George Heriot's School
Founded 1628

Job Description

Job Title: Head of Department (Director of PE and Sport)

Responsible to: The Principal, via the Head of Senior School and the Director of Studies.

Duties and Responsibilities:

This list of duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope of the post:

Managing Learning and Teaching

1. Develops and implements effective systems for curriculum planning enabling the needs of learners to be met and targets to be achieved

    - Manage the development and production of an appropriate curriculum, which meets the needs of learners and the requirements of national bodies.
    - Manage the development and production of an appropriate curriculum, which ensures that the pupils experience a wide variety of teaching methodologies.
    - Monitor and evaluate the effectiveness of learning and teaching, responding as appropriate.
    - Liaise with the Junior School and Senior School departments to ensure continuity, progression and to foster a sense of community
    - Contribute where appropriate to curricular and career guidance
    - Ensure that mechanisms are in place to ensure quality assurance in assessment and reporting.
    - Make arrangements for recording and reporting pupils' progress
    - Be responsive to parental enquiries and concerns.
    - In consultation with the Department create a timetable which manages the needs of the pupils, the School and individual members of staff, setting pupils as appropriate.

2. Develops arrangements which promote positive relationships and celebrate success.

3. Promotes high expectations for achievement amongst all learners and staff.

    - Create a positive ethos where staff and pupils are valued for their individual contributions and equality of opportunity is promoted.
    - Enrich the curricular and extra-curricular work of the Department through:
        - Clubs
        - Competitions
        - Trips and visits
        - Conferences and special events
    - Promote the profile of the Department and the subject(s) taught
    - Promote positive discipline and achievement based on rigour and care.

- Work in partnership with parents to ensure that they are involved in, and aware of, their child's experiences.
- Ensure that systems are in place to meet the care, welfare and protection of pupils within the Department.

Managing People

1. Ensures that systems are in place to monitor, evaluate and improve the continuing professional development of individual and working groups.

2. Negotiates and agrees targets and appropriate support for teams and individuals.
   - Manage auxiliary help and technicians

3. Agrees success criteria for ongoing monitoring and evaluation and provides constructive feedback to teams and individuals on their performance.

   - Create a secure, open and positive environment in which staff review and self-evaluation is on-going.
   - Support student teachers in the Department.
   - Observe classroom practice and feed back to staff. Encourage and enable staff to observe each other in the classroom.
   - Review staff.
   - Liaise with the CPD co-ordinator to ensure the needs of staff are being met.
   - Delegate tasks where appropriate.
   - Ensure that there is a system in place to monitor and evaluate teams working on development tasks.

Managing Policy and Planning

1. Reviews, develops and maintains structures which support a consultative approach to decision making.

2. Encourages discussion of and gains agreement for school values, aims, policies and plans.
   - Lead the Department by creating a clear vision.
   - Make an effective contribution to the work of committees within the School as appropriate
   - Make an effective contribution to the work of the whole school.
   - Promote the Departmental and School ethos, culture, values and policies and encourage members of the department to do likewise.
   - Build, maintain and motivate an effective team, creating a strong sense of group cohesion.
   - Support all staff to enable them to meet the demands of the curriculum.
   - Produce a Departmental Development Plan, which reflects the needs of the pupils, Department, School and national bodies.
   - Use the Departmental meeting as a forum to ensure discussion and policy formulation. Ensure minutes are recorded and distributed.
   - Develop and maintain a Departmental Handbook as a working document, which outlines the work of the Department.
   - Encourage staff to contribute to the wider life of the School
   - Provide good and timely information
   - Ensure that all administration relating to internal and external examinations is accurate and completed on time.

- Ensure that all administration relating to awards and prize giving is accurate and completed on time.
- Ensure that all administration relating to booklists and booklets is accurate and completed on time.
- Ensure that all administration relating to staff absence is accurate and timeously submitted.
- Disseminate information to the Department from various committees such as WSMT or SSMT.
- Liaise with the Web/Internet Manager to ensure all departmental information is up-to-date.

Managing Resources and Finance

1. Identifies resources needed to support the implementation of school policies.

- Play an active role in the selection and appointment of new staff
- Create a clean and attractive environment which is conducive to effective learning and teaching.
- Identify and requisition resources to enable the Department to implement the School Development Plan at Departmental level.
- Identify and requisition resources to support and develop effective learning and teaching.
- Deploy staff to maximise their contribution to the Department
- Ensure that accommodation is sufficient and appropriate
- Ensure that health and safety matters are dealt with including all risk assessments
- Ensure that all resources are organised, accessible and well maintained.
- Ensure that the fabric of the Department is properly maintained through liaison with the Premises Manager and the Janitorial staff.

2. Negotiate and secure agreement for budget with school staff

- Negotiate and manage the Departmental budget, exercising financial prudence and rigour.

Subject Specific Tasks

The Director of P.E and Sport is also responsible for:-

- Creating long term strategic plans to maintain sporting success through District and National competitions
- Overview of all curricular sporting activities and actively involved in all winter and summer programmes
- Strategic view over a modern sporting curriculum, creating a balance of curricular and extra-curricular activities
- Oversee creation of fixtures and managing all logistical arrangements in a wide variety of sports
- Oversee and be actively involved in entries for all District and National competitions.
- Manage, organise and oversee the following major sporting events throughout the year – Sports Day, Swimming Gala, Goldenacre 7's, external swimming programme at the Commonwealth Pool
- Oversee annual recruitment of sport coaches and umpires, working closely with HR
- Actively involved with SSPC and Uniform Committee
- Work with Elite performers liaising closely with National Governing Bodies
- Oversee sporting information of SOCS, Twitter and various media platforms
- Keep abreast of key developments in the world of P.E and Sport

Skills and Attributes Required

- An excellent degree in Physical Education (or a Physical Education-related subject)
- An outstanding classroom practitioner capable of inspiring pupils with a love of Sports and Physical Education
- An innovative, imaginative approach to teaching and learning
- Proven ability to relate well to and communicate effectively with pupils, staff and parents
- A collegiate working style with the ability both to lead the department and to work as part of a team.
- Ability to prioritise effectively and to work under pressure and to tight deadlines.
- Experience of leading initiatives
- Evidence of a continuing academic interest in Physical Education
- An understanding and commitment to the Heriot's aims and values

Additional Information

This post is considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. As such, the successful candidate will be required to gain membership of the PVG Scheme.

George Heriot's School is governed by George Heriot's Trust, Scottish Charity number SC011463