

Haileybury Astana

Haileybury Astana is totally committed to safeguarding and promoting the welfare of children and young people and expects the same from its employees and volunteers

JOB DESCRIPTION

Job Title:	Director of Sport
Department:	PE Department
Reports to:	Senior School Deputy Head Academic

Job Purpose:

- ✓ To lead the School in all aspects of the Sport provision, including core PE from EYFS to Key Stage 5.
- ✓ Lead the organization of all external affiliations such as COASH and COBIS to meet the requirements of the school.
- ✓ To oversee the organization of school Sports fixtures in liaison with other schools and organisations.
- ✓ Have a clear overall strategy for both the development of sporting excellence at Haileybury Astana and the participation by pupils of all abilities in sporting activities for enjoyment, health and lifelong engagement.
- ✓ Ensure that an effective G&T sporting programme exists for the extension of the most able students.
- ✓ Teaching load as required within the PE department and guided by the position.
- ✓ To lead the development of examined courses for the department; IGCSE and IB DP SEHS.

Haileybury Astana is committed to safeguarding and promoting the welfare of children and young people and expects all staff and those connected to the school to share this commitment.

Responsibilities:

Sport provision

1. Coordinate and monitor the sport provision to ensure that it meets the needs of all students and is of high quality.
2. Working closely with both Junior and Senior schools to build up the provision of service-based activities.
3. To work with Heads of Department to ensure a varied academic enrichment programme, and with Housemasters and Housemistresses to ensure that it meets the needs of day students, including those in Extended Learning provision as appropriate.
4. Provide effective opportunities in the team sports programme to develop the leadership attributes in the School's vision.
5. In liaison with the necessary senior staff, develop an extensive range of inter-House competitions.
6. Identify the key sports that students are most enthused by and are most likely to excel in, ensuring each sport has a full fixture list for the relevant season (this will include weekend fixtures as well as after school).
7. Provide opportunities for competitive fixtures to be played against both other International Schools and local schools in Nur-Sultan.

Staffing & timetabling of sport and use of facilities

1. Manage the utilisation of teaching staff as sport coaches.
2. Analysis of sport staffing levels and advising the Heads of School and Headmaster on future requirements.
3. Ensure that all sports staff receive regular appropriate INSET and are provided with the resources needed to deliver high quality coaching sessions.

Leading development and policy making on sport

1. Collaborate with Operations to prepare policies and procedures for external clubs; expectations of programme delivery, Health and Safety (emergency procedures, AQI policy, safeguarding).
2. Liaise with finance department to ensure the payments process for students is efficient and our external providers are paid with efficiency.
3. Keeping up to date with local and international initiatives related to co-curricular activities, and advising the Headmaster and Governors on developments.

Responsibility for the administration of the sport programme

1. Producing literature on school sport opportunities for parents and students.
2. Producing the sport sections in the Staff Handbook.
3. Manage the process and administration of the student selection of sport activities across the school effectively.

Personnel

1. Nurture a culture of team collaboration within the department.
2. Conduct yearly appraisals/personal development reviews (PDRs) for members of the department.
3. Contribute to departmental Professional Development and put forward recommendations to both the Senior School Deputy Head Academic and SLT for relevant training for individuals and/or groups within the department.
4. Chair regular departmental meetings on a weekly basis.
5. Induct new teachers in the department and provide professional support for all departmental members.

Collegiality

1. Attend meetings designed to share information necessary for the smooth running of the school and the successful delivery of its programmes.
2. Take responsibility for mentoring new teachers, particularly those with whom a functional relationship exists.
3. Supervise pupils during non-period time as determined by the duty rota.
4. Supervise classes on behalf of colleagues as determined by the cover schedule.
5. Behave at all times in a manner befitting a role model for the pupils of the school and in a manner that brings only respect to colleagues and the reputation of Haileybury Astana.

Subject Promotion

1. Raise the profile of Physical Education within the school using displays, the newsletter and website, trips, assemblies, Parent Partnership Programme (PPP) internal and external competitions / events and any other means possible.
2. Contribute to departmental activities and events.
3. Provide information for the IB & GCSE Option Booklets and any other curriculum information requested by the Senior School Deputy Head Academic.

Welfare and Discipline Matters

1. Monitor the work of class/form pupils, providing guidance, advice and admonishment.
2. Write and maintain relevant records for individual pupil files and write reports.
3. Lead Personal Development (PD) tutorial sessions
4. Communicate and consult with parents.
5. Participate in, and document, meetings for any of the purposes above.
6. Participate in the maintaining of high standards of behaviour and dress of pupils in the classroom and in all school locations and activities.
7. Follow Haileybury Astana policies with regard to the health and safety of pupils both on and off the school premises when pupils are under the school's jurisdiction.

Co – Curricular Activities

1. Supervise and coach pupils in the Co-Curricular Activities (CCA) in sports
2. Organise the logistics associated with these programmes as they relate to transport and accommodation

Professional Development

1. Participate in the annual Professional Performance Review.
2. Participate in school-wide CPD initiatives.
3. Seek CPD opportunities that may arise from the appraisal process, including pathways to higher qualifications.
4. Seek advice from line managers with regard to professional development and career paths.
5. Take full responsibility for areas that may be reviewed in a full school audit

Other important features:

1. Work closely with the School's leadership team to ensure effective implementation of the School's strategic plan and to take a central role in that process.
2. To liaise with the Heads of School to ensure continuity in sport across phases of the School.
3. Attendance at co-curricular events, parent information evenings, community events etc.
4. Represent the school at official functions as and when requested by the Headmaster.
5. Proactively manage the transition between Junior and Senior Schools for both students and parents.
6. Teaching load as required and specified by Heads of School.
7. Lead by example in all professional matters ensuring that all teachers and students observe matters such as dress, punctuality and mutual support.
8. Contribute to the development of the overall Haileybury Astana vision and ensure that students, staff and parents all understand and subscribe to that vision.
9. Be available to advise academic staff and individual students, ensuring that, so far as possible, each person's individual needs are met so that they can exceed their potential, and that students' progress is maintained in an effective way.
10. Assist the SLT in managing the budget effectively.

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Safeguarding Health & Safety

Everyone who works at Haileybury Astana has the responsibility for promoting the safeguarding and welfare of children.

1. Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact;
2. Maintain good order and discipline among the pupils and safeguard their health and safety, both when they are on the school premises and when they are engaged in authorised school activities elsewhere;
3. Be aware of school policy and procedures regarding Child Protection and Safeguarding, and attend relevant training as required.
4. Report all causes for concern to the Designated Senior Lead;
5. Provide thorough risk assessments as required prior to activities and trips.

Job Requirement

1. The ability and willingness to inspire others; leading by example, role modelling the School's vision in relationships with students, colleagues and parents.
2. Appropriate teaching qualifications and experience.
3. The ability and commitment to be an excellent teacher.
4. A strong commitment to high standards of Teaching and Learning.
5. A genuine commitment to the Safeguarding wellbeing and pastoral care of children.
6. Interests and abilities that can enhance the School's co-curricular programme.
7. Excellent inter-personal skills with students, colleagues and parents.
8. Excellent administrative, organisational, and ICT skills.

Key Relationships

- Heads of School and their SLT teams,
- CCA Coordinator,
- Coaches, External agencies,
- Haileybury Astana Operations,
- Finance and HR Departments,
- Parents,
- Governors,
- other educational providers as required.

Person Specification	Essential	Desirable
Behaviour	<ul style="list-style-type: none">✓ Be a role model for Haileybury Astana Staff Code of Conduct.✓ Support the School's values and ethos.✓ Be highly motivated, ambitious, collaborative, and willing to take initiative.✓ Have high levels of honesty and integrity in aspects of their role.✓ Demonstrate empathy, humility and genuine care about staff, taking time to support, guide and motivate them.✓ Be able to think strategically and drive improvements in teaching and learning.✓ Maintain positive relationships with all staff.	<ul style="list-style-type: none">✓ Show evidence of establishing clear goals that led to improved student outcomes.

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	<ul style="list-style-type: none"> ✓ Be flexible and able to manage change. 	
Skills and Knowledge	<ul style="list-style-type: none"> ✓ Excellent organisational and interpersonal skills. ✓ Excellent communication skills. ✓ Outstanding knowledge of Teaching and Learning within each Key Stage including in depth knowledge of the Haileybury Astana Curriculum. ✓ Excellent understanding of the age-related development of students in all phases. ✓ Proven ability to differentiate teaching to meet learners' needs. ✓ Ability to manage a team. ✓ Ability to show strategic leadership in line with the school improvement plan. 	<ul style="list-style-type: none"> ✓ Knowledge of specific programmes that support Teaching and Learning and Leadership and Service. ✓ Inspirational leadership skills to support and motivate team members ✓ Proven ability to improve learning outcomes of all students particularly students.
Experience	<ul style="list-style-type: none"> ✓ At least 4 years teaching experience, preferably in a British and /or an international school. ✓ Experience of leading or coordinating teams in relation to curriculum or pastoral matters. 	<ul style="list-style-type: none"> ✓ Experience of monitoring set targets in a specified action plan to evaluate and ensure progress. ✓ Working with the community.
Qualifications	<ul style="list-style-type: none"> ✓ Qualified Teacher Status and evidence of relevant in-service training. 	<ul style="list-style-type: none"> ✓ Coaching skills in various sporting areas.

* **The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

Signatures:

Post holder: _____ Date: _____

Line Manager: _____ Date: _____