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**Job Description**

**Job Title:**Head ofFootball

**Reports to:** Director of Sport, and ultimately the Headmaster

**Responsible for:** All football coaches and pupils

**Purpose of Job:**

To build and improve on the School’s outstanding national reputation for success in football, at all ability levels by leading all arrangements in relation to the delivery of the football programme at the school including setting up of fixtures, organising teams and tours, and managing the programme for competitions. To ensure the delivery of high quality football coaching to pupils by the allocated sports coaches in line with the scheme of work, or Long Term Athlete Development Model and deliver inspirational football coaching by self.

**Main Duties and responsibilities:**

* Develops a Long Term Athlete Development model for all year groups and abilities.
* Continues to build on National success in major schools competition at all ages.
* Recruits high quality scholars specifically at key year 7 and year 12 age groups.
* Manages fixtures list including arranging transport, food and refreshments, officials and grounds, in liaison with Sports Administrator.
* Take a proactive lead in marketing the School’s football programme liaising with the Marketing and Communications Manager.
* Build on the video analysis platform for players, using the post-graduate sports coaches to support.
* Manages the scholarship programme for football.
* Builds a ‘games for understanding’ intra school weekly tournament to develop and engage lower ability performers.
* Ensures that appropriate staff are allocated and able to deliver coaching sessions.
* Organises tours and leads and manages teams at fixtures (home or away), or on tours as required.
* Ensures that the Head of Games and sports administrator are promptly informed of any cancellations so that the necessary action can be taken.
* Attends Open Day and Scholarship Day to promote own sport to pupils, potential pupils and parents.
* Ensures that any changes in health and safety rules and laws advised by the National Governing Body of the sport are communicated to relevant parties in a timely manner and implemented appropriately across the programme.
* Delivers up-to-date coaching in football in line with the frame work set out by the National Governing Body of the sport so that pupils receive a high quality experience and strive to excel in that sport.
* Through own example, sets high expectations and standards of behaviour of coaches and pupils towards each other that encourages effective team-working.
* Promotes a competitive spirit within the specified team with mutual support for each other regardless of individual abilities and outcomes.
* Brings any concerns about a pupil to the attention of the Head of Games or Director of Sport.
* Teaches lessons as directed by the Director of Sport, according to the departmental schemes of work, as indicated by the timetable prepared by the Deputy Head-Curriculum.
* Participates in the development of schemes of work and other appropriate syllabus-related materials.
* Assists with the setting and marking of internal exams as directed by the Director of Sport.
* Sets and marks homework according to the published homework timetable and in line with Sports Department policy.
* Writes reports on pupils according to the report schedule published each term.
* Attends all departmental meetings and Common Room meetings.
* Attends evening parents’ meetings for year groups taught.
* To be attached to a House, taking morning registration every day, Monday to Friday, and assuming tutorial responsibility for a group of pupils within the House, as directed by the Housemaster or Housemistress
* Attends and supports exchange trips and visits abroad as required.
* Carries out regular school duties, as detailed in the published duty rota.
* Attends one Saturday Detention Supervision (half-day) each year.
* Sets high standards of dress, attendance and punctuality.
* Participates in the extra-curricular programme of the school.
* Takes extra lessons to cover for absent colleagues as indicated by the published ‘Locum Tenens’ rota.
* Takes part in the school staff appraisal scheme, and keeps up with the professional developments within teaching.

**General responsibilities**

* Ensures the safety and well-being of children and young people at the School by adhering to and complying with the School’s Safeguarding and Child Protection Policy at all times.
* Attends Royal Russell Day and Open Day as required.
* Displays correct staff identification at all times whilst on site.
* Attends training and staff INSET sessions organised by the School to provide a consistent approach across the entire School staff population.
* Adheres at all times to Health & Safety legislation, and all departmental policies and procedures, to ensure the safety of you and colleagues as well as pupils, staff and visitors.
* Carries out any other reasonable duties as requested by the Headmaster.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job-holder’s actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

**April 2017**