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# Job Description

## Head of Sport

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*Sherborne Preparatory School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.*

Sherborne Prep School is a leading independent Prep School set within 16 acres in the town of Sherborne, Dorset and known for believing in children being children, encouraging inquisitiveness and curiosity and living the school values.

<b>Job Title:</b>	<b>HEAD OF SPORT</b>
<b>Location:</b>	Sherborne Prep School
<b>Line Manager:</b>	Director of Sport, Sherborne School
<b>Salary:</b>	<b>Up to £36,575.00 per annum</b> , depending on experience, plus £1,552.50 per annum allowance as Head of Sport. Salaries are payable in arrears on the last banking day of the month directly into nominated bank account.
<b>Hours of work:</b>	<p>42.5 hours per week. during term. This is likely to equate to longer days during particular sporting seasons and lighter weeks out of season. Due to the nature of the role the postholder will be required to work flexibility outside the normal school routine and outside of term time/into school holidays, as reasonably directed by the Director of Sport.</p> <p>A degree of flexibility in hours will be required on occasion for large sporting events and to take account of the requirements of the School.</p>
<b>Holidays:</b>	The Head of Sport is entitled to take holiday during the usual Sherborne Prep School holiday periods; holiday cannot be taken during Sherborne Prep School term time. In addition, the Head of Sport may be required by the Director of Sport or Head, upon reasonable notice, to work for varying short periods after the end and before the beginning of any term.
<b>Medical Fitness:</b>	Any offer of appointment will be conditional upon the provision of a self-declaration of physical and mental fitness to carry out the responsibilities of the role.

## **References/Police**

### **Check:**

As Sherborne Preparatory School is registered to ask 'exempted questions' under the Rehabilitation of Offenders Act 1974, successful applicants will be subject to receipt of a satisfactory criminal record check from the Disclosure and Barring Service (a "Disclosure") before the appointment is confirmed. This will include details of cautions, reprimands or final warnings. This post is also subject to receipt of two satisfactory written references, one of which must be your last employer.

### **Post-holder's**

### **Responsibility:**

You share with all School staff the responsibility to promote and safeguard the welfare of children and young people for whom you are responsible, or with whom you come into contact. In doing so, you are expected at all times to adhere to and ensure compliance with the School's Safeguarding Policy. If you become aware of any actual or potential risks to the safety or welfare of children in the School, you must report any concerns to the School's Designated Safeguarding Lead (Child Protection Officer).

## **General Responsibility and Duties**

- Assist the Director of Sport with the strategic vision for sport that challenges each pupil to achieve their best, and develop engagement and fulfilment.
- To promote a culture within the department and wider school that encourages positive attitudes towards sport, physical fitness, self-image and a healthy and active lifestyle.
- To improve the overall profile of sport within school and the wider community.
- To liaise and collaborate with the Deputy Head Co-Curricular, and Sherborne School Director of Sport and Deputy Head (Co-Curricular)
- To line manage Sherborne Prep staff involved in sports coaching (in respect of their coaching activities) and develop their expertise, knowledge and skills in providing high quality coaching, teaching and learning.
- To oversee and facilitate a full programme of extra-curricular sport clubs in conjunction with the Deputy Head Co-Curricular.
- To plan and organise a full programme of fixtures and tournaments with the assistance of the Sports Administrator.
- To support the Senior Leadership Team in recruiting, developing, appraising and retaining high quality staff through effective CPD and INSET programmes.
- Advise parents on their children's suitability for possible Sports Scholarships to senior schools, and support such applications with written references as required.
- Co-ordinate the annual school Sports Day and House sports events.
- Oversee sports kit provision in liaison with the School Shop Manager.
- Co-ordination of facility bookings for Group and Sherborne Girls School, with assistance from the Sports Administrator.
- Production of the Sport for the Week document for staff.

## **Curriculum**

- Oversee the policy, action plan and scheme of work for PE and Games, updating as and when necessary.
- Ensure appropriate resources for PE and Games across the school, including booking external facilities as necessary.
- Keep up to date with new curriculum requirements and ensure that the subject policy and scheme of work are in line with cutting edge practice in Physical Education and Games within the independent sector.
- Keep up to date with opportunities made available by local and national bodies such as IAPS, ensuring the school participates and benefits from them.
- Write, instigate and evaluate the Sports Department Development Plan and Handbook which underpins the aims of the School Development Plan, incorporates changes in the curriculum, improves areas of weakness and sustains areas of strength within the subject.
- Oversee appropriate mechanisms for planning, assessment, recording and reporting of PE and Games.

## **Professional Development**

- Ensure individual and department professional development in PE, Games, specific sports and teaching and coaching.
- Be aware of INSET requirements and attend in-house training as appropriate, leading such activities when necessary.
- Give guidance, support and advice to individual colleagues in order to improve their team support, coaching and teaching.

## **Teaching and Learning**

- Deliver coaching as required.
- Ensure there is continuity and progression in the teaching and learning of swimming, PE and Games.
- Monitor the quality of Sport alongside the Director of Sport using a variety of approaches, including reviewing planning, monitoring pupils' development and observing lessons.
- Use the findings of monitoring to evaluate teaching and learning, and to disseminate good practice.
- Write reports as required.
- Maintain an updated audit of resources and oversee the distribution, storage and replacement of items as necessary and within agreed budget parameters.
- Oversight of pupil tracking in sport.
- Ensure the PE, Games and Swimming staff provide supervision of children at all times when in sport sessions, including when they are changing in to, and out of, kit and uniform.
- Liaise with class teachers and coaches to ensure awareness of individual children's pastoral needs.
- Provide a role model for the development of children's social behaviour and attitudes in Sport, ensuring no prejudice in any form (including gender stereotyping) is evident.

- Provide a safe, secure and well-organised environment that encourages the development of children as independent learners and considerate members of the school community.
- Implement school policies and guidelines for pastoral care, such as (but not limited to) the safeguarding and anti-bullying policies.
- Recognise and respond effectively to equality issues as they arise and challenge stereotyped views.
- Build and maintain positive relationships with parents.

### **Other Duties**

- Ensure awareness of sport events to staff, children and parents.
- Enable/accompany pupils to attend relevant wider sporting events and tournaments.
- Abide by all health and safety procedures and report any concerns regarding health and safety immediately to the relevant staff member.
- Have a good working knowledge of whole school policies and aims.
- Comply with procedures relating to confidentiality and data protection.
- Promote the ethos, good name and reputation of the school at all times.
- Any other reasonable task as requested by the Director of Sport and Head.
- Provide regular updates and information to the Marketing Department as required.

### **Person Specification**

We are looking to appoint a person who in interview and by virtue of their qualifications and experience best demonstrates that he/she has:

- The ability to inspire pupils, parents and staff and support them to reach the highest possible standards in Sport.
- A dynamic person with vision, gravitas, warmth and humour who leads by example.
- A systematic thinker with exceptional 'people' skills.
- A persuasive communicator able to engage positively and convincingly with a wide range of audiences whether orally or in writing.
- Creative and imaginative with a commitment to holistic education.
- The ability to fulfil the responsibilities of the post with energy, enthusiasm and excellence.
- Possess a high level of organisational, administrative and ICT skills.

### **Skills, Qualifications and Experience**

- Relevant experience and/or coaching qualifications.
- An experienced, inspiring and effective sports coach with evidence of first-class teaching skills.
- The ability to set high expectations and a commitment to raising standards of all pupils' Achievements.
- A highly skilled communicator who has energy, empathy, warmth and good humour.
- Someone highly motivated to inspire children and deliver an exceptional learning experience.

## **Terms and Conditions**

### ***Non-Smoking Policy:***

It is the policy of the Sherborne School Group (encompassing Sherborne School, Sherborne International, Sherborne Preparatory School, Sherborne School Leisure and Sherborne School Trading) that all our workplaces are smoke free, and all employees have a right to work in a smoke free environment. Smoking is prohibited in all areas of the School, both internal and external; this includes company vehicles. This policy applies to all employees, contractors and visitors.

### ***Pension:***

The Head of Sport will be auto-enrolled into a Pension Scheme as per current legislation; further details may be obtained from the Head of Human Resources (Sherborne School Bursary).

### ***Sports Centre Membership:***

Reduced membership of the Sherborne School Sports Centre (including swimming pool, gym and classes) is available for all employees, subject to the facilities being open.

## **METHOD OF APPLICATION**

To apply, please complete the online application form via the 'Quick Apply' button and submit by the closing date.

Closing date: **9.30am on 17 April 2023**

Interviews will take place: **week commencing 24 April 2023**

***PLEASE NOTE ON YOUR APPLICATION IF YOU ARE UNAVAILABLE DURING THIS TIME.***

Start date: **September 2023**