



Parkgate House School
Head of Sport Job Description

Title and Grade of Post	Head of Sport – Whole school managerial responsibilities
Position reports into	This position reports into the Principal and Headmaster
Staff reporting in to this position	N/A
Applicable Contract Terms and Duties	This job description is to be performed in accordance with the Service Contract and Confidentiality Agreement. Full Driving Licence Required
Terms / Hours of Work (in brief)	Autumn, Spring and Summer Terms Plus termly inset days Plus an additional week at the end of each of the three terms (SLT Administration / Activity Weeks) Plus all school events Hours of work during term time (as varied from year to year) Monday to Thursday – 7.45am to 5.30pm. Friday – 8.00am to 4.45pm.
Staff Benefits	Complimentary daily lunch Staff Pension Scheme

Head of Sport Core Purpose

The core purpose of this role is to provide professional leadership and management of the Physical Education curriculum. This will promote a secure foundation from which to achieve high standards of teaching and learning in the curriculum of Physical Education in all areas of the school. To achieve success, the Head of Sport will:

- Effectively manage the teaching and learning of Sport;
- Promote excellence, equality and high expectations for all pupils;
- Provide vision, leadership and direction;

- Evaluate the teaching of Sport throughout the school and identify priorities for continuous improvement;
- Deploy resources to achieve the school's aims for the physical education curriculum;
- Carry out day-to-day management, organisation and administration;
- Create a safe and productive learning environment which is engaging and fulfilling for all pupils; and
- Work effectively with the school's Senior Leadership Team.
- Liaise with other local schools to organise competitive fixtures.

Head of Sport Key Priorities

The key priorities as set by the Principal and Headmaster for the next 12 months are:

- Build a purposeful and collaborative sports teaching team.
- Win over parents and build strong, positive client relations.

Head of Sport Key Responsibilities

	Leadership
1.	Provide inspiration and strong leadership to the school to ensure that the school continues to deliver the highest standards of learning in Sport.
2.	Ensure the vision for the school is clearly articulated, understood and acted upon effectively by all.
3.	Lead by example and embody the school's vision and values for the pupils and staff.
4.	Demonstrate a clear and comprehensive understanding of the contribution of Sport to the school's wider development and improvement.
	Learning and teaching
1.	Continue to raise the quality of learning and teaching in Sport. Maximising pupils' achievements within a successful learning culture.
2.	Ensure a consistent and continuous staff focus on pupils' achievement in Sport using data, benchmarks and feedback to monitor progress in every child's learning.
3.	Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
4.	Assess, monitor and evaluate the quality of teaching standards in Sport and the delivery of the physical education curriculum across the whole school in order to build on success and identify and act on areas of improvement.
5.	Demonstrate and articulate high expectations in Sport and set challenging targets for the whole school.
	Staff management and development
1.	Develop effective relationships and communications with all staff to promote a professional learning community.

2.	Provide opportunities for growth and continuing professional development of the Sports teaching team by creating an inspiring, professional work environment and modelling behaviour consistent with the school's values and aspirations.
3.	Work to create a high quality Sports teaching team and deploy staff effectively in order to improve the quality of education.
	Accountability
1.	Present a coherent and accurate account of the department's performance in a form appropriate to a range of audiences, including SLT, parents and the local community.
2.	Ensure that parents and pupils are well informed about the Physical Education curriculum, its direction, priorities, and pupils' attainment and progress.
3.	Combine the outcomes of regular school self-evaluation, using the school's SWOT Analysis form, with external evaluations in order to develop the Physical Education curriculum.
4.	Actively maintain a thorough understanding of the statutory framework for the teaching and learning of Sport (e.g. legal requirements of Local Authority / DFE /Ofsted / IAPS as appropriate).

	Head of Sport Specific Responsibilities
1.	To observe the teaching of Sport throughout the school to ensure standards are maintained. At least one formal observation of Pre-Prep and Prep Sports teaching staff should be done each year and last thirty minutes. The notes should be written up and passed to the Deputy Head, Headmaster and Principal with any recommendations. In addition, a number of more informal brief observations should be carried out throughout the course of the academic year.
2.	Responsibility for producing and reviewing the Sports weekly and medium term lesson plans. All plans should be filed and saved on to the shared area by Friday of each week.
3.	Responsibility for checking the Physical Education curriculum maps, Physical Education policy, schemes of work and half-termly plans which should be in place by the beginning of each term.
4.	To assist other sports teachers to plan, implement and review an appropriate scheme of work for the pupils to ensure continuity and progress from the Nursery to the Prep department.
5.	Classroom teaching up to 25% of timetable.
6.	To support the additional teaching of children with SEN or who are gifted and talented, reporting on progress to the parents, Deputy Head, Headmaster and Principal.
7.	Know and adhere to the school's Teachers' Standards.
8.	To supply lesson details when necessary for absent staff.
9.	Ensure the sports equipment and the areas used for sport are properly cared for and are maintained by the Sports Department in good order for lessons and fixtures.
10.	Plan and organise sports fixtures with other schools and report results to parents in

	the school's newsletter. Refereeing and umpiring at school fixtures.
11.	Write full and detailed reports in accordance with the reporting schedule and collate and proof read reports from specialist teachers.
12.	In compliance with the assessment policy, ensure that all assessment is carried out and results recorded; pupil assessment data should be regularly analysed.
13.	To maintain, review, revise and contribute to academic school policies pertaining to the Sports department. Ensuring that all Sports teachers are informed of the requirements and developments in this subject area.
14.	Organising and supporting all physical educational activities. Oversee the follow-up work carried out as a result of the trips.
	Organise visiting speakers and outreach programmes.
15.	Organise and run annual Sports Competitions or events as per the school's annual sporting calendar; including: Sports Day, Swimming Gala, Fun Run, Open Swimming.
16.	Coordinate and attend the Prep Department annual weekend PGL residential visit.
17.	Organise and chair departmental and general meetings, as directed.
18.	Be available for parents meetings as required.
19.	Be responsible for the display of Sports equipment and noticeboards at Open Days or events in shared areas.
20.	To order resources for the Sports department. Procure the right equipment, infrastructure and software for the school as its vision for Sport develops. Evaluate the effectiveness of previous investment and develop costed plans for rolling future investment.
21.	Compile Sports resources inventory for whole school. Inventory to be filed on shared area and distributed to staff. Location of resources to be noted and reorganised if necessary. Cross-reference list of resources against annual topics and provide suggestions to SLT.
22.	Participate in the School's Appraisal scheme.
23.	Research courses and Inset days relevant to the physical education curriculum. Research internal workshop training schedule for teachers and teaching assistants (workshops that either yourself or other members of staff could run). Regularly audit staff's professional development needs within Sport.
24.	Consider ways of improving communication to parents regarding Sport via the school website or School Update.
25.	Produce and regularly review Guidance notes (best practice guide) for members of staff responsible for teaching Sport.
26.	Coordinate and monitor new initiatives relating to the Sport curriculum, as directed.
27.	Produce and regularly review a Head of Sport Annual Administrative Schedule (as per the school's template admin schedule); keep the administrative schedule updated with new procedures.
28.	Attend Parents' Evenings, School Events, INSET, Open Days and such school functions as required by the Principal and Headmaster.
29.	Attend the SLT administration and Activity Weeks which take place for an additional week at the end of each term.
30.	Attend, and when directed publicly present at: Curriculum Evenings, Marketing meetings, Parents' Evenings, School Events, INSET, Open Days and such school functions as required by the Principal and Headmaster. Be enthusiastic and informative to parents and visitors, always presenting the department at its best to

	all stakeholders.
31.	Participate in and contribute to Parents' Assemblies and Grand Assembly.
32.	Be aware of specific health and safety issues relating to Sport; implement relevant routines and precautions. Produce and review risk assessments for all sporting activities. Develop relevant H&S procedures and ensure that all sports teachers follow appropriate practice. Actively monitor school's legal responsibilities for H&S.
33.	Drive the school van to school events and assist the Administration Manager with the maintenance, parking, termly routines, weekly checks and risk assessments relating to the school van.
34.	Run school sports clubs as assigned by the school; including the Tuesday and Thursday morning running club and Friday afternoon swimming club.
35.	Contribute to the duty timetable for playtimes, lunch and after school supervision as required.
36.	Monitor and liaise with the sports staff in the school through weekly meetings and e-mail, ensuring that outstanding issues are resolved within a reasonable timeframe.
37.	Identify, support and prepare pupils for sports scholarships to senior schools.
38.	Such other key tasks as may reasonably be assigned by the Deputy Head, Headmaster and Principal.
39.	This job specification represents duties required at the present time and will be subject to regular review and future change.