



WELLINGTON  
COLLEGE

**Job Description**

<b>Job Title:</b>	Director of Sport Performance and Participation	<b>Date:</b>	From September 2020
<b>Reports To:</b>	Deputy Head Co-Curricular	<b>Responsible For:</b>	Assistant Director of Sport, Heads of Sport, Head coaches
<b>Department:</b>	Sport		

**Purpose of the Position:**

To be the strategic lead for the College's sports programme

**Department Information:**

At Wellington our vision for our sports programme is that all pupils should have the opportunity to participate in a sports programme appropriate to their ambitions and aspirations. We want pupils to participate in sport for life, in addition to being challenged and supported where appropriate to perform to their highest capacity possible. We aim to work with each and every pupil in such a way which enables them to become the best version of themselves which they can be. We believe sport has the capacity to support the development of life skills, and thus supports the college's aims of developing a holistic model of education.

This vision should be underpinned by pupils and staff behaving in line with the College's core values: Courage, Integrity, Respect, Kindness and Responsibility.

Overall, we want Wellington College to be universally recognised as the leading co-educational boarding and day school for sport in the UK and one of the best in the world.

At Wellington our aim is to provide a sports programme that is based on enjoyment, learning, participation and performance. We believe in the development of the whole child, the fostering of an 'active life' philosophy and the promotion of a lifetime investment in sport and physical activity.

Our sports programme should make a substantial positive contribution to the following areas of pupils' lives:

- physical health, literacy and wellbeing
- Individual development and performance capacity
- mental qualities
- lifetime investment in physical activity
- develop social/community leadership and employability skills
- provide a safe yet challenging environment for growth in confidence and self-esteem
- academic standards
- life skills such as resilience, communication and teamwork
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Throughout all sports our aim is to educate students through enjoyable, progressive, stimulating experiences, in both competitive and collaborative settings, enabling students to learn resilience, respect for others and the value of team and hard work.

Wellington continues to be a school that understands the value of sport and provides a wealth of opportunities for all to excel at all levels which in turn can transform the life chances of young people in their personal, social, academic and working environments.



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With 16 rugby and football pitches; 2 indoor tennis and netball courts; 4 indoor cricket lanes; 2 floodlit AstroTurf pitches; a modern, well-equipped Sports Hall, including the new RDC which has 4 purpose built cricket lanes and 2 Tennis/Netball courts; indoor and outdoor swimming pools; 22 hard tennis courts; 9 cricket pitches; 2 lacrosse pitches; 8 netball courts; a gym; a dance studio; basketball/volleyball courts; a newly refurbished rackets court; squash and badminton courts; a brand-new Real Tennis court; a climbing wall; a shooting range and a nationally acclaimed nine-hole golf course all within our 400-acre campus, provision for sport at Wellington is truly second to none.

**Main Tasks and Responsibilities:**

**General**

- Ensure the College delivers an outstanding sports programme to all pupils throughout their journey with the College, balancing the dual aims of mass participation and elite development
- Ensure that a coaching philosophy centred around the development of transferable life skills is embedded throughout the sports programme
- Oversee an effective Sports Scholarship Programme, ensuring that the provision of programmes caters effectively to our elite performers, focusing on mental skills training, nutrition, recovery, and strength and conditioning
- Enhance the national and international reputation of Wellington College's sport programme
- Establish the College as a market leader in both Girls' and Boys' Sport
- Teach academic lessons ( reduced timetable )

**Staffing**

- Foster a collaborative, collegial and supportive team environment, setting high expectations of coaching standards across all teams
- Line manage the Heads of Sport, Head Coaches, the Assistant Head of Sport, and Sport administrators
- Liaise with the Deputy Head Co-curricular to determine staffing allocation across sports
- Responsible for the appointment and monitoring of professional coaching staff
- Organise and lead where appropriate professional development to enhance coaching standards at Wellington
- Oversee coach education, ensuring that the Head Coaches are fully supporting staff and conducting regular drop-in sessions to enhance coach and pupil development

**Administration**

- Oversee the co-ordination of fixtures and calendared sporting events
- Ensure vibrant and well-balanced fixture lists for each sport, providing an outstanding level of competition for all pupils across all sports
- Organisation of travel and catering arrangements throughout the sporting year
- Management and control of sporting budgets
- Ensure the College provides appropriate medical cover in line with best practice



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- Oversee the provision of inter-house sports competitions
- Provide weekly sports reports for College assemblies
- Chair twice termly Heads of Sport Meetings and meet regularly with Heads of Performance
- Ensure that all risk assessments are completed, updated and in line with best practice
- Update and monitor the representation of sport on the College's websites and in publications

**Liaison**

- Provide regular communication to parents, including the organisation of parental masterclasses, to promote the College's philosophy within the sports programme
- Work closely with sports' governing bodies to ensure our pupils are appropriately managed and nurtured
- Encourage Preparatory School links with Wellington through tournaments, festivals, coaching courses and seminars
- Develop relationships with Directors of Sport at Preparatory Schools
- Work closely with admissions to ensure that the sports scholarship programme is effectively marketed and that Inspire Days are well-planned and engaging
- Work with kit suppliers and the College shop to ensure that Wellington looks smart and in keeping with the College's brand
- Work with College support staff to ensure the highest standards of facilities
- Liaise with the Head of Grounds to ensure that risk assessments are completed and Health and Safety standards are monitored and maintained
- Work with the Wellington College Sports Club to provide the best sporting service to pupils and the local community

**Person Specification**

**Essential Experience / Qualifications Required:**

- Previous experience of leading a sports programme within a performance, participation or school setting.
- Level 3 coaching qualification
- Degree in an academic subject
- Teaching experience

**Desirable Experience / Qualifications Required:**

- Level 4 coaching qualification



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- Understanding of the support structures required within a performance and participation sports programme.

**Skills and Personal Qualities:**

- Have excellent communication skills to enable effective dialogue with pupils, parents, staff and visitors
- High level of accuracy, attention to detail and the capacity to problem solve, see the bigger picture and bring new ideas to fruition.
- Have a sharp and progressive vision of the sport and of coaching in a successful and dynamic school
- Highly self-motivated and able to work alone without direction.
- Adaptable and flexible with working patterns when required.
- Enthusiastic, with an eagerness to learn new skills and a commitment to personal continuous professional development
- Dedicated team-player, who strives for excellence and leads by example
- Ability to develop the leadership capabilities of others
- Tactful and discreet, whilst mindful of observing Safeguarding and professional standards
- Displays a smart and professional appearance, representing the College in a positive manner
- Committed to contributing towards the College community
- Be able to demonstrate a positive and authoritative rapport with Senior and Junior pupils
- Be organised and self-motivated, with a proven record for meeting targets and deadlines
- Able to perform well and remain professional whilst under pressure

**Essential Values, Behaviours and Attitudes:**

All employees are expected to actively promote and demonstrate the five core values of the College:

- Kindness
- Integrity
- Respect
- Responsibility
- Courage

In addition, the College expects all staff to show ambition and display curiosity both personally and professionally.

The College reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the College business.

In exceptional circumstances, the Post holder will be required to undertake other duties and responsibilities of a similar post in order to support workload peaks, skill shortages, to ensure priorities are met. This will be sensitive to available resources and individual skills and will be generally in the same area.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All employees are required to ensure that all duties and responsibilities are discharged in accordance with the College Statement of General Policy. They should take reasonable care for their own Health and Safety and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by the College, including personal protective equipment in accordance with training and instruction.