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| **JOB TITLE:** | **ASSISTANT DIRECTOR OF SPORT** | | |
| **DEPARTMENT:** | **SPORT** | **SCHOOL:** | **WHOLE COLLEGE** |
| **REPORTS TO:** | **DIRECTOR OF SPORT** | | |

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| **PRINCIPAL PURPOSE:** |
| Reporting to the Director of Sport, the Assistant Director of Sport will play a leading role in the development of all areas of Wycliffe Sport: strategy, ethos, coaching, operations, fixtures, facilities, etc.  **N.B.** This role covers both Prep and Senior Schools |
| **KEY TASKS:** |
| * Engage all pupils appropriately in Sport and/or other recreational activities, taking care to balance focus between ‘performance’ against ‘participation’ of as many pupils as possible. * Try to ensure that every pupil (regardless of ability) develops his or her personal physical capabilities and fitness and a lifelong enthusiasm for sporting activity. * Ensure that we bring to life a suitable ethos for the College in terms of how pupils, staff and – where possible – parents approach Wycliffe Sport (e.g., appearance; conduct; team selection; response to ‘triumph’ and/or ‘disaster’). * Enhance Wycliffe’s local, regional and national reputation for Sport (e.g., through links with the surrounding community, external sporting bodies and/or local schools (both Primary and Secondary)). * Teach/coach personally as required by the College and/or according to personal strengths/capabilities. ***You are likely to be able to play a leading role in the coaching of at least one (and ideally more) of our main team games: i.e., for Girls, Hockey, Netball, Tennis or Cricket and for Boys, Rugby, Football or Cricket.*** * Manage carefully and rigorously the relevant planning and administration processes that sit behind schedules of fixtures, transport for away matches, staff resourcing team-by-team etc. etc.. * Support the Director of Sport with regard to the management and co-ordination of all staffing and management of Sport. ***This will include developing effective and productive relationships with the Heads of Boys’ and Girls’ Games in both Senior and Prep Schools.*** * Work closely and appropriately with the College’s HR function to ensure all relevant policies and regulations are complied with. * Ensure appropriate training and development (external and internal) is provided to all who are teaching and coaching Sport. * Liaise positively with the Head of Grounds and Gardens (and the Estates Bursar) to improve the facilities and the premises in place for Sport. * Undertake any other key tasks which the Head may reasonably assign. |
| **OTHER TASKS:** |
| * Understand and comply with the College’s Safeguarding policy and comply with its requirements to safeguard and protect the welfare of children. * Understand and comply with the College’s Health and Safety Policy statement. * Understand and comply with the College’s GDPR and Data Protection Policy. * Work with administrative staff to provide information requested by them for the efficient management of Wycliffe’s financial and other administrative purposes to support the effective pursuit of Wycliffe’s educational and pastoral goals. * Undertake any other key tasks which the Head of the College and/or the Chair of the Council of Trustees may reasonably assign. |

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The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate:

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|  | **REQUIREMENT:**  **E** - Essential  **D** – Desirable | **MEASURED BY:**  **A** – Application Form/References  **B** – Lesson Observation  **C** – Interview |
| **KNOWLEDGE AND EXPERIENCE:** |  |  |
| * Experience of management within a sport-related environment. | D | A,C |
| * A demonstrable track record of implementing ‘change programmes’ or ‘improvement programmes’. | D | A,C |
| * Experience of coaching and/or teaching children | D | A,B,C |
| * An extensive knowledge of the Sport and Leisure industry. | D | A,C |
| * Experience of working with National Governing Bodies of Sport and/or similar organisations. | D | A,C |
| **SKILLS (THE ABILITY TO):** |  |  |
| * Excellent attention to detail and administrative standards; an eye for detail. | D | A,C |
| * High level communication skills. | E | A,B,C |
| * An ability to take direction as well as to direct. | E | A,C |
| * An exceptional commitment to the development of Sport. | E | A,C |
| **QUALIFICATIONS:** |  |  |
| * High level First Aid qualifications | D | A |
| * Honours degree in a relevant discipline | D | A |
| * Appropriate coaching qualifications (e.g., Level 3 or higher) in at least one of our main sports. | D | A |

**ISSUED: JANUARY 2020**