



JOB DESCRIPTION

Job Title	Director of Sport
Department	Bilton Grange
Function	Co-Curricular
Reports to (Job Title)	Deputy Head
Location	Bilton Grange Preparatory School, Dunchurch, Rugby, Warwickshire, CV22 6QU

JOB PURPOSE OVERVIEW

The Director of Sport at Bilton Grange School is an important position which has oversight of a key area in the School's educational provision. The physical development of all pupils is fundamental and the sports and PE programme will contribute towards each child's confidence and competence in their physical skills. Furthermore, every child should enjoy their sport and understand why leading a healthy lifestyle is important. The Director of Sport's role is crucial in ensuring this happens.

Bilton Grange is a busy, vibrant school and sport plays a significant part in its culture. Setting the tone through clear principles and values is the responsibility of the Director of Sport and the postholder must role-model these values to both pupils and staff. Children should learn to play hard on the pitch but be gracious off it, whatever the result.

The Director of Sport must ensure the emphasis of the sporting programme leans towards skill development rather than matchplay while recognising that children naturally like to be competitive and parents want to see a healthy fixture list. The postholder must also ensure there is balance between participation for all and competition at the right level. The postholder must also ensure that Bilton Grange has a strong reputation on the circuit for playing sport both well and fairly.

The Director of Sport must be a good communicator who can respond to parental queries and requirements, deliver a programme in line with the School's broader ambitions and develop links with senior school sports departments, especially Rugby School.



KEY RESPONSIBILITIES/ACCOUNTABILITIES:

In addition to the postholder's teaching commitments and normal timetabled duties, the Director of Sport's main responsibilities are to:

- **Develop and maintain a stimulating and effective sports programme for all pupils at Bilton Grange;**
- **Ensure the principles of the sports department are fully understood by all stakeholders (pupils, parents and staff);**
- **Be a positive role-model for the children with regard to sport and behaviour;**
- **Ensure every child leaves the school having enjoyed their sport and feeling valued for what they have offered, whatever the level;**
- **Ensure the facilities and resources are fit for purpose;**
- **Build a strong relationship with the sports department at Rugby School;**
- **Act with professional integrity at all times.**

SPORTS CURRICULUM & ADMINISTRATION

- Develop and maintain a stimulating and relevant sports curriculum appropriate to the different educational and physical needs of the pupils which helps fulfil the aims and objectives of the School;
- Work closely with the Head of PE regarding the development of the PE curriculum and ensure it complements the other areas of the sports programme;
- Plan, write and distribute a termly Games Programme;
- Administer a Wet Weather Programme when necessary;
- Make relevant documentation available for publication to parents, staff and governors, explaining the policies and structure of the Sports Department;
- Administer the Games Group lists – distributing to staff and children, updating as necessary;
- Ensure the fixture list is appropriate and balanced, organising some fixtures personally and liaising with the heads of other sports where relevant;
- Ensure the fixtures are uploaded onto the SOCS system and monitor the BG site;
- Ensure transport and catering requirements are booked (and cancelled) in line with fixture organisation and changes;
- Oversee the administration for Section competitions;
- Organise Prep and Pre-Prep Sports Days;



- Ensure the system of colours and awards is effective – deciding policy, ordering and giving out badges, certificates etc... and keeping records;
- Oversee the administration surrounding trophies;
- Take charge of changing room organisation and manage any problems associated with it, including lost property;
- Ensure the children's kit requirements are updated on the website;
- Organise kit checks at start and end of term for whole school.

THE PUPILS

- Instil, encourage and monitor a strong set of sporting values amongst the children, in line with the School's ethos and values;
- Ensure there are clear styles of play for each sport that are consistent through the age group, working with the Heads of each sport where relevant;
- Ensure the selection process is transparent and understood by pupils and parents;
- Deal with any parental concerns that may arise regarding the provision of sport;
- Work closely with the Head of PE to ensure the sports highfliers programme is effective and there is a clear pathway of excellence;
- Oversee the role of the pupil Sports Ambassadors;
- Take a games teaching role in all age groups from U8-U13, leading the highest ability team in one major sport.

STAFF MANAGEMENT

- Plan and organise Games staffing for Boys' and Girls' Games;
- Manage changes to the daily routine by communication with the Assistant Head Academic, Head, Grounds staff, Catering, Reception, Bursary and, if applicable, Marketing;
- Meet weekly with the Grounds Team Leader at BG to plan the use of the fields and sports pitches;
- Meet regularly with the Director of Sport at Rugby School and help to strengthen links in the sports provision between the two schools;
- Organise and lead termly Games Staff INSET;
- Supervise and organise the GAP Assistants contribution to Games & PE lessons, in consultation with the Deputy Head and Head of PE;
- Chairing of the termly Games Committee Meetings and producing agendas and minutes;
- Pursue a stated policy of staff development within the Department including the use of delegation;



- Operate a consultative ~~procedure~~ process within the Department which allows all members of staff who coach sport the opportunity to give feedback;
- Monitor, and be responsible for, standards of coaching and ensure staff are developed where necessary;
- Collate and order all staff sports kit requirements.
- Organise the Staff Changing Room Duty Rota;
- Cover for any gaps in the staffing with regard to the organisation of the programme;
- Ensure sufficient staff training in swimming pool safety and life-saving;
- Produce coaching materials for Staff;

FINANCE, FACILITY, HEALTH & SAFETY MANAGEMENT

- Manage the use of facilities – Sports Hall, Swimming Pool, Astro and fields. This may require consultation with the Assistant Head Academic and Head of PE for timetable purposes and the Head of Rugby School Enterprises or the Rugby School Sports Centre Manager for external use/hire;
- Oversee the purchase of sports kit and equipment for boys and girls, maintaining an inventory of all resources;
- Control the Sport and PE budget;
- Liaise with Deputy Head for entries in the school calendar;
- Administer the mouthguard policy for Rugby and Hockey;
- Manage the online concussion system, liaising with the School Nurses;
- Liaise with the School Nurses regarding first aid kits and other medical requirements for matches and sport generally;
- Administer the Safety Policy and Risk Assessment (in conjunction with the Deputy Head, Senior Nurses and Health & Safety Officer)

THE FUTURE

- Maintain annually the Dept. Handbook and longer term Development Plan;
- Liaise with the Head of Service and Social Impact to develop a sporting social outreach programme and foster closer links with local community – e.g. the University of Coventry or Warwick University PE department, local sports clubs etc;
- Stay on top of sporting developments in the wider world by attending conferences and seminars run by IAPS and other organisations;
- Attend the termly IAPS District 6 Director of Sport's meeting;
- Write termly updates to the Head for inclusion in the Head's Governors' reports;
- Oversee planning and preparation of future sports tours.



ENSURING STANDARDS

- Lead by example, working in a collegiate manner and accepting collective responsibility, always seeking to put the needs of the children first;
- Be present where required at meetings, performances and other functions/events;
- Assist the Head and SLT with any other aspect of management and administration related to Sport;
- You may be required to undertake such other reasonable duties from time to time as the School may reasonably require.

FURTHER INVOLVEMENT IN SCHOOL LIFE:

- A great feature of Bilton Grange is that many staff are also involved in extra-curricular activities such as sport and outdoor pursuits, Brownies and Guides, Music, Drama and so on. We would be very interested to hear about any ways in which applicants feel they might contribute to our extra-curricular programme, there might be additional passions which the post holder wishes to share with the children.
- All teachers are expected to contribute to the life of the school by undertaking evening duties; there is teaching on some Saturdays (although members of staff who teach on Saturdays benefit from a half day during the week). Some members of staff also undertake boarding duties, sometimes in return for fewer day-time duties.

All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

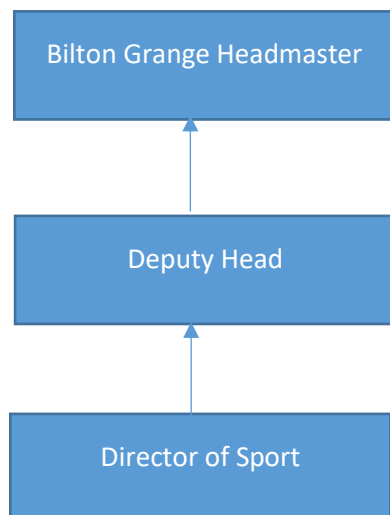
This job description is accurate at the time it was prepared and may change, in consultation with the post holder, in order to meet the needs of the School and the role as it develops, without necessarily changing the level of responsibility.



RELATIONSHIPS

Internal	All Bilton Grange staff and pupils Head of Department at other RSG Schools Head Matrons & Domestic Matrons School Nurse Administrator/Receptionist Headmaster Assistant Head Pastoral Teaching Staff/Tutors Catering staff Housekeeping Staff Maintenance Staff Head of Department at other RSG Schools
External	Parents Guardians/agencies Visiting School staff & pupils Other Prep and Senior Schools

ORGANISATIONAL CHART





PERSON SPECIFICATION

	Essential	Desirable	Method of assessment
Qualifications	<p>A graduate</p> <p>Child Protection Trained</p>	<p>A qualified teacher</p> <p>Coaching awards from NGBs</p> <p>IT Skills in Word and Excel</p> <p>First aid</p>	<p>Production of the Applicant's certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications</p>
Experience	<p>Experienced coach with the ability to teach across age ranges including KS 1,2 and 3</p> <p>To have worked in or led a Sports Department</p> <p>Playing experience in a major sport to a strong level</p>	<p>Played to regional level or equivalent</p> <p>Coached at regional level or equivalent</p> <p>Evidence of leading successful sports teams</p> <p>Collegial, fitting into, and contributing to, the Bilton Grange common room.</p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
Skills	<p>A highly organised individual with the ability to plan, problem-solve and negotiate</p> <p>Motivation</p> <p>Outstanding communication and organisation skills</p> <p>Someone who can quickly win the confidence of Bilton Grange colleagues and parents.</p>	<p>To have a proven track record in developing a strategic plan for a major sport or sports</p> <p>Management of a department</p> <p>Blue sky thinker</p> <p>Understand budgeting processes</p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>



Knowledge	<p>Knowledgeable and inspiring, with a palpable love of their subject</p> <p>Knowledge of current sporting trends</p> <p>Committed to prep school life and understanding what that entails</p>	<p>Evidence of a commitment to promoting the health, welfare and safeguarding of children</p> <p>First Aid</p> <p>Safer recruitment process</p> <p>Knowledge and leadership of how to manage a department</p> <p>Evidence of promoting, implementing and monitoring equal opportunities across all aspects of the school</p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
Personal competencies and qualities	<p>Motivation to work with children and young people</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</p> <p>Emotional resilience in working with challenging behaviours</p> <p>Positive attitude to use of authority and maintaining discipline</p> <p>To have high aspirations but to manage those with pragmatism</p> <p>Highly motivated, ambitious, upbeat,</p>	<p>Understanding of the Christian ethos of Bilton Grange, and committed to our values of inclusion, kindness and care for all</p> <p>To be a leader but also with the emotional intelligence to be a team player</p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>



	<p>energetic, enthusiastic and hard-working</p> <p>Calm under pressure with a good sense of humour</p> <p>Flexible and collaborative</p> <p>Someone who sets himself or herself very high professional and personal standards</p> <p>Motivation to work with children and young people</p>		
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