

Director of Sport and Physical Education

March 2020



The Director of Sport and Physical Education is accountable to the Rector for the leadership and management of the Department. Within the constraints of school policies, procedures and resources, he/she is required to lead, co-ordinate and allocate the work of the Department and to foster staff. He/she is also expected to keep abreast of the latest developments in Department teaching and with curricular issues and debate.

KEY TASKS SPECIFIC TO THIS ROLE

- Appoint and manage external coaches and referees
- Coordinate the booking of external facilities eg rugby pitches, swimming pools, gyms
- Liaise with, recruit and manage external referees
- Manage fixtures
- Ensure that transport is in place for away fixtures and external facilities
- Coordinate competition entries
- Organise trophies for presentation at competitions
- Plan the annual events such as the Swimming Galas and Sports Days
- Liaise with the Head of Junior School regarding Junior School sport and PE
- Plan the Annual Sports Dinner and FP Weekend
- Sit on the Honours Committee

KEY TASKS FOR HEADS OF FACULTY/DEPARTMENT (general)

MANAGING LEARNING & TEACHING

Develop systems for the management and evaluation of effective learning and teaching in his/her Faculty/Department.

- Develop and implement effective systems for curriculum planning to ensure breadth, balance, progression and coherence in his/her Faculty/Department which meets the needs of all learners and achieves recognised targets.
- Plan and maintain systems to ensure effective implementation of programmes of study and assessment procedures ensuring that the learning needs of all are met.
- Agree, develop and implement systems to monitor, evaluate and improve learning and teaching programmes, including planning and managing projects within the Faculty/Department.

Establish processes to create and maintain the conditions for effective learning and teaching.

- Develop arrangements which promote positive relationships and celebrate success within the Faculty/Department.
- Promote high expectations for achievement amongst all learners and Faculty/Department staff.
- Ensure systems are in place to identify and address the needs of individuals and groups of learners.

MANAGING PEOPLE

Develop a team and individuals to enhance their performance and that of the Faculty/Department

- Develop participative management structures within the Faculty/Department.
- Through the School's Professional Review and Development process, agree and support professional development targets for individual members of the Faculty/Department, observe lessons and provide feedback on performance.
- Plan, delegate and evaluate the work carried out by the Faculty/Department
- Through the school's programme of development planning, agree targets and appropriate support for individuals.
- Plan, agree and support the delegation of tasks and responsibilities to individuals to achieve targets.
- Agree success criteria for ongoing monitoring and evaluation and provide constructive feedback to individuals on their performance.
- Create, maintain and enhance effective working relationships with staff
- Develop the trust and support of staff in the Faculty/Department.
- Develop effective relationships with colleagues, fellow Heads of Faculty/Department and school managers.
- Identify and deal effectively with inter-personal conflict.

MANAGING POLICY & PLANNING

- Develop and communicate Faculty/Department policies and plans
- Develop relevant information gathering systems within and outwith the Faculty/Department to inform decision making.
- Review, develop and maintain structures which support a consultative approach to decision making within the Faculty/Department.
- Promote, communicate and implement school's and Faculty's/Department's aims and policies.
- Monitor, evaluate and prove the effectiveness of policies and plans.
- Develop and maintain partnership with parents, pupils and outside agencies
- Develop and maintain positive and professional relationships with all those associated with the Faculty/Department.
- Develop and maintain structures for effective liaison and consultation.
- Encourage discussion of and gain agreement for Faculty/Department policies and plans.

- Evaluate, review and improve relationships.

MANAGING RESOURCES AND FINANCE

- Managing available resources and allocating them to support effective learning and teaching
- Identify resources needed to support the implementation of Faculty/Department policies.
- Negotiate and secure agreement for budgets with school management.
- Be able to integrate the budget plan with the Faculty/Department and staff development plans.
- Maximise the use of available resources to create, maintain and monitor an appropriate physical environment for effective learning and teaching within the Faculty/Department taking due account of health and safety requirements.
- Monitor and control the use of resources
- Monitor and evaluate the use of resources to support the implementation of Faculty/Department policies.
- Monitor and control spending within agreed budgets.

ACCOUNTABILITY

The Director of Sport and Physical Education is accountable to the Rector.

AUTHORITY

The Director of Sport and Physical Education has delegated authority for the day-to-day running of the Department.