JOB DESCRIPTION

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| *Job Title:* | Head of College Sport |
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| *Responsible to:* | Deputy Head (Academic) |
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| *Direct involvement with:* | Girls, other staff members (tutorial and non-tutorial), parents, external and peripatetic coaches, other schools for the purpose of arranging fixtures, local and national sporting clubs, organisations and other providers. |
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| *Hours:* | School hours during term-time, although the nature of the post will involve evening, weekend and school holiday for Clubs and fixtures. The post will be based at HLC, although the nature of the role will necessitate travel within the UK and overseas (for sports tours etc). |
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| *Salary:* | Dependent on experience |
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| *Job Purpose:* | As Head of Department, to oversee the management of the Sports department in College for girls aged 11-18 years as well as teaching Sport and inspiring the pupils to take part in sporting activities. HLC’s principal sports are Lacrosse, Netball and Swimming.  Heads of Department/Subject Leaders have a particular responsibility for embodying and promoting the culture of the School. They themselves are important leaders within the School and the skill and commitment they bring to their jobs are critical to the School’s success. They need to manage and lead the colleagues for whom they are responsible.Our expectations are that in all our work: “Everything we do has to be in the interests of the pupils for whom we work.” |
| *Key responsibilities:* | The Head of College Sport will have leadership and management responsibilities within three principal areas:   * Competitive sport, for teams and individuals, external and inter-house * Participation in sport and physical activities, for all pupils (11-18) * Academic Physical Education, to GCSE. |
| *Main Duties* | **Teaching and Learning**: Head of Departments will secure and sustain effective teaching, evaluate the quality of teaching and standards of pupils’ achievements and set targets for improvement. They will:   1. be an excellent teacher 2. promote the importance of improving and promoting teaching and learning to pupils, staff and parents 3. review teaching and learning for their own department through a programme of lesson observations, work scrutiny, pupil voice and learning walks and from this draw up ideas for improvement 4. implement strategy to improve teaching and learning within their department 5. ensure that pupils are assessed, supported and tracked individually and consistently; exam entries are made and other necessary administrative responsibilities fulfilled 6. oversee the setting, marking and analysing of internal examinations 7. attend meetings with the Deputy Head (Academic) and HoDs meetings, to discuss teaching and learning within their department and the wider school 8. work with their equivalent subject leader in Highfield to ensure transition from Highfeld to College is smooth 9. liaise with the Head of Inclusion and Heads of School as necessary 10. make appropriate and best use of support teachers in the classroom 11. analyse staffing requirements and departmental timetabling/rooming with the Deputy Head (Academic) 12. prepare documentation for annual review with the Principal and Deputy Head (Academic) 13. choose and implement specifications for public examination courses in discussion with the Deputy Head (Academic) and communicating this effectively to parents 14. produce stimulating displays in and around the department and ensuring a high standard of up-keep in those rooms used by the department 15. To direct and manage a programme of competition in the college’s key sports – including inter-school fixtures, inter-house competition, and incoming and outgoing sports tours – such as is appropriate to the needs and levels of the pupils; 16. To direct and manage a programme of physical education, activity and exercise which ensures that all pupils develop full physical literacy, learn the benefits of a healthy lifestyle, and are inspired and motivated to participate; 17. To support the delivery of academic Physical Education, to GCSE 18. To manage the sports scholarship programme, and to develop a positive enrichment programme for scholars which broadens their experience and knowledge of sport at all levels, and draws out their leadership potential.   **Strategic direction and development of the teaching and learning**: HoDs will help to plan a successful teaching and learning future for the school within the context of the school’s aims and policies. They will have:   * a carefully planned approach within their own department to the development of excellent teaching and learning reflected in comprehensive and up to date departmental paperwork and practice * a willingness to engage in professional development in order to become up to date in their understanding of teaching and learning   **Leading and managing staff**: HoDs will support the Deputy Head (Academic) by:   1. leading and managing their own department in an exemplary manner; including the appointment and induction of new teachers, professional support and development for colleagues, maintaining high standards in all aspects of the department; and representing the needs of the department to senior management 2. generating positive relationships with colleagues 3. ensuring that classes are left relevant and appropriate work. 4. ensuring that schemes of work, departmental handbook, departmental development plan and other departmental documentation are reflective of the aims of the school, the needs of the pupils and compliant with regulations 5. sharing Departmental preparations for important events, eg Taster Day/Open Day/Sixth Form Information Morning/Options Evenings, theatre visits etc 6. participate in the interview and examination of candidates for entry to the School 7. strategic planning, preparing their examinations entries, result analysis and departmental reviews 8. ensuring that all activities undertaken in the department conform to current Health and Safety legislation and that Risk assessments are completed and stored as required 9. overseeing and managing the work of non-teaching members of the department, such as technicians and assistants   **Efficient and effective deployment of staff and resources**: HoDs identify appropriate resources for the subject and ensure that they are used efficiently, effectively and safely. This is done through:   1. weekly departmental meetings, minutes of which should be kept and circulated to the Deputy Head (Academic) and Principal 2. supportive and thorough performance management 3. an ability to find resolution for interpersonal difficulties 4. the encouragement of a positive learning environment 5. the development of learning opportunities outside the classroom via trips, activities etc 6. The management of their own budget, understanding the need for co-operation with other departments where appropriate   **Pastoral Responsibilities:**   1. to carry out pastoral duties in accordance with the school’s pastoral policies to ensure the safety and wellbeing of all our pupils 2. to ensure that each pupil is given the individual attention she requires 3. act as a Form Tutor 4. attend relevant Parents’ Meetings 5. award rewards and misdemeanours in line with the School policy 6. ensuring that expectations of dress, behaviour and work ethic are closely monitored and clearly communicated to all pupils 7. be fully aware of best practice relating to Safe Recruitment and Child Protection. Every teacher should be aware of how to contact the Child Protection Officer and should not hesitate in contacting the CPO about any concerns relating to a child’s welfare   **General Responsibilities:**   1. to participate in appropriate meetings with colleagues and parents to facilitate the above 2. to undertake a share of general supervisory duties in accordance with the school’s organisation of duty rotas 3. to contribute to the school’s extra-curricular programme 4. be aware of requirements for ISI inspections and contribution to updating of policies, documents, lesson plans as requested 5. to undertake a number of duties, from time to time, for the better running of the School as directed by the Principal. Such duties include additional prep supervision, attending events, supervision in boarding and involvement in Travel Day arrangements. |
| *Person Specification* | **Essential:**  ***Experience***   * Proven track record of producing high-level outcomes in sport and physical activity, preferably within education, in terms of both: * Individual and team attainment at representative level; * Inclusive participation across a whole community. * Experience of engaging and including children in sport and physical activity, regardless of their levels of ability, and of positively influencing their parents.   ***Skills and Knowledge***   * Sound knowledge of the principles of young athlete development, especially among girls – including the development of talent, and sport/ physical activity as a driver of individual wellbeing. * Strong leadership and influencing capability, and the ability to recognise and draw out leadership in others. * Strategic vision, and capable of translating strategy into action. * Practical planning and management skills, including the use of metrics/ performance indicators. * Innovative, problem-solving, solution-focused. * Excellent presentational and communication skills * Interpersonal skills – a relationship and partnership-builder   ***Qualifications***   * Educated to degree level or equivalent. * Qualified coach to minimum UKCC Level 2 or equivalent in one of the principal HLC sports. * Current passport. * Full UK driving licence (or equivalent international documentation entitling the post holder to drive in the UK), which will preferably include MiDAS accreditation.   ***Personal attributes***   * Passionate about sport and physical activity as a tool for transformational change within individuals. * Resilient and determined. * Willing to contribute fully to the wider life of a busy and thriving day and boarding school community * Commitment shown through: * Commitment to the School’s Aims and Values * Commitment to the development of schemes of work which will promote the achievement of each individual pupil * Commitment to improving teaching and learning in the subject through research and development   **Desirable:**  ***Experience***   * Playing, coaching and/or managerial experience at national or international level in one of the principal HLC sports may be an advantage but will not be exclusively required | |
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| ***Harrogate Ladies’ College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant must be willing to undergo child protection screening appropriate to the post and cannot start in post until all pre-employment checks have been completed satisfactorily. The School is an educational charity and equal opportunities employer.*** | | |