

DIRECTOR OF SPORT JOB DESCRIPTION

LOCATION	NACIS Shanghai	
JOB PURPOSE	To assist in managing and leading the school through the successful leadership of their curriculum area and the development of all members of the department. Ensure that teaching and learning meets the expectations of the school. Demonstrate thorough curriculum knowledge and a proactive approach towards professional development. To actively contribute to wider school development and growth. Be professional at all times.	
REPORTING TO	Principal	
DIRECT REPORTS	Head of Primary PE, Head of Secondary PE	
OTHER KEY RELATIONSHIPS	Internal: <ul style="list-style-type: none"> ▪ Secondary Senior Leadership team, Primary Senior Leadership team, Grade Leaders, Teachers, Students 	External: <ul style="list-style-type: none"> ▪ Parents, Vendors
KEY RESULTS AREA	PERFORMANCE MEASUREMENT	
STRATEGIC PLANNING AND VISION		
<ul style="list-style-type: none"> ▪ Have oversight of the PE curriculum across the school. ▪ Have oversight of the NACIS After-School Activities Programme. ▪ Have oversight of all fixtures and tournaments, including NAE Games. ▪ Effectively liaise with all stakeholders, including oversight of external providers. ▪ Line-manage post holders within Sport/PE and share the line-management of PE teachers. ▪ Have a clear joint-vision for the department and create strategic action plans that work towards it. ▪ Ensure Teaching and Learning are as effective as possible. ▪ Make professional development an ongoing focus for all members of the department. ▪ Effectively manage the operational aspects of the department, including oversight of all sports resources. ▪ Be accountable for student outcomes. ▪ Manage the PE and Sports budgets. ▪ Coordinate whole-school House Competitions. 		<ul style="list-style-type: none"> ▪
TEACHING AND LEARNING		

<ul style="list-style-type: none"> ▪ Ensure effective teaching and management of classes, groups and individuals so that progress and challenge are maintained and the best use is made of teaching time. ▪ Use teaching methods that will engage and stimulate students' intellectual curiosity. ▪ Set high expectations for students' behaviour in accordance with the rules and behaviour policy of the school. 	<ul style="list-style-type: none"> ▪
PLANNING EXPECTATIONS	
<ul style="list-style-type: none"> ▪ Identify clear objectives appropriate to the educational needs of the students. ▪ Set appropriate, yet challenging expectations for students' learning, building on prior attainment. ▪ Identify students who may require additional support in order to give positive and targeted support. ▪ Regularly review curricula, including examination specifications. 	<ul style="list-style-type: none"> ▪
ASSESSMENT AND EVALUATION	
<ul style="list-style-type: none"> ▪ To assess student's achievements and progress in accordance with agreed policies and procedures. ▪ Implement formative assessment to adapt future teaching and learning accordingly. ▪ Mark and monitor students' class and homework providing constructive oral and written feedback. 	<ul style="list-style-type: none"> ▪
RELATIONS WITH PARENTS AND THE WIDER COMMUNITY	
<ul style="list-style-type: none"> ▪ Prepare and present informative reports to parents in a professional manner. ▪ Facilitate parental engagement by ensuring details of how parents can assist their children. ▪ Be involved in any Global Campus Sporting initiatives. ▪ Represent the school at any relevant regional conferences. 	<ul style="list-style-type: none"> ▪
MANAGING RESOURCES	
<ul style="list-style-type: none"> ▪ Select appropriate resources to support learners in achieving teaching objectives. ▪ Ensure resources are managed appropriately both within classrooms and shared resource areas. 	<ul style="list-style-type: none"> ▪
EXTRA-CURRICULAR ACTIVITIES	
<ul style="list-style-type: none"> ▪ Support the life of the school beyond the classroom. ▪ Coach teams and attend fixtures as required, including after-school and at weekends. ▪ Attend residential tournaments as required. ▪ Contribute to whole school learning initiatives. 	<ul style="list-style-type: none"> ▪
DEVELOPING TALENT	
<ul style="list-style-type: none"> ▪ To act as a positive role model, by demonstrating our core values in dealing with staff, parents and students ▪ To promote a collaborative approach to teaching and learning and to encourage staff to be reflective, to share high quality teaching strategies and build effective working relations 	<ul style="list-style-type: none"> ▪

- Contribute during recruitment process
- Liaise with stakeholders to identify staffing needs
- Participate in teacher recruitment processes

PERSONAL SPECIFICATIONS

- Qualified Teacher Status/ PGCE.
- Minimum of 6 years teaching experiences.
- Minimum of 3 years management experiences.
- Held a leadership position.
- Overseas experience.
- Experience of GCSE, A level, or IB at least 2 years.
- A sound working knowledge of inter-disciplinary learning.
- Understanding of effective teaching and learning theory and practice of providing effectively for the individual needs of all learners through classroom organization, differentiation and learning strategies.
- Proven leadership and people management skills.
- Proven curriculum management/development skills.
- Ability to work in a close co-leadership structure.
- Proven ability to develop good personal relationships within a team.
- An effective communicator (written and verbal) to a variety of audiences.
- Rigorous use and analysis of assessment data to track progress and identify impact on student outcomes.
- Familiarity with ISAMS information management systems.
- Proven ability to develop opportunities for parental involvement.
- Adaptability.
- Strong proficiency with Microsoft Word and PowerPoint for producing reports and presentations.
- Good cross-cultural, interpersonal and communication skills to interact with diverse nationalities and cultures.
- Excellent analytical skills – with the passion and drive to demonstrate and quantify success.
- Results orientated with the ability to consistently map efforts against identified KPIs.
- Excellent time management skills and flexibility in dealing with multi-functional tasks.
- You'd like to work in a purpose-led sector.

PERSONAL ATTRIBUTES

As our teammate, here's what we expect:

- High levels of personal integrity
- Conscientious and able to focus on completing work to a consistently high standard
- Flexible and positive approach to work
- Excellent organisational and time-management skills; high attention to detail
- Ability to work to tight deadlines and able to prompt others to ensure deadlines are achieved
- Adaptable to working in a fast-paced, ever-changing environment
- Ability to work under pressure and remain calm
- Proactive and willingness to take on multiple tasks
- Self-motivated and enthusiastic
- Ability to work independently
- Must be a team player, willing to help and be flexible
- Continually strive for improvement

CREATE YOUR FUTURE

We're [Nord Anglia Education](#), the world's largest premium international schools organisations. Every day, our teachers and support colleagues help our thousands of students achieve more than they ever imagined possible.

A transformational education at one of our schools is focussed on excellent academic outcomes, creativity, wellbeing, and international connectedness. Our innovative use of educational technology also creates a personalised, 21st century learning experience for all students, while our global scale

means we can recruit and retain the world's best teachers and offer unforgettable events and expeditions.

Our people are empowered to make a difference in their fields of expertise. Our fast pace of growth requires evolution and change from everyone, giving you the chance to define the role you do in the future. This challenges the learning agility of our employees and ensures every day brings interesting new experiences.

Founded in 1972 in the United Kingdom, our first international school opened in 1992 in Warsaw, followed by rapid growth across the world since the 2000s.

When you join our team, you'll become part of a global family of experts working for a fast-growing premium international brand.