

JOB DESCRIPTION

Job Title	Director of Sport
Department	Teaching
Function	Co-curricular
Reports to (Job Title)	Deputy Head Academic
Location	Old Buckenham Hall

JOB PURPOSE

The Director of Sport will be responsible for the overall strategy, leadership and management of the Sports Programme and the line management of coaching staff in their delivery of the Sport Programme.

KEY RESPONSIBILITIES/ACCOUNTABILITIES:

Directly responsible to the Deputy Head Co-curricular.

Operational and Strategic

- Provide leadership and development for all areas of sporting activity, including coaching, operations and facilities management.
- Prepare a Sports and Facility Development Plan in line with agreed strategy.
- Continue to develop and improve a whole school pathway in sport.
- Develop and embed a programme of sport that will enhance and improve OBH's local, national and international reputation, making it an attractive choice for boys and girls of all sporting ability.
- Ensure provision of programmes to cater appropriately for all levels of ability, and to support the development of individual talent.
- Ensure that all teams in all sports play an appropriate number of high-quality fixtures.
- Ensure that the standards of kit and equipment are in line with expectation and promote the OBH brand.
- Ensure that pitches are prepared and maintained to the highest standard, in liaison with the Estates Manager.
- Ensure that all visiting teams and guests are appropriately welcomed and cared for during their time at OBH.
- Oversee Sports Scholars' selection and develop an effective scholarship programme.
- Work with the Sports team to enable the school to be competitive at regional and national level.
- Work closely with the Marketing Department, actively contributing to marketing and pupil recruitment, encouraging links with the school's outreach programme.
- Ensure the timely publication and communication of all matters pertaining to sport.
- Ensure appropriate articles are written for publications and communication as agreed with the Marketing Department
- Work closely with the School Nurse to ensure that the provision of medical support, including physiotherapy, is appropriate within the school community and during matches.
- Maintain and develop links with community clubs and external sporting bodies.
- Teach Physical Education and Games lessons.
- Undertake such other tasks as commensurate with the role and pay.

Management

- Have direct line management of all sport teaching and coaching staff.
- Support the team in developing programmes of inter-house matches/competitions.
- Ensure that sports risk assessments are completed, and that Health & Safety standards are monitored and maintained.
- Manage relevant sports budgets.
- Chair weekly Sports Department meetings and attend and contribute to Senior Management meetings as requested.
- Work with external coaches to find the balance between pupil and community use of facilities during term time and in relation to all operational matters.
- Work with the Deputy Head Co-curricular on appropriate team allocations for staff and take responsibility for the staffing and management of each school sport.
- Take responsibility, with the Deputy Head Co-curricular, for the appointment of all external coaches in line with budgets agreed with the Headmaster.
- Provide reports to the Deputy Head Co-curricular on progress against the agreed strategy and other matters of interest.
- Provide reports to the Headmaster to allow the proper celebration of pupil successes in Assemblies.
- Liaise with the Deputy Head Co-curricular on training for teaching and specialist sports staff.

Pastoral

- Work with colleagues to create a positive culture of pupil welfare and behaviour, including taking an active role in pastoral matters, by:
 - Supporting and contributing to the school's responsibility for safeguarding and promoting the welfare and well-being of pupils.
 - Being aware of school safeguarding procedures and taking appropriate action within these procedures when necessary, working with colleagues and external agencies and services.
 - Maintaining good order and discipline among the pupils and safeguarding their health and safety, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
 - Leading and participating in Assemblies, where required.
 - Undertake a weekly boarding duty if full-time, or a fortnightly duty if 0.5FTE or more.

Marketing and external links, including public occasions

- Contribute to the positive promotion and marketing of the school in the local and wider community, where possible, by:
 - Actively participating in educational outreach and promoting the key stage, phase, or department within the school community to encourage pupils' interest in the subject area or the school.
 - Promoting the whole school in a variety of different contexts, including attending marketing events where appropriate, and in interactions with parents and prospective parents and pupils.

Training and Development

- Maintain an up-to-date knowledge and understanding of all aspects of teaching and pedagogy by:
 - Reviewing own methods of teaching and programs of work.
 - Evaluating own performance and being committed to improving own practice through appropriate training and professional development.
 - Engaging actively with the line manager in any process of appraisal or performance review for self and for those supervised.

GENERAL RESPONSIBILITIES

All school staff are expected to:

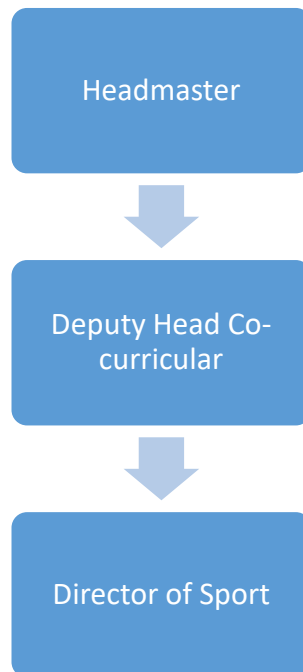
- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students, and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct, and positive, courteous relations with students, parents, and colleagues.
- Engage actively in the personal performance review process.
- Adhere to policies as set out in the School Policies.
- Undertake other reasonable duties related to the job purpose as required from time to time.

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.

RELATIONSHIPS

<p>Internal</p>	<p>Headmaster Deputy Head Academic Deputy Head Pastoral Deputy Head Co-curricular Head of Pre-Prep Head of Middle School Sport teaching staff Directors of Sport at other RSG schools</p>
<p>External</p>	<p>Parents Guardians / agencies Visiting coaches Other Prep & Senior Schools</p>

ORGANISATIONAL CHART



PERSON SPECIFICATION

	Essential	Desirable	Method of assessment
Qualifications	A graduate and a qualified teacher. Relevant coaching awards.	Relevant compliance qualifications, including health & safety.	Production of the Applicant's certificates. Discussion at interview. Independent verification of qualifications.
Experience	Highly experienced and with the ability to teach sport to all ages.	Experience of coaching elite sport and preparing potential Scholars in Years 7 and 8.	Contents of the application form. Interview. Professional references.
Skills	A highly organised individual with the ability to plan, problem-solve and negotiate. The ability to gain the respect of colleagues, parents and pupils.	To be collegial, fitting into, and contributing to, the OBH staff room.	Contents of the application form. Interview. Professional references.

<p>Knowledge</p>	<p>Knowledgeable and inspiring, likely to be currently working as a teacher and/or Director of Sport, with a clear love of their subject.</p>	<p>Evidence of a commitment to promoting the health, welfare and safeguarding of children.</p> <p>Evidence of promoting, implementing and monitoring equal opportunities across all aspects of the school.</p>	<p>Contents of the application form.</p> <p>Interview.</p> <p>Professional references.</p>
<p>Personal competencies and qualities</p>	<p>Motivation to work with children and young people.</p> <p>Ability to form and maintain appropriate relationships and professional boundaries with children and young people.</p> <p>Emotional resilience in working with challenging behaviours.</p> <p>Positive attitude to use of authority and maintaining discipline.</p>	<p>To have high aspirations but to manage these with pragmatism.</p> <p>Highly motivated, ambitious, upbeat, energetic, enthusiastic and hard-working.</p> <p>Highly motivated and upbeat.</p> <p>Calm under pressure with a good sense of humour.</p> <p>Flexible and collaborative.</p>	<p>Contents of the application form.</p> <p>Interview.</p> <p>Professional references.</p>