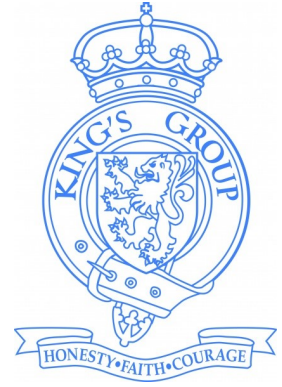


King's College

Soto de Viñuelas



Job Description

Head of Physical Education and Extra-Curricular Sports

Background

The original King's College, Madrid (in Soto de Viñuelas) was founded over 40 years ago in 1969. Further King's schools opened up in both Madrid (King's Infant School, King's College School La Moraleja) and outside Madrid (Alicante and Murcia) as well as in the UK, St. Michael's College in Tenbury Wells. The newest addition in Panama opened in September 2012.

Job purpose:

The position of Head of Physical Education and Extra-Curricular Sports is an important and developing role within King's College Madrid across both the Primary and Secondary School that will also involve working closely with the other schools in Madrid and within the Inspired Group of schools. The successful candidate will line-manage and have strategic oversight of all academic physical education and extracurricular sport, including: House competitions; sports teams, coaching and training sessions, sports events and competitions, sports tours, sports trips, community sport, and the development of elite sporting opportunities for the King's College students.

The new Head of Physical Education and Extra-curricular Sports will lead the development of Physical Education and sport at King's College so that it continues to meet the needs of the students today and contributes fully to the mission of the school to give our students the best possible chance to reach their full potential and perform at the highest levels. At the same time promoting the importance of physical exercise, and the positive values and leadership opportunities that should be nurtured through participation in sport and games.

It is expected that the successful candidate will have the experience of middle management and through their employment record have demonstrated the ability to implement and sustain changes and developments within a school and community context. The new Head of Physical Education and Extra-Curricular Sports could come from a Primary or Secondary School background, but must have the experience and ability to teach IGCSE and A Level PE.

Key Responsibilities and Accountabilities:

The Head of Physical Education and Extra-Curricular Sports will report to the Deputy Headmaster.

The duties and responsibilities shown below are not intended to be exhaustive and the Head of Physical Education and Extra-Curricular Sports will be expected to be adaptable and to take on new responsibilities as occasions arise.

The list below provides details of the most significant areas of school life for which the Head of Physical Education and Extra-Curricular Sports will have oversight and strategic responsibility for:

Whole School Strategic Vision & Leadership

- Formulate a dynamic and sustainable long-term plan and vision, inline with the whole school development plan, for PE and sport at King's.
- The development of a high quality and inclusive extra-curricular sports programme, improving the provision of sport and physical activities for all students.
- Recruit, line manage, mentor and develop all PE and sport coaching staff.
- Work with the Deputy Headmaster to ensure that all sport activities are of the highest calibre and represent the King's core values at all times.
- Monitor and continually improve the quality of sporting opportunities and activities within the school programme.
- Be available for all sporting fixtures, including weekends, to oversee and represent sport at King's.
- Enhance the profile of King's sport at every opportunity, including internal and external marketing opportunities.
- Communicate with the marketing department to ensure regular reporting and updating of King's sport news e.g. displays, noticeboards, website, banners, twitter, newsletter, etc.
- Bringing experts and role models into school to inspire and motivate students through sport.
- Develop community sporting opportunities during both school time and out of school time.
- Share the aim of nurturing and inspiring an environment in which excellence in sport sits comfortably alongside the pursuit of the highest standards of teaching and learning.
- Continually look for ways to motivate pupils and improve their work ethic and leadership skills through PE and sport.

Departmental Management & Leadership

- Responsible for assisting the smooth running of a large and vibrant department, across both the Secondary and Primary schools.
- Communicate with the department about responsibilities and deadlines for reporting.
- Ensure the highest standards of teaching and learning are taking place.
- Oversee the curriculum PE budget and extra-curricular sports budget.
- Communicate proactively and effectively with all parents.
- Organise internal cover for the PE department when necessary.
- Chair the department weekly meeting.
- Ensure all staff are appropriately kitted out in school sports attire and ensure staff uphold these standards.
- Ensure there is a clear facilities timetable for extra-curricular activities and practices.
- Leading by example when setting the standards expected in PE lessons and at sporting events.
- Supporting and encouraging teachers in charge of individual sports to develop their specific sporting areas.
- Ensuring high quality coaching arrangements are in place throughout the year.
- Coordinating and overseeing sports tours as well as enrichment and extension opportunities through sport.

- Attending staff meetings, assemblies, whole school events, INSET days, parents' evenings, HoPE meetings in Madrid and the Inspired Group.
- Ensuring compliance with the school's Safeguarding Policy at all times.
- Ensuring that all school policies, standards and expectations are maintained within the department and at all times.

Teaching

- Teaching PE and regularly coaching sports teams actively to promote the development of sports within the school, and the skills and talents of all pupils.
- Promoting the values of the school so that pupils acquire the values, attitudes, skills and knowledge needed to make a positive contribution to society through sport.
- Correcting, assessing, grading and reporting on the children's work in accordance with school systems and deadlines.
- Developing and maintaining high levels of pupil uptake of PE and sport activities.
- Leading on the teaching and development of IGCSE and A Level PE.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Person Specification :

Essential

- Qualified Teacher Status
- Experience of working as a PE teacher I

Desirable

- Evidence of continuous INSET and commitment to further professional development
- A relevant higher level degree or other qualification
- Evidence of contributing meaningfully to extracurricular, enrichment and school events programmes