



Notting Hill & Ealing High School GDST

Job Description – Director of Sport

Job Purpose:

The Director of Sport has overall responsibility for leading the PE Department in fostering an enjoyment of sport throughout the school. She/he will ensure high standards of teaching, learning and achievement, efficient use of resources and the creative development of the PE and Sports curriculum. He/she will have overall responsibility for managing the use and development of the School's Sports facilities including the Swimming Pool and Sports complex.

Accountable to: The Head via the Deputy Head - Academic.

Responsible for: Members of the PE Department (both PE teachers and Sports coaches of the Senior and Junior schools), and visiting teachers.

Accountabilities (in addition to those required of a qualified teacher):

1. Policy/Strategic direction and development

- a. Contribute to whole school policy-making and strategic planning as required by the Head.
- b. Act as principal adviser to the Head in all matters relating to Sport.
- c. Develop the use of the School's Sports Complex and curricular/extra-curricular sports programme
- d. Prepare, monitor and update annual departmental plans in consultation with colleagues.
- e. Take the lead in ensuring that school policies and strategies are embedded in schemes of work and departmental plans to ensure progression and continuity in the teaching of sport throughout the school.
- f. Take a lead role in the selection of candidates for the Sports scholarship at 16+.

2. Leadership and management of others

- a. Lead the department, recruiting, inducting, developing, deploying, motivating and appraising staff to ensure that they have clear expectations of their roles, and that high standards are achieved and maintained.
- b. Assist the Head with staff selection and references/DBS checks of new peripatetic staff (currently 5).
- c. Encourage members of the department to develop their leadership potential and to share and develop new ideas.
- d. Manage day to day administrative requirements such as arranging departmental timetables and sports fixtures, ensuring accurate records are kept and delegating as appropriate to ensure the efficiency of the department.
- e. Prepare agenda for, chair and record regular departmental meetings and ensure they are used effectively to review performance and girls' achievement, and to share and develop ideas.
- f. Regularly review departmental policy and practice to ensure that they are used effectively,

as well as share and develop ideas, including keeping departmental handbooks updated on an annual basis.

- g. Attend all Heads of Department meetings and INSET as relevant, and promote the subject within the school.
- h. Liaise with other departments as and when necessary or desirable.
- i. Deal with parents' enquiries and letters and if necessary involve other staff.
- j. Assist and advise in cases of disputes between parents and visiting teachers but not to represent either party on behalf of the GDST.

3. Teaching and learning

- a. Promote excellence in teaching and learning to ensure all pupils develop their potential.
- b. Exemplify in own practice first class teaching skills and ensure that good practice is shared throughout the department, including good class management.
- c. Ensure that a suitable learning environment is maintained throughout the department and that rewards and sanctions are applied as appropriate.
- d. Oversee the Head of PE in the Junior Department, liaising with her re pupils as and when necessary over the delivery of the Sports curriculum; also to plan a seamless transition for Junior School girls as far as possible.
- e. Ensure that Schemes of Work and the Departmental Handbook are used, reviewed and modified in line with whole school policy to ensure high standards of teaching and learning, coordinating with the Head of the Junior Dept.
- f. Monitor pupils' work and the class practice of those in the department, including extra sport lessons by visiting teachers.
- g. Keep up to date with developments in the teaching of sport and education in general to ensure that best practice is adopted within the department.
- h. Ensure the department is effective in meeting the needs of all pupils.
- i. Supervise and develop the use of the Sports Complex and Swimming Pool Complex within the PE Department, assisting other departments where necessary.
- j. Contribute to the broader life of the school by supporting and leading curricular, extra-curricular and cross-curricular events.

4. Pastoral Care

- a. Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to her / him.
- b. Providing guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports.
- c. Making records of and reports on the personal and social needs of pupils.
- d. Communicating and consulting with the parents of pupils as directed by the Head teacher.
- e. Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.
- f. Communicating and co-operating with persons or bodies outside the school.
- g. Participating in meetings arranged for any of the purposes described above.

5. Extra-curricular activities

- a. Actively promote enthusiasm for the subject outside the timetable, including the organisation of trips and foreign visits.
- b. To ensure an effective and far reaching scheme of extra-curricular activities that enhance the sporting tradition of the School.
- c. Oversee the effective preparation of all the School's sports teams for and participation in local, regional and national competitions, and requisite administration. Currently this involves hockey, netball, rounders, swimming, gymnastics, tennis and fencing.

- d. Oversee the effective organisation of home and away matches, both within and outside the GDST family, collaborating with other schools.
- e. Organise Sport prizes and PE reports for assembly.
- f. Organise special arrangements for particularly talented pupils as and when necessary.

6. Marketing and external links, including public occasions

- a. Actively promote the department within the school community to encourage pupils' interest in the subject area.
- b. Contribute to the positive promotion and marketing of the school and the GDST in the local and wider community.
- c. Lead the department's contribution to marketing events and external links, including the Department's pages on the School website

7. Management of resources

- a. Monitor and control the department's allocated budget.
- b. Identify future resourcing needs and aspirations for the department.
- c. Ensure that all resources are fit for purpose and used in accordance with health and safety guidelines in NOG.
- d. Oversee the work of the Swimming coach and the management of the Pool complex.
- e. Manage the effective use of the School's Sports complex: sports hall, dance studio and changing areas.

8. Monitoring, evaluation, assessment & reporting

- a. Ensure that within the department individual pupil progress is regularly assessed and recorded and used to inform teaching.
- b. Use relevant performance and benchmarked data to ensure that high standards of learning are achieved and maintained.
- c. Ensure that the progress of talented sportswomen is monitored and they are given appropriate opportunities enabling them to fulfill their sporting potential.

9. Administration

Working with the Sports Administrative Assistant:

- a. Administer the equipment for hire/loan within the department and ensure the effective use of all resources and that they are fit for purpose.
- b. Plan and publicise the Sports programme for the term/year ahead; prepare programmes per term, posters.
- c. Administer, assess, and be generally responsible for all girls at the school entering the subject for Sports Leadership award.
- d. Administer and oversee the provision of extra sport lessons provided by visiting PE staff, liaising with the Admissions Secretary, Deputy Head Academic and other relevant teaching and support staff, and parents as necessary.
- e. Liaise with other departments as and when necessary or desirable, such as resolving possible extra-curricular clashes.

10. Training & development of self and others

- a. As a lead professional set personal targets and take responsibility for own continuous professional development.
- b. Be proactive in identifying training needs within the department, ensuring that they are appropriately met, and that all members of the department are active in their own professional development.

General requirements:

All staff are expected to:

- a. Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- b. Contribute to the school's programme of extra-curricular activities.
- c. Support and contribute to the school's responsibility for safeguarding students.
- d. Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- e. Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- g. Engage actively in the performance review process.
- h. Adhere to policies as set out in the GDST Council Regulations, Notes of Guidance and GDST circulars.
- i. Undertake other reasonable duties related to the job purpose required from time to time.

Review and Amendments:

The job description should be seen as enabling rather than restrictive and will be subject to regular review.

September 2016