

JOB DESCRIPTION

NLCS (Singapore) 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 (Singapore), 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.

Position/Job Title	Director of Sport
Classification	Academic Leadership
Reporting to	Vice Principal (Enrichment)
Duties and Responsibilities	<p>Overview: This post has specific responsibility for leading the co-curricular sport programme across the School, and leading all staff who coach sports, and those that support the programme.</p> <p>Leadership:</p> <ol style="list-style-type: none">1. School Leaders have joint responsibility for all aspects of the School relating to the education and development of the students; each has a focus of responsibility, but all contribute to the whole, and support the work of others.2. Create and foster an environment of reflective practice and development, leading by example in all aspects of personal and professional development.3. Develop and maintain a culture of high expectations for self and others.4. To keep abreast of developments and best practice, relevant to the specific responsibilities of their role, and advise the Senior Team of their relevance and potential impact on the school5. To provide reports to the Vice Principal, Bursar and Principal as required6. Lead by example as a teacher and as a leader and manager, promoting high standards of pupil achievement and motivation through excellent teaching.7. To lead teams and individuals in line with specific areas of responsibility8. Support the development and implementation of school policies and practices to ensure consistent application.9. Build and sustain effective, positive relationships with staff, pupils, parents, Governors and the local community.10. Contribute towards the school's marketing and admissions activity as and when required

11. Attend relevant school events and activities.
12. Manage budget(s) in line with areas of responsibility.

Main areas of responsibility:

13. To coordinate and deliver a high quality extra curricular sports program in the School, which includes, but is not limited to, the following responsibilities:
 - o To create and maintain the school's "Sports Handbook".
 - o At the start of each academic year to meet with the other schools in the region to set dates for fixtures in a range of sports
 - o At the start of each academic year, provide a proposal for our school's involvement in competitive sporting competitions
 - o To work closely with assigned admin staff in the daily running and administration of our sports provision and facilities.
 - o To allocate coaches to teams, either from the PE staff and qualified appointed coaches, or/and from teaching staff who have expressed a preference to run a team and are suitably qualified and experienced to do so.
 - o To oversee the arrangements for our involvement in all fixtures and tournaments including, but not limited to, finances, travel arrangements, safeguarding, risk assessments, communication with parents.
 - o To source and support suitable PD opportunities for coaching staff
 - o To monitor the overall quality of sports coaching within the school.
14. Through liaison with the PE curriculum leaders, ensure that the PE curriculum and extracurricular sports activities are closely linked and that all members of the PE team contribute to the schools extra curricular program.
15. The position will include a curriculum teaching requirement with a reduced load commensurate with responsibilities and time commitments of the role.
16. To ensure that sports facilities are monitored and maintained to a high quality.
17. To ensure that our school's competitive sports teams act as ambassadors for our school - in terms of their sportsmanship and conduct, and in the way that they are dressed and presented.
18. To engage our parent body with the sports programme.
19. To develop coaching programmes for our wider community (children not enrolled in our school)

Pastoral Care:

20. Support the strong pastoral emphasis within NLCS (Singapore) as a form tutor including teaching PSHE. Manage a lively, enthusiastic, orderly and safe learning environment fulfilling the responsibilities of that position.
21. Liaise with and support the Heads of House and VP (Pastoral) in all matters pertaining to pastoral well-being, responsibility and strategy

	<p>22. Working alongside the Heads of House to contribute to pastoral and co-curricular activities that broaden students' experiences and enhance the general life of the school</p> <p>23. Liaise with relevant colleagues and parents with regards to the monitoring, support, review and well-being of tutees</p> <p>24. Follow the school's policies and procedures with regard to pastoral provision</p> <p>Safeguarding:</p> <p>25. Abide by the school safeguarding policy and keep abreast of any changes</p>
--	--