



## JOB DESCRIPTION – 2021

**Job Title:** Director of Sport  
**Reports to:** Deputy Head – Pastoral  
**Manages:** PE, Academic PE and Games Departments including visiting coaching staff  
**Hours:** Full time

### **Key working relationships**

Deputy Heads  
PE Staff and Games Staff  
Resident Graduates  
Visiting sports coaching staff  
Students and parents

### **Job Summary**

Overall responsibility for the professional leadership and management of the department in order to ensure high standards of teaching and learning are delivered, resources are used efficiently and effectively and the curriculum and co-curricular programme, including the fixture programme is managed and developed in accordance with school policy.

The successful candidate will be:

- a) an outstanding leader with a real passion for inspiring young people in sport.
- b) a person of energy and commitment with the vision and drive to develop PE at Leighton Park School.
- c) an outstanding teacher and coach who will inspire the department and pupils and lead by example.
- d) a strong manager and administrator.
- e) able to teach and lead on academic at KS4 and KS5

### **Duties and responsibilities**

#### **Policy/Strategic direction and development**

- a) Contribute to whole school policy-making and strategic planning as required by the Senior Leadership Team.
- b) Provision/enhancement of scholarship programme, developing gifted/talented; support for SEN students.
- c) Prepare, monitor and update annual departmental plans in consultation with colleagues.
- d) Take the lead in ensuring that school policies and strategies are embedded in schemes of work and departmental plans.

#### **Leadership & management**

- a) Lead and manage the department, recruiting, inducting, developing, deploying, motivating and appraising members of the department to

ensure that they have clear expectations of their roles, and that high performance standards are achieved and maintained.

- b) Empower members of the department to develop their leadership potential to ensure continuous improvement within the department.
- c) Manage day to day requirements such as examination entry and departmental timetables, delegating as appropriate, to ensure the efficiency of the department.
- d) Chair departmental meetings to ensure that they are used effectively to review performance and that actions are recorded and implemented.

#### **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 personal and continuous professional development
- c) Line Manage all PE and Games staff including visiting sports coaches and Resident Graduates.
- d) Ensure that the department is working as a cohesive group towards the sporting vision and aims of the school.
- e) Liaise with HR to oversee the employment and management of part time coaches and monitor the quality of the coaching provision.
- f) Liaise with Deputy Head Academic to ensure that PE and Sport has an adequate timetable allocation and is appropriately staffed.
- g) Overall responsibility for Health and Safety including ensuring that all Risk Assessments for sports and all P.E. activities are up to date and regularly reviewed and that all procedures are followed.
- h) Liaise with the Health Centre in all matters relating to injuries and other medical conditions.

#### **Timetabled sessions – curricular and co-curricular**

- a) Have a clear overall strategy for both the development of sporting excellence in the School and the participation by students of all abilities in sporting activities for enjoyment and health.
- b) Give dynamic leadership, ensuring that all sports have clear direction and that the teachers/coaches in charge of the various sports understand the vision for the department and whole school community.
- c) Appraise each sport annually identifying challenges, growth and encouraging initiatives.
- d) Oversee and manage the day to day running of Physical Education and Games, including the Academic PE programme.
- e) Ensure that schemes of work are used, reviewed and modified to enable the maintenance and development of high standards of teaching and learning.
- f) Ensure the department's delivery and development of the curriculum is effective in meeting the needs of all pupils.
- g) Monitor pupil progress through the use of performance and benchmarked data to ensure that high standards of learning are achieved and maintained.

- h) Keep up to date with developments in subject area and education in general to ensure that best practice is adopted within the department.
- i) Organise and administer a comprehensive, competitive and balanced fixture programme which includes all year groups in school.
- j) Ensure that each major sport has a full fixture list playing other independent and local state schools and developing the range of schools played to ensure the highest possible calibre of fixtures at appropriate levels.
- k) Ensure that appropriate transport is organised for away fixtures.
- l) Liaise with relevant staff in good time regarding cover requirements when Sports staff have to be absent from school.
- m) Ensure that all teams behave appropriately whilst representing the school at fixtures and that the correct kit is smartly worn.
- n) Maintain an accurate and up to date record of fixtures and results and details of pupils who achieve representative successes and provide reports to the Head and Head of Marketing as required.
- o) Ensure that co-curricular activity sessions are organised and staffed.
- p) Continually monitor that every student is attending their appropriate sports activity and that unexplained absences are followed up.

#### **Finance, Facilities and Equipment**

- a) Have overall responsibility for the Sports Budget, managing the various individual sports budgets including equipment, match expenses and external coaches.
- b) Liaise with the school's grounds staff to ensure all sports fields are prepared properly and liaise with appropriate parties over use of indoor sports facilities.
- c) Ensure that all sports equipment is organised, stored and maintained appropriately and treated with due care by all users.
- d) Identify future resourcing needs and aspirations for the department for consideration in the school budget planning process.

#### **Marketing**

- a) In conjunction with the Assistant Head Co-curricular, Partnerships and Outreach, develop links with feeder schools by going into schools or by hosting coaching days.
- b) Liaise with Admissions re sports scholarships: organising and overseeing the days and reviewing the process.
- c) Recruit appropriate candidates from feeder schools: discover sporting talent through liaison with feeder schools.
- d) Liaise with marketing re website and sporting publications to parents and newspapers.
- e) Liaise with marketing re most suitable activities for the Annual Open Morning, Monthly Open Mornings and Taster Days.
- f) Promote and market the school's sporting activity internally and externally.
- g) Celebrate and promote achievements of staff and students.
- h) To seek to host events at Local and National level in a variety of sports.
- i) developing links with external agencies like national and county associations, clubs, sports organisations. This could be important for funding as well as student progress.

**General Responsibilities**

- a) Fully participate in the Boarding School community by attending whole school activities/functions.
- b) Organise tours and pre-season training as appropriate.
- c) Organise and supervise team photos as appropriate.
- d) Organise the sporting dinners and achievement celebrations including end of term collects and awarding of trophies.

**Other**

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and School.

This job description and accompanying documentation do not form part of the employment contract.

**Terms and Conditions of Service**

The post holder will be required to comply with all policies and procedures issued by and on behalf of the School.

The post holder will be required to participate in the School appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

**Child Protection and Safeguarding**

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Leighton Park's Child Protection and Safeguarding Policy and the requirement to report to the Child Protection Officer any concerns relating to the safety or welfare of children. This post is classed as being in regulated activity.

**Information Security, Confidentiality and Data Protection**

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All person identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

**Equal Opportunities**

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

**Health and Safety**

Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the School and colleagues in complying with Health and Safety obligations to maintain a safe environment.