

Job Title: Head of Physical Education & Dance

Reporting to: Founding Principal, Vice-Principal

The job description will evolve as the school grows. The points listed below are indicative of the role, but responsibilities will be finalised with the leadership team when onsite in Japan.

Overall Responsibilities

- Design and implement an enriching PE & Dance curriculum aligned with international best practices, sensitive to the local context and tailored to the developmental needs of junior school students.
- Integrate the PE & Dance curriculum within the IB PYP and whole school curricula.
- Blend elements of global and local sports culture to create an engaging and diverse program for all students.

Leadership

- Lead and support a team of Junior School teachers (non-specialist PE), ensuring excellent standards of PE & Dance teaching and professionalism.
- Lead, co-ordinate and line manage PE & Dance teachers as the school grows, including performance management and appraisal
- Support teachers in reporting student progress in PE to students and parents at designated times in the term
- Monitor quality of learning experience in PE & Dance lessons, as well as related activities, to ensure NLCS standards of excellence.
- Organize and lead sporting and dance events (e.g., inter-school competitions, sports days).
- Organize and lead dance component of staged productions and performances.
- Report progress made in curriculum delivery to senior staff at designated times in the term and year
- Lead communication (digital and in-person) with parents to positively promote understanding of PE & Dance curriculum and extra-curricular activities

Teaching

- Teach PE & Dance classes across the Junior School, modelling best practices in high quality teaching to facilitate high standards of scholarship and success
- Maintain high standards for how students behave cooperatively and respectfully with each other to ensure a caring and supportive learning environment.
- Promote teamwork with healthy competitiveness and show commitment to the well-being of each student.
- Use innovative and inclusive teaching strategies to supportively challenge students of all abilities, while developing their confidence and skills in PE & Dance

Extra-curricular

- Plan and oversee extracurricular sports and dance activities, including after-school clubs and competitive teams
- Take responsibility for risk assessment and safe-guarding protocols to ensure student and staff safety.
- Organise inter-house, inter-school, and community-based sporting events to foster school spirit and collaboration.

Facilities and Equipment

- Work with school leadership team to ensure PE & Dance department is well-resourced, advocating for equipment, facilities, and staffing needs to give students the best opportunities for learning
- Oversee the safe use and maintenance of all PE & Dance equipment and facilities, including the training of staff and students
- Ensure that PE & Dance displays (student work, notices and information boards) are vibrant and stimulating learning tools to promote PE & Dance in the school.

Health & Wellbeing

- Promote the importance of exercise, teamwork, and well-being throughout the school community.
- Collaborate with other departments, the school nurse and pastoral leads to support a holistic approach to student health, including mental health and nutrition.

Qualifications & Experience

- Bachelor's degree in Physical Education, Sports Science, Dance or a related field (Master's preferred).
- Teaching qualification (PGCE, QTS, or equivalent).
- Minimum 5 years teaching experience in PE, preferably in an international or bilingual school setting.
- Proven leadership experience in curriculum design, staff management and extracurricular programming.
- Strong understanding of child development and the ability to design age-appropriate lessons, activities and programs.
- Experience of leading a department using external sporting facilities.
- Experience in establishing or developing PE departments is highly desirable.

Key Competencies & Attributes

- Passion for physical education, sports, dance and student well-being.
- Excellent leadership, organizational, and communication skills.
- Ability to inspire and motivate students and staff.
- Cross-cultural awareness and adaptability, with a sensitivity to working in an international and Japanese context.
- Fluency in English; knowledge of Japanese is an advantage but not essential.
- Show commitment to the NLCS Kobe ethos through understanding and living the core values of the school, both inside and outside the classroom
- Treat all students with dignity, build relationships rooted in mutual respect, and observe boundaries appropriate for a professional educator.

Pastoral Leadership & Safeguarding

- Place the child at the center of all you do
- Recognize signs and indicators of abuse and neglect
- Respond and communicate effectively and appropriately with children
- Know how to receive a disclosure from a child; listen, believe, support and report
- Understand the context of NLCS Kobe and what might make some children more vulnerable
- Understand the School Safeguarding Policy, Code of Professional Conduct for Staff and other related policies
- Share important information promptly, safely and with the correct people
- Regard and promote the need to safeguard students' well-being and be aware of cultural differences when dealing with Japanese students in their own country.