



KELLETT SCHOOL

THE BRITISH INTERNATIONAL SCHOOL IN HONG KONG

Director of Sport

(Mainscale teacher + TLR 1.2)

This newly created post is to oversee the sporting programme for all three Kellett Schools: Pok Fu Lam Preparatory, Kowloon Bay Preparatory and Kowloon Bay Senior.

The post is to commence in August 2020.

The Director of Sport will report to the Principal and CEO through the three Heads of School.

KEY RESPONSIBILITIES:

RESPONSIBILITY AND ACCOUNTABILITY

- To lead, develop and be responsible for all aspects of the school sports programme;
- To deliver to a high standard the PE curriculum and provision of sport and games throughout the school;
- To take responsibility for any aspects of the Kellett PE and sporting programme as reasonably requested by the Heads of Schools.

SPORT

- Set out and communicate a clear philosophy for sport, physical education and the teaching of games throughout the School (Year 3 to Year 13) pursuing the highest levels of performance and participation.
- Set out and communicate a clear strategic plan for Sport which
 - Identifies how the School will develop key sports on which the school will focus;
 - Identifies the Staffing requirements (headcount, qualifications, experience, skill sets) to deliver the strategic plan for sport.

DAY-TO DAY RESPONSIBILITIES

- Oversee the organisation and development of sport, ensuring a varied and structured programme for all age groups and abilities
- Promote sport throughout the school and develop initiatives
- Ensure the highest standards of behaviour, kit and performance are met throughout the school during lessons, training and matches
- Ensure that students engage with sports and are given opportunities to be leaders, champions and advocates throughout the school community
- Lead and co-ordinate a team of coaches – specialists, peripatetics and academic teachers
- Oversee and develop the organisation of regular sport tours and tournaments
- Work closely with, and be accountable to, the Principal and the Heads of Schools for all aspects of the sports programme

LEARNING AND TEACHING

- Possess a current professional awareness of the National Curriculum of England guidelines, planning and implementation strategies for the particular year groups/subjects taught.
- Plan, prepare and evaluate lessons
- Provide a safe, secure and stimulating environment
- Manage curriculum delivery and associated resources in a manner that challenges and interests pupils and is appropriate to the needs and skill-levels of students
- Take responsibility for curriculum delivery and associated resources in a manner consistent with school policies and procedures.

CONTINUING PROFESSIONAL DEVELOPMENT

- Participate in the annual performance management, quality assurance and professional development cycle and demonstrate continuous commitment
- Participate in school-wide inset initiatives
- Seek inset opportunities that may arise from the professional development process, including pathways to higher qualifications
- Take full responsibility for areas that may be reviewed in a full school audit or an inspection

PERSON SPECIFICATION

Criteria	Essential
Education & Qualifications	A good honours degree in Physical Education/Sports Science or related Subject plus PGCE and Qualified Teacher Status
	National Governing Body Coaching and officiating qualifications
Knowledge and Skills	A good understanding of the subject matter and the latest developments in the teaching of Physical Education and Games
	Knowledge of the PE Curriculum at all Key Stages (Preparatory to Senior)
	Ability to create a stimulating and enthusiastic working environment
	Ability to prioritise own workload flexibly, and at times under pressure, meeting deadlines
	Computer literate
	Excellent organisational skills
	Ability to work collaboratively in a team
Experience	Teaching Physical Education and Games
	Ability to build positive relationships with all students
	A proven track record of the ability to think strategically
	Ability to manage a complex budget
	Leading a significant School Sports Department
Personal Competencies and qualities	Enthusiastic and positive about learning and teaching
	Excellent communication skills both orally and in writing
	High degree of personal motivation, initiative, energy, creativity and drive
	Self-motivated and versatile showing an ability to work on own initiative, plan, prioritize, coordinate and lead
Other Requirements	Commitment to promote and safeguard the welfare of children, young persons and vulnerable adults
	Flexible approach to working hours
	Empathy with the ethos and aims of Kellett School

Tenure

The post will initially be offered on a three-year contract, renewable annually thereafter by mutual agreement and subject to performance. Full employment terms, conditions and job descriptions will be sent to all shortlisted candidates.

Interviews

First round interviews will be conducted by Skype

There will be an opportunity for an informal discussion with the Principal & CEO in London on Tuesday 12 November 2019 or by telephone by arrangement

It is envisaged that the candidates selected for final interview will be brought to Hong Kong.

Please note we require the contact details of three referees, one of whom must be your current School Principal. Referees will be contacted prior to interview.

Applications close: 27 October 2019

The Application letter should outline the candidate's personal philosophy and vision for school sport from Year 3 to Year 13.

Applicants, who have not been contacted 30 November 2019, can assume that on this occasion they have been unsuccessful and are sincerely thanked by the Association for their interest.

Personal data is being collected for Human Resources purposes, including assessing your suitability for the post for which you are applying. The data will be used by Kellett School and the Board of Governors. If you wish to access any personal data held by Kellett School, please contact the HR Manager. If your application is unsuccessful the personal data you supply will be retained for one year, at the end of which time it will be destroyed.

Kellett School is an equal opportunity employer and as such treats all job applicants and staff with equal respect free from unjustifiable discrimination.