



## **YATELEY MANOR JOB DESCRIPTION: DIRECTOR OF SPORT**

<b>Job Description:</b>	Director of Sport
<b>Reporting to:</b>	Immediately responsible to the Assistant Head and through them to the Headmaster.
<b>Key Purpose of the Role:</b>	Responsible for the continuity, progression and strategic development of Physical Education and Sport across the school.
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### **Summary:**

The Director of Sport will have overall responsibility, under the Assistant Head:

- For the quality of teaching and coaching across all year groups
- For modelling best practice
- To manage departmental assessment of pupil progress
- To assist in the professional development of subject staff
- To promote the subject within the school and within the community

### **Key Accountabilities:**

#### **1. Teaching and Learning Responsibilities**

1.1 In addition to the responsibilities listed below this post will have the job description and responsibilities of a Classroom Teacher.

1.2 To work with the Senior Leadership Team and Governing Board to develop a strategy for Physical Education and Sport which builds on the already excellent provision and evident results.

1.3 To provide a model of good practice by teaching across the age and ability range, expecting and securing the highest standards of behaviour, work and attainment from students, commensurate with their ability.

1.4 To be proactive in recognising sporting talent in children and support children and their parents through any scholarship process.

1.5 To organise additional provision for higher attaining children in sport as appropriate.

1.6 To establish the highest standard of teaching, coaching, learning and attainment across the subject, commensurate with the abilities of the pupils measured against baseline and benchmark data.

1.7 To comply with school policy and formulate subject policy regarding aims and objectives, schemes of work, target setting, teaching and learning, homework, examinations and assessment.

1.8 To write, maintain and update the subject aims and objectives and schemes of work to reflect the requirements of school policy, the National Curriculum, Common Entrance (CE), syllabuses of those schools which are not part of the CE system, and the scholarship requirements of those schools for which the school may have candidates. These schemes should be accessible working documents indicating clearly to all interested parties the work that pupils in any group are undertaking such as topics for study, the pupils' learning activities, any cross-curricular linking, and the National Curriculum Attainment Targets and levels covered.

The schemes should afford continuity, avoid unnecessary repetition, provide for a range of learning activities, meet National Curriculum requirements as far as possible, and prepare pupils for CE, other entrance exams, and, where appropriate, scholarship exams. Schemes of work will need to be reviewed annually.

The Director of Sport is responsible to the Assistant Head for department documentation.

1.9 To ensure every member of staff in the subject is aware of the subject aims, objectives and schemes of work and to monitor their implementation in the classroom.

1.10 To oversee and monitor teachers in the planning and preparation of lessons, the setting of homework, assessment and record keeping.

1.11 To be responsible for the range of teaching styles and approaches used within the department, advising on good practice in teaching and behaviour management.

1.12 To liaise with the Learning Support Department to identify pupils with special educational needs and to develop differentiated teaching methods and resources appropriate to the learning needs of all pupils.

1.13 To provide appropriate, fresh, up-to-date teaching materials: in the virtual learning environment, textbooks, reference books (both in subject rooms and in the Library), pupils' notes, reading lists, practice exam papers, and audio-visual aid such as DVDs, computer programs, posters and artefacts.

1.14 To be responsible for the resources used within the subject, including audio-visual resources and computer equipment, and to support and advise on good practice in the use of subject resources.

1.15 To manage departmental assessment of pupil progress: examinations, testing and marking of work. The collation of the test results, and, where necessary, the entering of them on record cards, and their circulation to all interested parties. Exam results each term should be forwarded to the Assistant Head (Upper School). To ensure that assistant staff are familiar with the

requirements for half-term and end-of-term reports, and that master sheets of end-of-term report grades are passed to form teachers. To record and monitor pupil progress and ensure pupils' work is marked and assessed regularly and assessment sheets and reports are completed by the agreed dates.

1.16 To ensure that subject accommodation, including changing rooms and sports facilities, are kept safe, clean, litter free, attractive and educationally stimulating.

1.17 To accept responsibility for the conduct and behaviour of pupils in the subject, in accordance with the School Discipline and Behaviour Policy.

1.18 To ensure health and safety regulations are understood and adhered to by staff and pupils and subject health and safety matters are reported to the Bursar. To be the departmental representative on the School Health & Safety Committee.

1.19 To encourage pupils in the subject to develop their interest in the subject/s by promoting opportunities for involvement outside lesson time, in school clubs. These should reflect the sport of the term, pre-season training and the use of specialist sports teachers.

1.20 To manage the arrangement for setting by ability within the department where appropriate.

1.21 To establish curricular links with schools to which the school regularly sends pupils.

1.22 To be the direct line manager for the department staff including selection, induction, learning, development, appraisal and performance management.

1.23 To oversee the organisation of all fixtures with the support of members of the department.

## **2. Staff Development Responsibilities**

2.1 To advise on the responsibility structure in the subject and to delegate duties in accordance with the school management structure.

2.2 To participate in school procedures for ensuring that job descriptions are up to date.

2.3 To participate in the appointment procedure for new staff in the department, including the appointment and deployment of external sports coaches.

2.4 To assist in the professional development of subject staff by induction, guidance, advice and oversight of work.

2.5 To keep department staff aware of developments in the subject such as National Curriculum reports, Area Meetings, HMI papers and CE exam changes.

2.6 Where appropriate, to assist in the professional development of staff across the department and the school by dissemination and contributing to the whole school programme of staff development and training.

2.7 To supervise student teachers and teachers in their induction year as well as Gap Teachers and work experience students, prepare reports and liaise with the

Assistant Head. The Director of Sport should arrange to meet regularly (two or three times per term) with the new member of staff during his/her first year to discuss work.

2.8 To co-ordinate subject INSET in accordance with the Staff Development and Training Policy.

### **3. General Management Responsibilities**

3.1 To comply with all school policies and formulate subject policies as required.

3.2 To lead and manage the subject team of teachers, student teachers and support staff in all matters pertaining to the work of the subject.

3.3 To call regular, formal department meetings (at least fortnightly) to discuss the work of the department. Such meetings might be concerned with: new resources; new areas of the syllabus; up-dating schemes of work; individual children; the sharing of techniques, for example. Minutes of such meetings should be shared with a member of SLT through the normal communication channels.

3.4 To prepare, review, revise and disseminate subject documentation, including the subject handbook and/or contributing to the faculty handbook.

3.5 To prepare, review, revise and disseminate a Department Development Plan that supports and advances the work of the School Development Plan, and the subject including where appropriate subject development funding bids.

3.6 To comply with school budget procedures, including where required the preparation of an annual budget plan and accountability for subject procedures to manage, monitor and maintain accurate subject accounts within budget constraints.

3.7 To ensure that the recording, monitoring and control of the acquisition, storage, maintenance and use of subject resources and equipment occurs in accordance with school policy.

3.8 To take part in school procedures for monitoring, evaluation and review.

3.9 To oversee subject examination and assessment procedure, including where appropriate ensuring subject representation at the start and finish of public examinations.

3.10 To contribute to the school programme of cross-curricular provision as required including whole school policies that affect the department ensuring the department adheres to these policies.

3.11 To promote the subject within the school and within the community, by laying on special events for the children, parents or both. To maintain the display of subject work in the school.

3.12 To ensure cover work is provided for classes when subject teachers are absent.

3.13 There is a general duty on all staff and on those who hold management responsibility for the determination, implementation and review of school policies

and procedures in particular, to be proactive in ensuring that school policies on equal opportunities and race equality impact on the functions of the school.

3.14 To visit the range of Year groups across the school regularly and when necessary to observe the work and speak to the teachers involved with the subject. Such visits should be arranged with the Deputy Head so that cover where necessary can be arranged. Brief notes of such visit should be passed to the Assistant Head.

3.15 To deal with queries from parents or other interested parties relating to the work of the department.

#### **4. Consultation and Information Responsibilities**

4.1 To consult as required with the Assistant Head and Headmaster concerning the work of the subject area.

4.2 To represent the subject at appropriate directed time meetings, contributing to whole school decision making and disseminating through department meetings as appropriate.

4.3 To chair regular department meetings.

4.4 To co-ordinate the provision of information to parents and colleagues about the work of the subject and the progress of pupils.

4.5 To provide relevant information on subject timetable requirements and to help organise the department timetable in conjunction with SLT.

#### **Measures (Key Performance Indicators):**

##### **Teaching and Learning Responsibilities**

- i. The quality of department teaching across the school meets expectations and is conducive to excellent learning for the pupils.
- ii. All staff teaching the subject are fully informed of plans and developments in the subject.

##### **Staff Development Responsibilities**

- iii. New staff are inducted well.
- iv. The quality of teaching and coaching across the subject is led effectively.

##### **General Management Responsibilities**

- v. Policies and plans are completed on time and to expectations.

##### **Consultation and Information Responsibilities**

- vi. Stakeholders are well informed of developments and progress in the subject.

#### **Key Skills and Experience:**

1. Significant teaching experience (with QTS) from a range of year groups from Foundation Stage up to the end of Year 11 with an outstanding record as a teacher, with excellent knowledge of subject curriculum requirements.

2. Ability to inspire, engage and drive performance improvement in order to create a positive, encouraging and stimulating learning environment, reflecting a strong commitment to the personal growth of the children.
3. Previous experience of leading and inspiring, or demonstrates the ability to lead and inspire, other teachers with responsibility for teaching their subject across the school up to Year 11.
4. Ability to use appropriate assessment and reporting techniques to monitor and record children's learning, and to provide parents with timely feedback on their child's performance.
5. Outstanding interpersonal skills with evidence of ability to communicate in the appropriate style with colleagues, pupils, parents and external agencies.
6. Competent, confident and inspirational presenter.
7. Highly analytical with experience of leading and managing innovation and change and developing short, medium and long term strategies.
8. High level of IT literacy, embracing new and emerging technologies to enhance the children's learning experience.
9. Willing and able to drive the school minibus for school-related work.

### **Key Interfaces:**

Assistant Head: responsible for the best quality of teaching and learning across the school.

Department staff: liaise with the "second in the department" who is responsible for deputising in the absence of the Director of Sport.

Teachers: responsible for the teaching of the subject to the highest possible quality.

### **Operating Environment and Context of the Role:**

The Head of Department is responsible for the management of all matters pertaining to the subject across the whole school, leading the development of the subject and ensuring progress of children throughout.

### **Safeguarding:**

Yateley Manor School complies fully with the DfE Guidance *Keeping Children Safe in Education* and is committed to safeguarding and promoting the welfare of children. The post holder is expected to share this commitment and comply with all associated internal policies and procedures.

Applicants will be required to undergo child protection screening, including checks with past employers and the DBS.