



## **JOB DESCRIPTION**

### **Director of Sport**

#### General

- To support the aims, values and ethos of the School and to contribute to the implementation of the School's Mission Statement
- To establish the aims and objectives of the PE Department and to set objectives which lead to the achievement of those aims.
- To make a significant contribution to the School's and the PE Department's co-curricular programme.
- To be accountable to the Headmistress and to perform such duties as she may reasonably direct, including some duties out of school hours.
- To play a full part in the life of the School community and encourage staff and pupils to follow this example.

#### Key Responsibilities

- To maintain high levels of achievement, enjoyment and participation of PE and Games across all Year Groups.
- To maintain high levels of achievement and enjoyment of sport across all Year Groups.
- To support and encourage pupils to reach their full potential in academic sport in terms of grades at GCSE and A level.
- To actively monitor pupil progress and development and to complete regular assessments.
- To be fully prepared for inspection.
- To plan, in conjunction with members of the department, suitable schemes of work for Years 7 to Lower Sixth and to be responsible for curriculum development within the department.
- Develop and maintain the PE Department Handbook including policies and procedures.
- To choose, in conjunction with members of the department, suitable GCSE and A level specifications and to prepare schemes of work for these courses. To plan and oversee the delivery of GCSE and A level PE including the moderation days and the other major components.
- To encourage best practice in the department with regard to teaching methods, schemes of work, methods of assessment, target setting and discipline.
- To develop a PE strategy within the curriculum and for co-curricular sport in line with the School Development Plan.
- Strive for excellence in all teaching and learning, leading the department and providing access to suitable professional development.
- Allocate pupils to appropriate PE groups.
- To monitor standards in PE using the School's procedure for benchmarking and target setting.
- To organise and oversee a comprehensive programme of sporting practices and fixtures across all the sports and activities offered in the department and to deploy PE staff (and coaches) to these co-curricular activities including arranging logistics.
- To plan, organise and lead the two-yearly residential Sports Tour to a suitable sporting destination abroad.
- To promote staff development and to participate in the School's Professional Development procedure.

- To be responsible for departmental planning with regard to co-curricular provision and to contribute to the formulation and implementation of the School Development Plan.
- To monitor achievement in co-curricular activities.
- Promote sporting excellence across all age groups with the delivery of high quality fixtures, coaching clinics and tours that will raise the profile of Farnborough Hill promoting equality and opportunity including Sports Day.
- To keep abreast of current developments in all areas of PE teaching and to formulate plans for further development in the department. This will involve attending conferences and INSET meetings, participating in GSA cluster groups, and liaising with PE Departments in other schools.
- To attend and contribute to Head of Department meetings and hold Departmental Meetings.
- Keep up to date with legislation, including Health and Safety legislation, guidance and updates to rules and best practice.
- To serve on the Health and Safety Committee.
- To be responsible for the Sports and PE sections of the School website and intranet and inform school community of sporting success.
- To liaise with the Bursar, Head of Grounds and Caretaker with regard to the use and care of the sports facilities including co-curricular.
- To prepare the staffing allocation for the department and to consult with the Deputy Head regarding timetable requirements with regard to curriculum and co-curricular.
- To liaise with parents regarding PE matters, including fixtures, as required.
- To assist the Headmistress with the recruitment of PE/Sports staff.
- To promote the status and popularity of PE in the School.
- Develop and direct an effective Sport Scholar programme for Scholars and More Able pupils.
- Promote liaison with feeder schools for example through coaching clinics, camps and tournaments.
- Advise on the allocation of sports scholarships.
- Promote co-curricular activities.
- Take a leading role in risk assessment and ensure that all relevant risk assessments are up to date and regularly reviewed.

#### Other Responsibilities

- Perform supervisory duties including invigilation; supervising pupils at breaks and covering for absent colleagues.
- Attend school events including: assemblies, Masses, parents' evenings, school Insets, staff meetings and staff briefings.
- To evaluate and promote progress towards the two-yearly Department Development Plan.
- To oversee the delivery of examination specifications, manage resources, schemes of work, assessment and teaching and learning strategies in the PE Department.
- To manage the department budget.
- To effectively lead, manage and deploy teaching staff.
- To promote staff development and to participate in the School's Professional Developmental Review procedures, reviewing departmental staff.
- Attend and contribute to curriculum development and initiatives.

#### Pastoral Responsibilities

- To act as a Form Tutor and to carry out the duties associated with the role.
- To contribute to, and lead the delivery of PSHEE, Assemblies and whole school events.