

JOB DESCRIPTION - Director of Sport and Physical Education

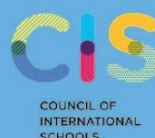
NLCS Jeju believes that each employee makes a significant contribution to our success and that contributions should not be limited by the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee, nor NLCS Jeju, to only the work identified. It is the expectation of the school that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organisation.

Our School is committed to safeguarding and promoting the welfare of children and young people. The School expects all teaching staff, non-teaching staff and volunteers to share and uphold this commitment.

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| Position/Job Title | Director of Sport and Physical Education |
| Classification | Whole School |
| Reporting to | Vice Principal ((Staff and School Organisation) and DSL) |
| Duties and Responsibilities | <p>Curriculum, Teaching and Learning</p> <ul style="list-style-type: none"> • Oversight of provision within both the Junior and Senior School PE curriculums, including teaching and learning, specifications and teaching programmes • Oversight of the assessment and examination policies • Leadership and development of co-curricular provision in all of the School's major and minor sporting programmes • Oversee, manage and evaluate all teaching staff within the department, ensuring that they consistently maintain high levels of professionalism • Assist with the recruitment, assessment and appointment of personnel • Liaise with the Academic Leadership Team to guide the creation and implementation of effective professional development opportunities • Actively engage in the department review process, to confidently review the quality of teaching and learning and identify strategic goals that will facilitate the creation of exceptional learning experiences for students • Act upon the findings from the department review process to maintain the highest quality of teaching and learning across the department • To engage colleagues to discuss and evaluate their teaching and the impact that it has on student learning and progress • To involve all colleagues in departmental development planning • Encourage regular shared best practice via department meetings, work scrutiny and observations |

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- Discuss and employ strategies to engage all students in all classes across the department
- Ensure that all students are taught according to the agreed specifications and prepared accordingly for the relevant external examinations at IBDP level
- Maintain a good working knowledge of performance data mechanisms in order to carry out effective pupil tracking and retrospective analysis of examination performance and performance in other key indicators
- Encourage and model excellence 'beyond the classroom' for colleagues and pupils
- Work with the Junior and Senior school PE leads to ensure appropriate vertical articulation of academic provision
- Ensure that data is used effectively as a useful measure of progress as well as to inform teaching and learning
- To have particular responsibility for the appraisal, professional welfare and training and development of members of the department, especially new teachers or teachers new to the department
- To ensure members of the department adhere to the criteria as set out in the department handbook with particular regard to the setting and marking of work and reporting procedures
- To bring to the attention of the Vice Principal (Staff and School Organisation) any difficulties which arise within the department
- To hold regular meetings to discuss department matters and to ensure that the department takes a collegiate approach and works effectively as a team. Minutes of these meetings to be sent to the Vice Principal (Staff and School Organisation) and the Principal.
- To prepare and regularly review unit plans, schemes of work, curriculum overviews and other documentation related to the curriculum.
- To ensure that all members of the department use resources to support teaching and learning (including the use of ICT) effectively
- Appraise each colleague annually in keeping with the school's appraisal policy

Facilities and Equipment Management

- To liaise with the Bursar, Operations and Facilities staff to ensure the pool, pitches, courts, tracks etc are maintained properly and marked correctly
- To work with the Assistant Vice Principal (Beyond the Curriculum) ensure all relevant risk assessments are in place for all facilities and activities.
- To be responsible for Health and Safety / risk assessments within the department and its facilities, and to oversee the safety of all students when being taught and to make students themselves aware of safety

- To directly line-manage the Lifeguard team and ensure high standards are maintained in and around the swimming pool area.
- To ensure all PE and Sports staff have the relevant and up to date qualifications in water safety, swimming instruction and first aid, in addition to other qualifications relevant to what is being taught.
- To monitor and manage equipment and resources for the department, including managing annual budgets in association with the Vice Principal Staff and School Organisation
- Liaise directly and coordinate the design, ordering and sale of sports kit and swimming kit with the contractual suppliers.
- Liaise with external sporting providers to ensure organisation and coaching of our students is of the highest standard.

Co-Curricular Sport

- To work closely with the Assistant Vice Principal (Beyond the Curriculum) to facilitate an inclusive and comprehensive after school sports programme for all.
- To organise and manage a comprehensive list of competitive fixtures each term.
- To strike a balance between competitive, representative sport via local Jeju or GEC fixtures, KISAC, FOBISIA and NLCS International competitions amongst others, as well as inclusive recreational sport for all.
- To liaise with the Assistant Vice Principal (Beyond the Curriculum) to ensure that the curriculum and co-curricular programme effectively align to provide optimal enrichment for all students
- To build positive working relationships with external sports providers to enhance the quality of coaching and number of opportunities available to students.
- To oversee arrangements for all departmental events and plan these appropriately with the school calendar.
- To liaise and support the House sport competitions across each term.
- To encourage links between local clubs and the school, especially in sports not offered in the school
- Work with the sports ambassador on the School's 'Big 8' to oversee student sports leadership and to harness student enthusiasm to promote sport and physical health and fitness across the community.
- To communicate achievement and results in assemblies, newsletters and on social media.
- Encourage the use of display in all sports areas and adjoining areas by using student work and achievement, and maintaining a sense of order, consistency and tidiness

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| | <p>Safeguarding Competencies</p> <ul style="list-style-type: none"> ● Place the child at the centre of all you do ● Recognise possible signs and indicators of abuse and neglect ● Respond and communicate effectively and appropriately with children ● Know how to receive a disclosure from a child; listen, believe, support and report ● Understand the context of safeguarding at NLCS Jeju and what might make some children more vulnerable ● Understand the School Safeguarding Policy, Code of Professional Conduct for Staff and other related policies ● Share important information promptly, safely and with the correct people ● Include safeguarding as a standing item at all regular meetings and staff briefings ● Be aware of particular safeguarding risks and mitigation strategies within your area of responsibility ● Promote awareness of safeguarding children and child-focused professional conduct <ul style="list-style-type: none"> ● within your area of responsibility ● Include safeguarding within any quality assurance or performance review function or process (e.g. lesson observations and/or appraisals) ● An understanding of child and adolescent development appropriate to your role to help identify changes in behaviour or progress, which may indicate abuse or neglect ● Understand and ensure that safer recruitment practices are followed at all times ● Ensure that all Sports and PE faculty and support staff have appropriate knowledge and skills in relation to safeguarding and child protection according to their role |
| <p>Last JD Review</p> | <p>February 2025</p> |

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