

JOB DESCRIPTION

Head of Physical Education

Promote and exemplify the School Mission:

‘To inspire each child with a love of learning and prepare them for a fulfilling future.’

Promote the School Values:

- A warm family atmosphere
- The pursuit of excellence
- A generosity of heart
- A robust vitality

1. Purpose of the job

- Leading the provision of Physical Education.
- Deliver high quality, engaging and effective lessons that motivate, inspire and ensure all pupils move towards their potential in PE and Games.
- Instil a love of PE in pupils, promoting excellence and upholding the School’s Values and Mission.
- Teaching of a second subject, according to strengths.
- Full involvement in sport and co-curricular activities, according to strengths.

2. Relationships (including accountability)

- The post holder reports to the Director of Sport.
- The post holder interacts on a professional level with colleagues and seeks and builds productive relationships to promote mutual understanding of the pupils’ needs and School development.
- The post holder liaises with colleagues across the department to ensure the highest possible standards of PE teaching.
- The post holder builds positive professional relationships with parents and communicates effectively.
- To support effective communication and PR links with the wider community, including other schools during inter-school events and fixtures.
- To participate in arrangements for appraisal and professional development, including working with assigned Staff Appraisal (SAL) and Personal Development Leaders (PDL).

Duties & responsibilities

- To plan, resource and deliver high quality PE and Games lessons to Years 1-8, according to School policies and programmes of study.
- To communicate clearly and well with pupils over all aspects of PE and sport, including setting expectations, requirements, tactics, debriefing after success or failure, leadership and teamwork.
- To offer expertise in netball, hockey, football, rugby and cricket and in other areas of sport for girls and boys, where appropriate (e.g. athletics).
- To take an active role in weekly fixtures and competitions as well as inter-house competitions. To include some weekend fixtures/events.

- To provide continuity between the Pre-Prep, Middle School and Upper School, with efficient liaison with the Director of Sport and appropriate staff.
- To support the Director of Sport by assisting to run and promote the Department and by representing girls and boys interests within the School as a whole.
- Help provide focus and drive for high standards and quality in PE and Games coaching, within a sporting ethos of 'participation, competitiveness and good sportsmanship'.
- Display knowledge, reliability, enthusiasm, initiative, professional and personal example.
- Assist the Director of Sport in keeping termly/annual records and results' analysis, providing team sheets, newsletter/review reports/good PR at all times.
- Oversee organisational procedures, changing rooms, tidiness, notice boards and parental information, in conjunction with the Director of Sport.
- Assist with fixture organisation, tournament and other inter-school events as required.
- Monitor and maintain high standards of dress, kit and conduct in PE and Games. To include joint responsibility for the care of relevant equipment throughout the School.
- Ensure that all relevant risk assessments are followed in respect of PE and Games.
- Ensure the safety and welfare of the children at all times ensuring that all pastoral and medical needs are met.
- Support best practice in health and safety in respect of PE and Games and ensure adherence to relevant guidance issued by national sporting bodies related to the safety of pupils.

General:

- Assisting with other supervision and covering for absent colleagues when required.
- Participating in staff meetings, attending assemblies and additional School functions as reasonably requested by the Head.
- Co-curricular involvement and initiatives according to particular strengths.
- Reappraising performance, participating in training and being aware of best practice and legislation.
- Contribute to upholding Whole School Policies, including for Sport and Physical Education.
- Maintaining good order and discipline among pupils (whether on duty or not) and safeguarding their health and safety both on School premises and when authorised to be in charge of them outside School.
- To ensure punctuality and example in attitude, manners and dress at all times.
- To be familiar with and work within the required Health and Safety standards as laid out in the School's policy and administered through the Bursar (Health and Safety Officer).

3. Safeguarding Children

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out their duties, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to one of the School's Designated Safeguarding Leads or to the Headmaster.

This job description is not intended to be all embracing and the post holder shall be required to carry out other duties as necessary and required, commensurate with training and experience.