



Phoenix House International School

Director of Sport **Leading sport across the Prep School**

Status of the post

The post holder is accountable to the Head of School. The Director of Sport is responsible for the management and teaching of games, dance, gymnastics and swimming.

Professional Responsibilities

The post holder will be required to exercise her/his professional skills and judgement to carry out, in a collaborative manner, the professional duties set out below:-

1. Strategic Leadership and Development of Sport

- Support the vision, positive ethos and policies of the whole school and raise standards of the teaching, learning and attainment of all pupils in sport, including dance, gymnastics and swimming.
- Support the creation and implementation of the School's Development Plan and take sole responsibility for the appropriate delegated aspects related to sport.
- Support the additional sport teaching staff in achieving the priorities and targets which the school sets for itself and to provide them with guidance and support in implementing schemes of work.
- Support the evaluation of the effectiveness of the school's policies and developments in sport.
- Keep abreast of educational developments in line with the needs of the school.

2. Teaching and Learning

- Be an exemplary teacher, clearly demonstrating effective planning, teaching and organisation, and high standards of achievement and behaviour in sport lessons.
- Develop an on-going review of the school's sport curriculum and related schemes of work.
- Develop and effectively utilise sport assessment procedures to ensure challenge for all.
- Liaise with the Head of School with regard to the booking and timetabling of facilities. To keep class teachers fully informed of venue changes and when necessary be prepared to teach an appropriate sport related lesson in a classroom.

3. Leading and management

- Act as line manager to the additional primary sport staff.

- Lead professional development activities for the primary sport staff and provide opportunities for first aid and lifeguarding training.
- Lead risk assessments and manage risk for all onsite and offsite sports activity.
- Ensure all sports teachers are informed of and manage risk, and maintain healthy and safe activity at all times.

4. Other Specific Responsibilities.

- Coordinate a programme of tournaments, fixtures and competitions to enhance the sports skills of all pupils, with other schools.
- Organise and lead a variety of extra curricular sport opportunities, including games, dance, martial arts and gymnastics.
- Maintain and develop links with parents, other schools, educational institutions and the wider community, including business and industry in order to enhance teaching, learning and personal development opportunities for the sport education of all the pupils.

Personal Specifications

Experience

- Substantial and successful primary teaching experience including sport education.
- Successful leadership, management and monitoring of sport education.
- Successful implementation of a school improvement project.
- Experience of contributing to policy and decision-making.
- Experience of successfully managing a budget.

Disposition – evidence of

- Personal and intellectual qualities required to set an example to others.
- Ability to work on own initiative and be proactive.
- Commitment to excellence and to significantly raise the sporting and personal achievements of all pupils.
- Flexibility, drive, energy and enthusiasm.
- Approachability and a sense of humour.

Knowledge, skills and abilities

- A thorough knowledge and understanding of the English PE National Curriculum and how this can be implemented and enhanced through high quality planning.
- Ability to be a good team player with a good understanding of how teamwork contributes to school improvement.
- Excellent verbal and written communication skills.
- Ability to work under pressure, prioritise tasks and manage time effectively in order to meet deadlines.