation of teaching and learning in Boys' Games & PE across the School to ensure the highest standards of attainment and accelerated pupil progress.
- Ensure that schemes of work in Boys' Games & PE meet the aims of the School, are aspirational and contain clear differentiation.
- Deliver inspiring and creative Boys' Games & PE lessons to pupils, acting as a role model to the pupils, aspiring to excellence in all things.
- Keep abreast of changes in the curriculum related to Boys' Games & PE (both in the independent and state sector) at a local and national level.
- Oversee the tracking of pupil progress in Boys' Games & PE and use appropriate methods to record and monitor this, setting targets and next steps.
- Oversee the organisation and delivery of team training and club sessions related to the Boys' Games, PE and sports curriculum, including those at lunchtimes and after school.
- Arrange regular fixtures with other IAPS and independent schools.
- Accompany pupils to matches and tournaments, including those after school and

occasionally at weekends.

- Referee matches and host visiting teams.
- Keep abreast of issues relating to health and safety and prepare risk assessments accordingly, including those for off-site venues.
- Source and book suitable venues as required for Boys' games and PE related activities.
- Liaise with Kempton Cricket Club regarding use of facilities.
- Identify and prepare pupils who are potential Sports scholars at 13+.
- Contribute to the writing of references for pupils in relation to Sport as directed by the Head.
- Arrange school trips and competitions relevant to Boys' Games, PE and sport, across all year groups as appropriate.
- Work with colleagues to oversee and deliver sports days and other school sporting events.
- Provide written reports and attend parents evening to discuss pupils' progress with parents.
- Maintain appropriate level of liaison with outside bodies and other agencies where needed.
- Run after school sports clubs and encourage participation in external sporting activities.
- Provide up to date information to the Marketing Manager to ensure the School's website and social media sites contain accurate information regarding forthcoming events and match reports.
- Undertake the responsibility of form tutor in the Prep Department as required. Caring and monitoring pupils' progress both academically and socially, encouraging involvement, commitment and high standards of work and behaviour.
- Undertake such additional duties as might be reasonably requested by the Head or other authorised person.

Planning

- Oversee and monitor the planning, delivery, differentiation and assessment of Boys' Games & PE across the School.
- Ensure that all events relating to Games, PE and sport are properly planned, promoted and celebrated.

Line Management

- Line manage and meet regularly with members of the Games/PE department, including specialist teachers and any peripatetic sports coaches, keeping records of meetings.
- Undertake lesson observations for staff teaching Boys' Games & PE as part of the School's performance management processes as directed by the Head.
- Lead inset and professional development activities for staff in relation to the delivery of the Boys' Games & PE programme, including non-specialists.
- Support new members of staff.

Budgets and Resource Management

- Manage the Boys' Games & PE department budget effectively.
- Ensure fair/adequate distribution of resources relating to the teaching of Boys' Games & PE.

- Oversee the safe storage of resources for the delivery of Boys' Games, PE and sports lessons, including those at off-site venues.

Additional Note

The 'Teachers' Standards' define the minimum level of practice expected of all teachers. The Standards will be applied as appropriate to the role and context within which a teacher is practising. The Job Description should, therefore, be read in conjunction with the following 'Teachers' Standards'.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/283566/Teachers_standard_information.pdf

Candidate Profile

The experiences, skills and qualities set out below capture the ideal requirements for successful fulfilment of the role described. In practice, if a candidate does not meet all these requirements but demonstrates the potential, adaptability and ambition to grow into the role, this may still enable them to be successful.

Qualifications and Experience	<ul style="list-style-type: none">• UK Qualified Teacher Status (QTS) or equivalent• Degree in PE/sport or other related field - desirable• Evidence of further professional development in the area of PE/games e.g. coaching and refereeing qualifications• Experience of teaching Boys' Games & PE as a specialist subject (ideally at prep/ primary level)
Personal Qualities	<ul style="list-style-type: none">• A love of sport and an eagerness to inspire all children to be 'fit for life'• A commitment to promoting competitive sporting opportunities across the year group
Skills	<ul style="list-style-type: none">• Excellent people management and communication skills, with the ability to communicate effectively with pupils, parents and colleagues• Ability to use own initiative• Excellent written and oral communication skills• Excellent organisation and time management skills• Ability to work well under pressure
Philosophy and Ethos	<ul style="list-style-type: none">• A commitment to safeguarding and promoting the welfare of children and young people• Ability to form and maintain appropriate relationships and personal boundaries with children• A commitment to the ethos and strategic direction of the School