



JOB DESCRIPTION

Head of Boys' Games & PE

Promote and exemplify the School Mission:

'To prepare each child for life and inspire a love of learning.'

Promote the School Values:

- Respect, Kindness, Courage, Honesty, Resilience
- A warm family atmosphere
- The pursuit of excellence
- A generosity of heart
- A robust vitality

1. Purpose of the job

- Provide effective and energetic leadership of Boys' Games and PE.
- Deliver outstanding Games and PE lessons which ensure high levels of enjoyment, participation and skill development, promoting excellence and upholding the School's Values and Mission.
- Organise and administer a full and competitive fixture programme and participation in tournaments and county and national competitions.
- Teach complementary subjects, as required.
- Involvement in co-curricular activities, according to strengths.

2. Relationships (including accountability)

- The post holder reports to the Deputy Head (Extra Curricular and Sport).
- Line management responsibility for Boys' Games Teachers, PE Teachers and Sports Coaches.
- To work closely with the Head of Girls' Games to ensure consistency in the delivery of Games.
- Liaise with the Estates, Catering, First Aid and School Office teams as necessary to ensure the efficient management of the Games programme.
- The post holder seeks to establish professional relationships with colleagues and parents/carers.
- Able to forge links with other independent and maintained schools and create local initiatives within the community.

3. Duties and Responsibilities

As Head of Boys' Games and PE:

- Proactively lead on the teaching and learning of Boys' Games and PE to deliver a curriculum that meets the needs of all children.
- Plan, structure and deliver imaginative schemes of work for Games and PE which ensures pupils make appropriate progress, and intervention strategies are in place and monitored.
- Promote high expectations in staff and pupils and encourage initiatives to extend the scope and quality of the children's education.
- Inspire, motivate and develop staff, and actively promote teamwork and collaboration. Hold regular departmental meetings and introduce new initiatives. Confidently garner the input of the Games/PE team and building upon the skill set within the department.

- Monitor the quality of teaching and learning in the Games and PE Department, including lesson observations, to ensure consistency, high standards and the sharing of good practice.
- Ensure that Staff Development needs are identified and appropriately met.
- Promote Sport through trips, visits, workshops, House competitions and other initiatives.
- To design, maintain and update Sports department pages and ensure a strong digital presence for Sport at the School.

Teaching and Learning:

- To be the lead teacher of PE and Boys' Games within the Department and inspire colleagues through the delivery of outstanding lessons.
- To officiate matches at all levels.
- Teach other areas of the curriculum depending on experience (i.e. swimming).
- To encourage pupils to develop a sense of team spirit with emphasis on cooperation and commitment to teams, one another and the School.
- Demonstrating the highest standards of planning, assessment and tracking of pupil performance.
- To participate in relevant matches, tournaments, tours and events, and accompany pupils to away matches outside of normal School hours, including at weekends as required.
- 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.

General:

- Attending meetings and undertaking duties as reasonably requested by the Deputy Head.
- Responsible for ensuring that all Games and PE equipment is maintained and in good order and ordering of new equipment, as required, operating within Departmental budgets.
- Coordinate and oversee the termly team photos for the pupils.
- Co-curricular involvement and initiatives according to particular strengths.
- Reappraising performance, participating in training and being aware of best practice and legislation.
- Engaging actively in the performance review process, and training and development opportunities available.
- Advise and contribute to departmental policies and monitor the application by team members.
- Advise and contribute to all relevant risk assessments.
- To be aware of and adhere to all School policies, procedures and risk assessments, including safeguarding, child protection and health & safety.

4. 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.



PERSON SPECIFICATION

Head of Boys' Games & PE

	Essential Criteria	Desirable Criteria
Qualifications & Training	<ul style="list-style-type: none"> • Qualified Teacher Status (or equivalent) • Evidence of continuing and relevant professional development 	<ul style="list-style-type: none"> • Specialist qualifications for teaching the main sports offered
Experience	<ul style="list-style-type: none"> • Responsibility for managing and overseeing staff • Proven record of effective teaching of Games and PE up to KS2 • Proven record of effective coaching of the main sports offered • Participation in and contribution to and co-curricular activities 	<ul style="list-style-type: none"> • Playing sport at club level • Successful coaching at Level 2 or above • Experience of teaching swimming
Knowledge & Understanding	<ul style="list-style-type: none"> • Excellent knowledge of the main team sports of football, rugby, cricket and hockey • Evidence of a commitment to high quality teaching and getting the best outcome for every pupil • Understanding strategies for inclusion • Good understanding of effective methods of promoting positive behaviour • Commitment to support/promote the School's '<i>Sport for All</i>' ethos • Knowledge and understanding of and a commitment to safeguarding, equal opportunities and H&S 	<ul style="list-style-type: none"> • Evidence of up to date game play and knowledge of strategies and rules • An understanding of the independent school sector • Knowledge of school systems for tracking and assessment
Skills & Abilities	<ul style="list-style-type: none"> • Excellent communication skills both orally and in writing • Commitment to raising standards of achievement of all pupils • Effective behaviour management • Ability to manage, motivate and lead a team • Ability to plan, monitor & review, and meet deadlines • Good IT skills 	<ul style="list-style-type: none"> • Co-curricular contribution • Ability to teach in other areas of the curriculum • Strong administrative and organisational abilities • Familiarity with iSAMS • Inquisitive, collaborative and thorough