

JOB DESCRIPTION

JOB TITLE	Director of Sport
DEPARTMENT/SECTION	Physical Education
REPORTS TO	Deputy Head Co-Curricular

JOB SUMMARY:

Forest School seeks to appoint a passionate, outstanding, innovative Director of Sport who can lead and develop a large successful department with a talented team of qualified P.E. and Sport specialists. The ability to inspire and stimulate to the highest level is essential.

The Director of Sport will have responsibility for all Sport and P.E. at Forest School, ensuring a continuum of development from EYFS through to senior levels. They will also have responsibility for academic outcomes in Physical Education at GCSE and A Level. This appointment comes at a time of significant growth and success for the department with a broad sporting provision. The successful candidate will be integral to the process of shaping and delivering the vision for the future of sport at Forest School.

KEY DUTIES AND RESPONSIBILITIES:

Leadership

- Develop and implement strategic and operational plans with the aim of delivering excellence across all the School's sports and increasing participation across the School community.
- Provide inspirational and dynamic leadership to staff and pupils alike.
- Lead the strategic development of the department and implement academic reform where necessary.
- Responsibility for developing an exciting and innovative P.E. curriculum, working with the Assistant Director of Sport on curricular development, to ensure the highest academic outcomes for pupils.
- Oversee the sports programme provision and contribute fully to the after-school programme of activity.
- Develop close liaison with feeder schools and facilitate transfer of talented young sportspeople to Forest School.
- Develop a collegiate atmosphere that motivates and encourages the involvement of staff (both specialist and non-specialist) to contribute to the Games and Activities programme.

Management

- Oversee the staffing of the Elite Player Programme, to ensure the programme continues to develop for the extension of our highest performing athletes.
- Have overall responsibility and strategic overview of the Sports and P.E. Budgets, overseeing the management of the various individual sports budgets including equipment, transport, catering and external coaches.
- Liaise with the Co-Curriculum Office regarding the effective use of School facilities.

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- Liaise with the Sylvestrian Leisure Centre Manager and Grounds Staff to ensure all sports fields and outdoor areas are appropriately prepared and managed.
- Ensure that the School is compliant in matters related to sports teaching and coaching. Review policies and risk assessments on a regular basis.
- Ensure that all Sports equipment is organised, stored and maintained appropriately and treated with due care by all users.
- Organise regular Sports Celebrations, liaising with the team coaches concerning the awards given.
- Organise the Sports Scholarships process working closely with the Admissions Office.
- In liaison with the External Relations Office, co-ordinate publicity for all aspects of sport at Forest School.

Department staffing

- Line manage the Assistant Director of Sport and Head of Games ensuring that both strands of the provision are ambitious and promote pupil development
- Line manage the members of the P.E. Department, Sports Administrator and Heads of individual sports
- Monitor and develop the standard of teaching and learning within the P.E. department, creating and fostering an environment of reflective practice and development
- Promote the professional development and appraisal of staff to create a motivated and empowered team
- Make appropriate arrangements for classes when staff are absent
- Lead on staffing and recruitment of the department in conjunction with the Deputy Head Co-Curricular
- Oversee, in liaison with the Deputy Head Co-Curricular, the employment, management and payment of part time coaches
- Lead and develop clear departmental communication to keep all stakeholders informed and celebrate the success of individuals and teams.
- Hold regular department meetings to ensure effective departmental communication and sharing of best practice
- Produce and maintain a Departmental Handbook to include policies and procedures, providing training to staff as necessary to ensure all policies are adhered to

Games and Fixtures

- Lead the department to ensure a broad, ambitious and inclusive programme of Games is provided for each age group which covers the needs of all pupils
- Ensure that each sport has a full fixture list including weekends, playing both other independent schools and local maintained schools to ensure the highest possible calibre of fixtures at appropriate levels
- Oversee the organisation of a whole school programme of regular tours for teams in all sports with a regard for gender balance, age and experience to ensure inclusivity with clear criteria for attendance. All trips to be considered in terms of cost and sustainability in line with the Trips Policy
- Ensure that an accurate fixture list for each sport is produced by the deadline for each term's School Calendar
- Ensure fixtures, pre-seasons, tours and other activities avoid clashes with other events by liaising with other departments
- Organise House sporting competitions each term and the annual Sports Days in conjunction with the Head of Games
- Have due regard to the School's procedure for rewarding pupils and encourage all staff to recognise and reward sporting success
- Encourage pupils to trial for representative honours at county, regional or national levels where appropriate
- Encourage pupil involvement with local sports clubs
- Liaise closely with the Medical Centre in all matters relating to injuries

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Other duties

- Leading by example by teaching excellent lessons at GCSE and A-level. as required as well as leading Games and Activities sessions as appropriate
- Convene and chair the Sports Committee
- Attend regular internal meetings including Co-Curriculum, Calendar Scrutiny, Colours Committees, Head of Department and staff meetings.
- Attend meetings and conferences of professional bodies etc
- Meet each timetable cycle with the Deputy Head Co-Curricular
- Ensure that the Governing Council receives necessary information on all the school's sporting activities
- Other duties as may deemed appropriate by the Deputy Head Co-Curricular or the Warden

TEACHER - GENERIC DUTIES AND RESPONSIBILITIES

Below sets out the generic main duties and responsibilities of any teacher at Forest School. Those holding positions of responsibility have specific job descriptions in addition to the duties described below. Above all, Forest School teachers are professionals who carry out their duties responsibly and with regard for the best interests of their pupils and the School.

Teaching and Learning

- Plan, prepare and deliver purposeful and productive lessons to assigned classes.
- Be prepared to innovate and devise imaginatively varied ways of teaching their subjects to inspire pupils.
- Encourage pupils and show enthusiasm for their subject in the classroom.
- Mark work according to departmental and School marking policies, giving appropriate feedback and maintaining records of pupil's progress in their subject.
- Demonstrate an awareness of Assessment for Learning strategies and personalise the learning of all pupils, as appropriate.
- Select and use a range of different learning resources and teaching styles, appropriate to subject and topic.
- Participate in mutual lesson observations both within and beyond their department as a part of sharing best practice.
- Use teaching strategies that allow for the full range of ability and learning styles in each class, particularly taking into account the learning needs of LDD pupils.
- Research new topic areas and maintain up-to-date subject knowledge.
- Undertake report writing and the award of internal grades as required.

Department

- Carry out any reasonable subject-related duties assigned to them by the Head of Department.
- Attend department meetings and moderation meetings as requested by the Head of Department.
- Contribute to the Department's devising and writing of new subject materials when required.
- Be familiar with the contents of their Department Handbook and endeavour to follow closely the guidance and Schemes of Work provided in this document.

Co-Curricular

- Contribute imaginatively to the co-curricular, extra-curricular and sporting programmes of the School as required by the Head of Department, Deputy Warden or the Heads of Section and Preparatory Schools, and be prepared to run or assist with activities beyond lesson times and on Saturdays when required.
- Take part in the outdoor programme of the School in activities ranging from Games to the Duke of Edinburgh's Award and the Combined Cadet Force.

Pastoral

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- Be familiar with the School's health and safety guidance and be responsible for personal health and safety and that of the pupils.
- If full-time, be prepared to undertake the pastoral role of a form tutor.
- Manage pupil behaviour in the classroom, establish an orderly working environment and ensure the safety and good conduct of the pupils, following the guidance in the Behaviour Policy (and the Disciplinary Framework) and to enforce the pupils' Code of Conduct and Dress Code.
- If present in School, attend assemblies and Chapel, supervising the pupils, unless permission has been granted by the Deputy Head Staffing and Operations that they be excused.

Other Professional Duties

- Support and foster the aims of the School.
- Be familiar with the contents of the Staff Handbook, the School's aims and policies and endeavour to follow these closely.
- Carry out such duties, including cover for absent colleagues and examination invigilation, as are allocated to them by their Head of Department or Senior Teachers, punctually and efficiently.
- Attend staff meetings, parents' evenings, Commemoration Day, Inset sessions and similar important functions both in and out of normal School hours, and participate in the main Saturday Open Day for prospective parents and pupils.
- Notify the Head of Department and the Deputy Head Staffing and Operations as early as possible if absent from School and set rigorous, appropriate work.
- Attend relevant in-service training each year, after obtaining the consent of their Head of Department and the Deputy Head Staffing and Operations.
- Take part in the School's performance management scheme and appraisal

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SAFEGUARDING:

The postholder will be required to;

- Submit an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young person's they are responsible for, or come into contact with.

FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations

Please note:

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested the line manager or Head of Department/Section.

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