



Job Description and Person Specification

Job Title:	Director of Sports and Activities
Reports to:	Head of School
Direct Reports:	Assistant Directors of Sports & Activities
Based at:	TASIS The American School in England, Coldharbour Lane, Thorpe, Surrey, TW20 8TE



Background Information:

TASIS England is a leading international, independent and co-educational school located just outside London in the United Kingdom.

Reporting directly to the Head of School and serving on the School's Leadership Team, the Director of Sports & Activities is responsible for leading our co-curricular program which ensures that as many students as possible, from Kindergarten through to the twelfth grade, are motivated to become involved in the sport or activity of their choice. Encouraging students to participate – irrespective of age, ability, or experience – is the central theme of the co-curricular program at TASIS England. Students who engage in sports and activities derive physical, mental, and social benefits, as involvement can boost confidence, showcase talents, and help students make meaningful connections with peers who share their interests.

**Job Summary:**

The post holder is responsible for planning and organising intramural, recreational and interscholastic Sports/Activities Programs in the Lower, Middle and Upper Schools (Kindergarten - grade 12) on a trimester basis, with primary responsibility for recreational and competitive sports teams involving frequent weekend and evening commitments

General Responsibilities (HR to split out into management / co-curricular program /staffing / financial responsibilities):**General Responsibilities:****Health & Safety:**

- Responsible for the creation and upkeep of all sports & activity related risk assessments including those used for travel, visiting professionals, and the use of external facilities;
- To maintain a constant communication channel with the TASIS England Health and Wellbeing Centre by recording and submitting any accident/injury forms, updating student injury recovery lists, and sharing relevant medical updates with coaching staff;
- Responsible for the creation, updating, reviewing and implementation of all sports facility related risk assessments (including off campus venues, transport, travel, hotels etc);
- Work alongside the Maintenance and Ground departments regarding the preparation of on-campus sports facilities including liaison with outside contractors where necessary;
- Communication with grounds staff on field maintenance and the use of outdoor facilities; and
- Ensure safe use of school mini-buses in support of the sports/activities programmes.

Management:

- Line manage the Lower and Middle School Assistant Director of Sports/Activities for the administration and staffing of the Sports/Activities Programme grades K – 8, on a trimester basis;
- To oversee team family communication;
- Maintenance of sports/activities section of the eNews (TASIS Times) on LMS and school website;
- Management of scheduling and use of the sport facilities including the gymnasium, tennis courts, playing fields, and any externally hired venues/facilities;
- Management of the annual sports equipment, uniforms inventory and ordering of replacements;



ENGLAND

- Attend regular meetings with the Sports Services Committee of the TPA to communicate information on the Programme;
- Attend Weekly Senior Leadership Meetings on behalf of the Sports & Activities department;
- Attend bi-weekly sports and activities meetings with the Head of School;
- Participates with Study Hall supervision on a weekly basis;
- Responsible for the planning, organisation, staffing and running of the annual US Sports Festival event that takes place in May each year; and
- Responsible for the planning, organisation, and running of the annual sports awards event that takes place in May each year.

Co-curriculum Program:

- Compilation and distribution of weekly practice and game schedule information via email and the TASIS Sports Hub websites (Middle and Upper Schools);
- Scheduling and confirmation of sports fixtures including all International School Athletics Association (ISAA), London School Sports Association (LSSA), and Independent School Association (ISA) Sports fixtures, Tournaments, and Festivals;
- To represent at ISAA, LSSA, ISA, Upper, and Middle School meetings as necessary. This will involve international travel at least twice per year;
- Organisation of officials for home games/tournaments as necessary;
- Responsible for the booking external and internal transport options through the School's designated Transport Manager;
- To oversee transportation of School teams travelling for interscholastic competition and to tournaments in Europe including visas, tickets, accommodation, allowances, student housing, airport transfers etc.;
- To be prepared to assist with transport needs by acting as a driver and/or chaperone if/when needed;
- To act as a Coach and or officiate sports fixtures where necessary; and
- Acts as the on call member of SLT over weekend on a rota basis in support of the boarding program.

Staffing:

- Assignment, supervision and evaluation of faculty/external staff involvement in the delivery of the Sports/Activities programmes each trimester;
- Administration and staffing of the Sports/Activities Programme grades 9 - 12 (Upper School) to include Varsity and JV teams on a trimester basis;
- Hiring of external coaching staff and activity supervisors in line with safer recruitment requirements and ensuring the HR department is updated on such staff;
- Oversee coaches' meetings as required, design and implement both internal and external professional development opportunities and provide coaching resources as and when necessary;



- Line manages the Senior Sports Curriculum Coach for Athlete Development in their responsibility for management of the fitness centre and it's staff, along with the whole school athlete development program;
- Line manages the Senior Curriculum Coach for Culture & Wellbeing in their responsibility of community relations, student-athlete learning environments, and promotion of the sports and activities program such as any information, images, banners displayed in the gymnasium;
- Line manages the Student-Athlete Support Specialist in their responsibility of supporting all students to balance academic and sporting commitments through collaboration with academic, safeguarding and pastoral teams; and
- Responsible for the creation and agreement of all seasonal and fixed-term contracts offered to sports and activities coaching staff

Financial:

- Active management of the Sports & Activities budget;
- To oversee the rental and use of off campus sports facilities

Safeguarding Responsibilities:

- Support the work of the School's Designated Safeguarding Lead and Safeguarding Team;
- Proactively be alert to indicators of potential safeguarding issues and report these immediately in accordance with the school's procedure;
- Implement the School's Safeguarding Policy and follow its requirements;
- Attend training relating to the safeguarding of children;
- Engage in safe practice and professional conduct to safeguard children to mitigate against the potential for misunderstandings or situations being misconstrued;
- Support the safeguarding of boarders through boarding house inspections and by serving as Senior Leadership Team member on-call as part of weekend duty rota;
- Create safe and secure learning environments; and
- Attends weekly safeguarding meetings with other key department leads..

The School is committed to safeguarding and promoting the welfare of children and young people and has a range of policies and procedures in place which promote safeguarding and safer working practice across the School. We expect all staff and volunteers to share this commitment.

We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to enhanced Disclosure and Barring Service checks along with other relevant pre-employment checks, including checks with past employers.



Person Specification:

Qualifications/Professional Bodies

Essential:	Desirable:
Professionally recognised coaching qualifications	Teaching qualification
AfPE PE Professional Membership	Professional Sports qualification
University degree in related sports subject	

Experience

Essential:	Desirable:
Experience of leading sports programs in a mixed educational setting across lower, middle and upper school grades	Experience of running a diverse activities program across lower, middle and upper school grades
Experience of leading and coaching international students	Professional level sporting achievement
Experience of working with and supporting boarding students	
People management experience	
Proven experience of budget management	

Skills/Knowledge

Essential:	Desirable:
Knowledgeable and/or skilled across basketball, tennis, soccer, volleyball, lacrosse, cross country, cheerleading, dance, rugby, golf, baseball and softball	Knowledge of mini bus driving and maintenance regulations
Varsity level sports leadership	
Knowledge of international boarding school sporting and activity programs	
Excellent verbal, written and IT communication skills	

Personal Attributes

Essential:	Desirable:
Committed to lifelong learning and the TASIS Learning Journey Program	
Willingness to embrace the TASIS England Mission	
Fully committed to supporting every student meet their full potential across the sports and activity program	
Excellent communication, team-working, influencing and motivational skills	
Meticulous organisational ability in order to set priorities, organize workload, handle multiple responsibilities and meet deadlines and adapt to changes	
Collaborative and willing to work positively and productively with colleagues in the department and across the School	
Committed to professional growth and development	
Supportive of school policies, procedures, rules and regulations	
Committed to safeguarding children and young people	
Committed to supporting a diverse, equitable and inclusive educational and working environment	