**Stockport Grammar Junior School**

**JOB DESCRIPTION & PERSON SPECIFICATION**

**HEAD OF GAMES AND PE**

**JOB DESCRIPTION**

This is an exciting new position for a dynamic individual to lead Games and PE across the Junior School. The post holder will work closely with the newly appointed Director of Sport, who will take overall responsibility for Sport across both Junior and Senior Schools.

**KEY AIMS**

To promote Sport as innovatively as possible, encouraging maximum participation and enthusiasm and breadth of opportunity

To lead in all aspects of PE and Games across the Junior School

To teach PE, Games and Sport to a variety of classes across the Junior School

**Key Duties and Responsibilities**

To lead and develop a strategy for Sport for all pupils

To engender a sport for all ethos in both the pupils and games staff whilst recognising and catering for exceptional performance

To be responsible for the development of Sport, through extending participation and enjoyment amongst pupils in a range of Games

To oversee the teaching of Sport throughout the School and the implementation of the curriculum

To support and advise the staff who teach Sport and assist them in their choice of learning material

To seek opportunities for pupils to engage in activities with other schools, competitions and challenges in Sport

To maintain the profile of Sport both within the School and beyond

To manage the budget for the Sports department

To liaise with the Director of Sport to ensure that there is continuity of strategy, ethos in training and development of staff and pupils across the 3-18 age range

**Teaching and learning**

To provide an example of excellence as the leading classroom practitioner, inspiring and motivating other staff

To oversee the girls’ and boys’ games programme and ensure a broad and balanced curriculum

To create an enjoyable and productive teaching environment

To offer opportunities for inclusion within both lessons and fixtures

To cater for exceptional performance within both lessons and fixtures

To keep a clear record of children’s progress in accordance with school and department policy

To improve the quality of teaching and learning in his/her departmental area

To lead the process of curriculum development ensuring that it reflects the School’s aims and meets the current and future needs of all pupils

**Leading and Managing Staff**

Working with the Headmaster to lead, motivate, support, challenge and develop all staff to secure continual improvement; including her/his own continuing professional development

To ensure the smooth running of the department on a day to day basis

To observe teachers, monitoring their classroom practice and their delivery of the curriculum. To ensure that their planning covers all areas of learning and that there is continuity and progression

In consultation with the Headmaster, to deploy people and resources efficiently and effectively to meet specific objectives in line with the School’s plans and financial context.

To convene and lead staff meetings with staff

To identify and recommend staff development opportunities

To keep abreast of current coaching and teaching ideas

**Administration**

To create and oversee a balanced fixture list

To organise and manage tournaments to be hosted at Stockport Grammar Junior School

To liaise closely with the office staff regarding the dissemination of information in relation to fixtures

To plan, organise and deliver Junior and Infant sports days

To liaise with the necessary parties to ensure catering and transport requirements are in place

To liaise with maintenance/ground staff to ensure facilities are in safe working order

To ensure all equipment is tidy and in safe working order

To work with the Deputy Head to ensure Health and Safety issues are managed and addressed and the grounds and buildings are safe and well maintained

To prepare and submit an annual budget and keep records of expenditure

To ensure that the subject area is adequately resourced

**Commitment**

To attend matches and tournaments and to lead tours, both during the week and, on occasion, at weekends throughout the year

To participate in the School’s programme of residential trips

To participate fully in the School’s programme of extra-curricular activities

**Parents**

To ensure that positive, helpful communication is maintained with parents through the annual reports, parents’ evenings, letters and other informal opportunities.

**Person Specification:**

* Graduate with relevant teaching qualification and experience.
* An experienced teacher, able to command respect from his/her peers, the children and the parents.
* Forward-looking, dynamic and strategic in outlook, change-orientated, an “ideas person” - a leader.
* Able to communicate well with children.
* Experienced in using IT in administration and manipulating data.
* Able to work under pressure.
* A strong communicator and a good listener able to engage with staff.
* Able to see the “whole school” picture whilst being a persuasive advocate for the Games and PE department.

**The Application Process**

Interested candidates should complete and return the application form, which is downloadable from the School website. For an informal discussion regarding the position, please contact in the first instance Ms Andrea Mariet, marieta@stockportgrammar.co.uk tel. 0161 419 2405.

The closing date for applications is Monday 28th January and interviews will take place on Thursday 7th February.