



Bishop's Stortford College

Job Description

<u>Job Title Appointment:</u> Head of Netball & Teacher of PE	<u>Grade/Spine Point:</u> E1- E15	<u>Salaried/Waged Appointment:</u> Salaried
<u>Establishment Details</u>		
<u>Governing Council Approval:</u>		
<u>Staff Position Number:</u> TBC		
<u>Responsibility for Completion and Amendment:</u> Headmaster		
<u>Date Implemented:</u> 1 st September 2011	<u>Review Date:</u> On Going	
<u>Line Management:</u> Senior School Headmaster Director of Sport Post Holder		
<u>Subordinate Staff:</u> Sports Coaches, Prep School Staff		
<u>Main Duties:</u> See Attached Sheet		
<u>Technical Duties:</u> (where appropriate) Not Applicable		
<u>Other Tasks/General Duties:</u> See Attached Sheet		
<u>Qualifications/Experience/Training/Competences:</u> a. <u>Essential:</u> See Person Specification b. <u>Desirable:</u> See Person Specification		

Signed: J. Gladwin

Appointment: Headmaster, Bishop's Stortford College

Date: 16/08/16

BISHOPS STORTFORD COLLEGE
MAIN DUTIES OF THE HEAD OF NETBALL & TEACHER OF PE

The following are the basic responsibilities of the teachers in the Department:

- To teach PE and Games to pupils from age 7-18 years.
- to contribute to the teaching of the Department, setting and marking pupils' classwork and homework as appropriate and in accordance with the Department's Assessment Policy.
- to assist in the delivery and development of the appropriate syllabuses and schemes of work.
- to arrive punctually for lessons and to ensure proper supervision of pupils.
- to foster an atmosphere in the teaching environment which encourages the highest standards of work, behaviour and appearance.
- to make learning exciting and stimulating, employing a range of approaches and strategies, with the focus on pupil learning rather than teacher delivery.
- to implement Department and College policies.
- to attend weekly Departmental meetings.
- to ensure proper care and monitoring of Dept books, materials and resources.
- to maintain the upkeep of all classrooms and other resources reporting any problems to Director of Sport / ICT / Bursary as appropriate.
- to keep the Director of Sport effectively informed of the progress of pupils and teaching groups and to report any problems or concerns as soon as they arise.
- to communicate with parents, tutors and HsMs on the progress of pupils through report writing, Parents' Evenings and other appropriate means.
- to set and mark examinations as directed by Director of Sport.
- to moderate coursework as directed by Director of Sport.
- to be aware of all Health and Safety factors relevant to classroom management.

Head of Netball duties to include the following:

- to be responsible for the overall development of this major sport.
- to organise and develop a strong and competitive fixture list.
- to arrange transport, pitches and catering requirements.
- to organise tours as appropriate.
- to supervise and develop the College's coaching provision for pupils from the ages of 7 to 18 years.
- To ensure a high standard of provision for pupils of all abilities.

The Department will support its teachers in the following ways:

- by the creation of a positive, open working community within which communication (both formal and informal) between all members of the Department is easy and frequent and in which resources and ideas are freely and effectively shared.
- by consulting all members of the Department on significant decisions regarding the direction, management and development of the Department so as to recognise the experience and expertise of all members of the Department.
- by providing the physical resources and direction to allow each lesson to be conducted at the highest possible level, to the benefit of both teacher and pupils.
- by encouraging each member of the Department in their teaching, and by providing an environment where each feels secure and supported.
- by providing Departmental members with INSET which provides them with their needs and stretches them beyond their current levels of knowledge / attainment.
- by developing good relationships between the Department and other members of staff, pupils and parents.
- by developing clear guidelines and structures through discussion for the delivery of the curriculum and the various exam syllabuses for which the Department is responsible.

Additional Duties:

To carry out such other associated duties as are reasonably assigned by the Head of the College.

The above list is not exhaustive but is by way of example only. Responsibilities and duties may vary from time to time as the position evolves.

Tasks delegated by the head of department/line manager which are within your experience, ability or grade.

Safety, Health, Environment and Fire

Ensure that all Risk Assessments for sports and all PE activities are up to date and regularly reviewed.

The job holder has a duty to take reasonable care to avoid injury to themselves and to others by their work activity, and to co-operate with the College and others in meeting the statutory requirement of the HASAW Act 1974. Report all accidents and near misses on the day they occur to the line manager.

The job holder is not to interfere with or misuse any equipment provided, in accordance with the act, to protect their health, safety or welfare. Ensure your working environment is safe and comply with all College risk assessments and policy directives.

Equality and Diversity

The College is committed to providing equal opportunity to all employees and pupils. This means that employees are treated fairly, irrespective of sexual orientation, ethnic origin, religion, disability, age, gender, marital status or other reason. The job holder is expected to always comply with the provisions set out in law and the College policies on equality and diversity.

Employment Terms and Conditions

Full details of the terms and conditions are set out in a separate booklet that will be issued with this job description. The booklet is reviewed at regular intervals to ensure the College operates within current legislation and to take into account the introduction of new equipment, working practices and techniques. You will be sent amendments to the terms and conditions booklet when they are issued.