



# SURBITON

HIGH SCHOOL

## Job Description

<b>Job Title:</b>	<b>Director of Sport</b>
<b>Job Purpose:</b>	To ensure that sport across the school is accessible to all whilst developing and maintaining the highest competitive standards locally, nationally and internationally. To ensure high levels of pupil participation, achievement and performance in all areas of PE and Sport across all three Schools; the Senior School, the Girls' Preparatory School and the Boys' Preparatory School.
<b>Reporting Line:</b>	Vice Principal
<b>Responsible for:</b>	Heads of individual sports, Head of Sport in both Prep schools, PE Staff, coaching and support staff
<b>Start Date:</b>	January 2019 or later with negotiation
<b>Tenure:</b>	Permanent, Full-time
<b>Salary:</b>	United Learning Pay Scales/Competitive

The Director of Sport is a high-profile figure within Surbiton High School and leads all aspects of the games, PE and Sporting programme across all three Schools: the Senior School and the Girls' and Boys' Preparatory Schools. In the Senior School there are seven Heads of individual sports as well as a Head of Academic PE, and Coordinator for the Surbiton Advanced Sport Programme. In the Girls' and Boys' Preparatory Schools, there are Heads of Sport.

Surbiton High School has an excellent reputation for sport. We place a great emphasis upon and widening participation as well as competing at local, regional and national levels. We have reached national standard in all 'Super six' sports. All aspects of the PE and Sporting programme are well resourced and supported and there are plans to further enhance our facilities. We have 2 off-site facilities: Hinchley Wood site, which has a pavilion with changing facilities, grass pitches, 6 netball/tennis courts and an astro-turf; Oaken Lane site provides a second astro-turf, further tennis and netball courts and a multi-use games area.

This is an exciting time for sport at Surbiton High School and the Director of Sport will play a key role, building upon the many changes that have been made in recent years and further improving the School's reputation, and developing the strategic direction of sport.

### Key Responsibilities:

#### Leadership

- Line Manage the Heads of Sport and Head of Academic PE
- Lead Departmental Meetings
- Work closely with the Vice Principal and contribute to the achievement of the School's Strategic Aims
- Responsibility for the developing strategies for raising pupil participation, achievement and performance
- Responsibility for the development of the core PE curriculum and the extra-curricular programme
- Plan the work of the Department, setting goals as appropriate
- Working with SLT to ensure that the Department complies with agreed School policies for assessment, recording, contacts with parents, Health and Safety etc



# SURBITON

## HIGH SCHOOL

- Attend Open Events and Parents' Evenings as appropriate
- Oversight of the Sports Scholars' Programme
- Maintain an attractive and safe working environment in all areas
- Lead and manage parental expectations and those of colleagues
- Have an oversight of the number of fixtures that girls may be required to take part in and mediate when there is conflict between sport and other departments
- Liaise with Senior Leaders to ensure that Health and Safety Policies are adhered to
- Responsible for Health and Safety within the department
- Responsible for the management of sport scholarships and advise Senior Leaders accordingly

### Teaching and Learning

- To be responsible for high standards of coaching, teaching and learning in all PE and Sporting activities
- To take responsibility for monitoring the quality of teaching and learning in the core curriculum and all sporting activities;
- To ensure effective planning, development and administration of the curriculum
- To plan courses, and produce schemes of work and subject handbooks, according to examination board and school requirements
- To have oversight of the requirements for exam entries, coursework and exam arrangements
- To advise pupils on courses and maintain subject links with relevant industries, careers and higher education
- To be aware of changes in policies and guidelines and other national initiatives that may affect the work of the Department
- To consider and propose as appropriate improvements to our policies, systems and procedures in line with above
- To promote the use of target setting to inform teaching and the raising of pupil achievement;

### Staffing and resources:

- To work with SLT to ensure continuous staff development through innovation, action planning, and sharing of good practice;
- To deploy human and physical resources in the Department effectively and safely
- To advise SLT on staffing requirements, the deployment of Department staff (including coaching and support staff) and the timetabling of courses, classes and rooms
- To ensure effective Department communication, both informally and through regular Departmental meetings
- To participate in the appointment of Department staff where required
- To lead the Department in the performance management and professional development of staff, appraising subject staff as agreed with the Vice Principal
- To monitor, review and promote staff development and the induction of new colleagues, arranging mentoring, training and support for all colleagues as appropriate

### Financial Control

- Accountability for all department budgets across the three schools
- Manage the Department's transport needs
- In liaison with the Vice Principal manage the staffing budgets
- Ensure that Heads of Sport are aware of, and work within, their budgets
- Advise SLT on financial and resource needs of Department



# SURBITON

HIGH SCHOOL

- To ensure efficient, safe and secure use of department accommodation, equipment and materials

## Values

- Effectively communicate whole School strategy both internally and externally.
- Be aligned to the School's values and be a respected and well-informed conduit for whole school change.
- Promote the School's ethos of 'May Love Always Lead Us' and 'the Best in Everyone'.
- Work co-operatively with SLT and all colleagues.
- Promote the School and its courses and activities, including participation in external and internal marketing activities.
- Uphold the good reputation of the School and of United Learning with students, parents, other schools and in general.
- Ensure the principles and practices of the School's Equal Opportunities Policy are promoted through the curriculum.
- Ensure appropriate contributions from the Department to Co-curricular and other United Learning activities.

## Subject Specific

- There may be particular responsibilities linked to the subject that may be added when necessary.



# SURBITON

HIGH SCHOOL

## Person Specification

**The successful candidate will be likely to fit the following profile:**

### **Qualifications**

- Good Honours degree
- A postgraduate teaching qualification (QTS desirable)
- Evidence of further relevant professional development would be an advantage

### **Skills**

- The ability to lead, inspire, motivate and support pupils and colleagues
- Have a vision for and the ability to translate the Surbiton High School strategy into reality
- The ability to work in a leadership team in a successful and dynamic school
- Excellent organisational, administrative and ICT skills

### **Experience**

- A proven track record of delivering on academic performance
- Evidence of successful, inspiring and innovative teaching at all levels
- Experience of leading and collaborating with colleagues

### **Knowledge**

- Up-to-date knowledge of successful and innovative teaching and the latest curriculum developments and initiatives

### **Personal Qualities**

- High levels of personal and professional integrity and the ability to exercise discretion and confidentiality
- Personal warmth to gain the confidence of pupils, staff and parents
- Positive rapport with pupils
- High standards of personal presence and presentation and attention to detail
- Ability to communicate concisely and sensitively, both orally and in writing, to a variety of audiences
- A healthy sense of humour

### **Attitudes**

- An enthusiastic team player with strong leadership qualities
- A reflective and flexible approach and the ability to think creatively and imaginatively
- Organised and able to self-direct
- Positive, enthusiastic and energetic approach to life, with a can-do attitude
- High expectations for pupil attainment, personal development and conduct
- Committed to Surbiton High School's ethos and to representing the strategic vision for the School
- Ambitious and aspirational for oneself and for the School
- Committed to professional development and show a willingness to undertake appropriate training for this role



# SURBITON

HIGH SCHOOL

## To Apply

Please apply online by clicking on the following link:

<https://unitedlearning.current-vacancies.com/Jobs/Advert/1377246?cid=1567>

**Closing date for Applications:**

**8:00am Tuesday 25 September 2018**

**Interviews to be held week commencing:**

**Week commencing 8 October 2018**

*Please note that the School reserves the right to appoint at any stage during the recruitment process.  
For any queries relating to the role or your application, please email [recruitment@surbitonhigh.com](mailto:recruitment@surbitonhigh.com)*



## The Benefits of Working for Surbiton High School

- Competitive Salary
- Extensive CPD Opportunities
- Flexible Working
- Complimentary School Lunches
- Fee reduction for children attending the School
- Single housing provided by arrangement
- Contributory Pension Scheme
- Sabbaticals for long service
- Generous Rewards Programme
- Excellent transport links
- Working as part of a motivated and committed team



## About Surbiton High School

***We aim to inspire, encourage and empower our staff and pupils to be the very best they can be.***

Surbiton High School is a friendly and vibrant community where people matter, results count and where a passion for excellence drives everything we do. We are a School with a real heart and soul, where we look beyond the A\* to offer a breadth of opportunity which allows every pupil to flourish and every staff member to develop and succeed.

Our inspirational Teachers are committed to delivering a rich curriculum and programme of co-curricular activities which challenge our pupils to explore ideas for themselves. We feed our pupils' minds, but we also care passionately about their character development and happiness. Our approach to education means that Surbiton High School pupils achieve the very best exam results and are also compassionate, authentic young people with strong values, keen to make a positive difference in the world. Our Educational Support Staff are the backbone of the School, and are dedicated to supporting our aim of creating an intellectually rigorous and challenging academic environment which runs smoothly and efficiently.

Surbiton High School has approximately 1600 pupils aged between 4 and 18. Our Preparatory Schools are divided into the Girls' Preparatory School and Boys' Preparatory School, and the Senior School is girls only from age 11 upwards.

We are looking for applicants who are passionate about inspiring those around them, bringing out 'The Best in Everyone' and working with us to become the number one School of choice in South West London.

Read more on our website: [www.surbitonhigh.com](http://www.surbitonhigh.com)



# SURBITON

HIGH SCHOOL

## Additional Information

### **Equal Opportunities**

*Surbiton High School is a member of the United Church Schools Trust, Charity Number 1016538 and is an equal opportunity employer. We expect all employees to act in a manner which is consistent with the Trust's principal objective: to provide education based on Christian principles. While we recognise that employees may come from other faith groups (as indeed do many of our pupils), we expect everyone in our community to conduct themselves appropriately in the light of this objective. As a School we, in turn, respect the different faiths of our colleagues and pupils, and welcome them and their contribution.*

*In Surbiton High School, male colleagues and those from ethnic minorities are under-represented among our staff; we would therefore wish to encourage them to apply. However, the aim of the selection process is to appoint the best possible candidate, and gender and ethnicity are not criteria for selection.*

### **Eligibility for Employment**

*Surbiton High School is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the School to share this commitment. Successful applicants will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment is thus conditional on clearance from the above, on the receipt of: two satisfactory references, a satisfactory medical questionnaire, proof of qualifications, overseas checks where applicable, and on proof of right to reside and work in the UK.*

### **Choice of Referees**

*We wish to have someone who can write knowledgeably about your abilities to perform professionally in a position similar to this one. We also need to have the most recent possible references. Your referees should therefore normally include your current – or most recent – employer. If you are unable to supply referees who fit into the above categories, please explain this in your application. We shall carry out such further reference checks as are necessary to ensure the safety and welfare of children. Please provide professional, rather than home addresses for your referees, and supply email addresses in all cases.*



### **United Learning**

*United Learning is a unique group of independent and state schools working together to achieve the best in everyone. Our vision is to provide excellent education so that all young people are able to make a success of their lives and, if we are to realise this vision, we need to make sure we attract, develop and reward the key ingredient – you.*