JOB DESCRIPTION

**Director of Sport**

Starting Autumn Term 2021

**Department:** Co-curricular

**Line Manager:** Deputy Head Co-Curricular (DHCC)

**Teaching:** The Director of Sport will teach a reduced timetable

**Key Responsibilities**

* To lead, oversee, and support the sporting life of the School as part of the Co-curricular programme and in accordance with the wider aims of the School.
* To line manage the Sports department including Assistant Director of Sport, Heads of Sports (delegating to the Assistant Director of Sport as appropriate), Head of PE, Games Half Administrator, Head of Strength and Conditioning, permanent sports staff, sports assistants and external coaches.
* To administer the timetable and staffing of St Paul’s wide-ranging sports programme.
* To oversee the management and development of the School’s sports facilities.
* To actively participate in and make a significant contribution to the School’s sporting programme throughout the year.
* Other duties as reasonably directed by the Deputy Head Co-Curricular.
* All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School’s Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

**Senior School Sport**

* **Games Halves**
* Oversee and ensure that the activities offered are staffed each term.
* Arrange cover for absences as necessary.
* Consider proposals from staff/boys for new games halves and support the start-up of new halves as necessary.
* Add or remove activities to complement the objectives of the department, or in response to staffing fluctuations.
* Timetable activities during the games halves.
* Liaise with staff and the Timetabler over games half timetables.
* Liaise with the DHCC regarding involvement of new academic staff in games halves in their first or second year.
* Liaise with the DHCC regarding involvement of Colet Fellows in games halves.
* **Sports Coaches and Assistants**
* Liaise with Heads of Sports over coaching requirements.
* Liaise with the DHCC and make budgetary requests for funding for assistant sports staff.
* Recruit sports coaches as necessary and within budget.
* Work with the DHCC to recruit and appraise Heads of Sports as necessary.
* Liaise with personnel, estates and finance departments as appropriate over identity and DBS checks, job offer and accommodation options.
* Responsible for making sure that all Heads of Sports employing staff do so in conjunction with DOSp and in compliance with safeguarding procedures and procedures from HR.
* Negotiate payment, consult with DHCC where necessary and inform the accounts department.
* **Games’ Committee**
* Arrange termly meetings (currently once each term).
* Prepare the agenda and Chair meetings.
* Represent the views of sports without Head of Sport representation.
* Ensure meetings are minuted and minutes promptly made available to Heads of Sports, Deputy Head Co-Curricular, the Surmaster and the Co-curricular Policy Committee.
* Pass matters to the Co-Curricular Policy Committee for review where necessary.
* **Facilities**
* In conjunction with the DHCC, Director of Operations, Games Half Administrator and Head Groundsman monitor and manage all use of the sports facilities throughout the year to ensure the usage is appropriate.
* In conjunction with the Director of Operations oversee the maintenance of sports facilities.
* Plan the timetabled use of sports facilities out of lesson time.
* In conjunction with the DHCC and Director of Operations plan for the long-term development of sports facilities.
* **Sports Budgets**
* Oversee all sports running budgets and budget requests and discuss ‘specials’ (i.e. capital project funding requests) with Heads of Sports and with DHCC.
* Liaise with the Finance Director over spending patterns and potential overspend as well as bursarial assistance for sport.
* In discussion with the Deputy Head Co-curricular forward plan capital projects.
* Monitor expenditure.
* Approve invoices/requests for payment from Heads of Sports/Heads of PE.
* Pass invoices/requests for payment to DHCC for approval where appropriate.
* **Sports Special Responsibility Allowances for Staff**
* Monitor and manage in conjunction with the DHCC.
* **H & S/Compliance**
* Direct the Assistant Director of Sport in overseeing and reviewing the Sports Department handbook.
* Ensure members of sports staff work in accordance with the Sports Department handbook and other departmental documents.
* Ensure that the provision of sport at SPS complies with national governing body requirements.
* Ensure that all sports at SPS are covered by the School’s insurance or insurance provided by affiliation to an appropriate body.
* Ensure members of sport staff are suitably qualified and are offered regular opportunities to gain/renew training and qualifications as appropriate.
* Review procedures, policies, risk assessments and guidance documents annually in conjunction with the Head of Compliance.
* Ensure suitable response and reporting of incidents.
* Manage the communications between the sports department and the estates/grounds departments regarding the safe preparation, repair and maintenance of sports facilities.
* Take final responsibility for decisions on fitness of surfaces for fixtures.
* Liaise with Head of PE over Normal Operating Procedures and Emergency Action Plan.
* Liaise with Housekeeping over cleaning schedules.

**Wider School Responsibilities**

* **PE department**
* In conjunction with the Head of PE ensure that the PE curriculum and the Sports programme complement each other.
* **Monday activities**
* Work with the Fourth Form Undermaster in putting together a varied programme for year 9 pupils.
* Assist the Fourth Form Undermaster in arranging staffing for the activities.
* **Clubs**
* Liaise with Chair of Club Presidents regarding use of sports facilities for Club competitions and advise on H&S.
* **Sports Society**
* Select and oversee a committee of pupils and staff who invite a range of visiting speakers.
* **Media**
* Ensure sports pages of the intranet are current and appropriately managed.
* Liaise with the Marketing Dept regarding content of sports pages on the School website.
* Co-ordinate/contribute regular sports news articles for publication on the School website.
* Liaise with the Sports Editor of the Pauline in coordinating the collation of sports reports and photographs.
* Liaise with the Games-Half Administrator with regards to team photographs.
* Provide sports news updates to the DHCC for governor’s meetings and pre-inspection records.
* **St Paul’s Juniors**
* Work closely with the Director of Sport at SPJ regarding sharing of resources, staff and facilities and to develop appropriate continuity of sports provision from SPJ to SPS.
* **Partnerships and External Hires**
* Liaise with the Director of Operations and Games Half-Administrator over external bookings.
* Liaise with Director of Partnerships on contributions to Outreach and Partnership work.
* **Grounds**
* Work closely with the Grounds Manager to support the School’s sports programme and for the long-term development of the grounds.
* **School Shop**
* Liaise with the school shop with regards to sports apparel and equipment.

**Line Management**

* Assistant Director of Sport
* Games Half Administrator
* Head of PE
* Heads of Sports
* Head of Strength and Conditioning
* External coaches
* Sports assistants
* Permanent coaching staff
* Grounds Manager with regard to sports facilities

**Committees**

* Co-Curricular Policy Committee
* Games’ Committee
* Club Presidents’ Committee
* Uniform Committee

**Personal Profile**

* Works well in a team, builds trust and openness.
* Respect of staff, pupils and parents.
* Discretion, courtesy, honesty and integrity.
* Good communication, both verbally and written.
* Outstanding administrator; efficient and meticulous.
* Reliable, punctual, hard-working and a good time manager.
* Exemplifies the values of the school.
* Equable and calm disposition.
* Experience of co-curricular/pastoral/academic leadership.
* Evidence of on-going professional development.

**Further Details**

We offer a salary significantly above the National Scale, help with accommodation if eligible, and a highly discounted education for staff children, subject to competitive entry. Selection will be made on an equal opportunities basis.

The Deputy Head Co-Curricular, Tom Killick, would be happy to talk to any interested applicant and answer any queries. He should be contacted in the first instance by email at: tnrk@stpaulsschool.org.uk

Further details and an application form can be obtained from the school’s website - [www.stpaulsschool.org.uk](http://www.stpaulsschool.org.uk) - via the ‘Work with us’ link in the footer.

Applications should be sent via email to the Human Resources Department: recruitment@stpaulsschool.org.uk

The closing deadline for all applications is midday on Thursday 25 February 2021. Interviews will take place on Thursday 4 March 2021.