

JOB DESCRIPTION: DIRECTOR OF SPORT

Witham Hall School Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share that commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and previous employers and the Disclosure and Barring Service (DBS).

Scope & General Purpose:	To oversee and run the Physical Education and Games programmes of the Sports Department
Responsible to:	The Headmaster
Responsible for:	All members of the Physical Education and Games Department
Hours of work:	During School Term time (which will include working days prior to the return and after the departure of pupils) you shall work while the School is in session and at any other time (including during the School Holidays) as may be necessary in the reasonable opinion of the Head for the proper performance of your duties.
Pension:	Auto-enrolment by the School in the School's <i>Pension Scheme</i> as appropriate.
Commencement date:	April 2024 (an earlier or later start date possible for the right candidate).

Overview

To oversee the running of physical education and games for both boys and girls in the Prep and Pre-Prep. To lead/oversee the running of both internal and external sporting events throughout the academic year.

Key Tasks

Teaching:

- To lead on teaching/coaching of PE and Games from Monday to Saturday (inclusive).
- Run a team in each of the major sports.
- Be part of the minor/major duty rota and play an active part in the School community.
- Ensure the safety, well-being and discipline of all pupils.

Leadership & Strategy:

- To lead in the development of the school's sporting vision/provision.
- Lead on decision-making regarding priorities for fixture and competition provision over the year, with input from the Assistant Director of Sport. Liaison with Sports Administrator.

- Lead on large school and inter-school events (overall vision/ staffing/ logistics/ risk/ H&S) supported by Assistant Director of Sport and by Sports Administrator.
- Overall responsibility for large events within School – e.g. Prep Sports Day, Pre-Prep Sports Day.
- The Lead decision-maker on dynamic risk assessments including the viability of any given fixture or teaching session. Taking the lead on delegating this responsibility for decision-making to the Assistant Director of Sport when required.
- In charge of allocation of lessons and duties through the Sports & PE timetable. Decision-making on staffing; liaison with staff. Delegation as necessary.
- In charge of weekly staffing of fixtures and checking the weekly fixtures plan in conjunction with the Sports Administrator.
- Lead on discipline within the sports department (e.g. 3Sys/ detentions/ back-up to sports staff dealing with parents).
- Sports Budget Manager – Sport; Sport/Grounds.
- Lead on promotion of Sports Department on the website and other social media channels.
- Identification of sports staff keen to take on Heads of Minor Sports and support as necessary. Identification of a lack of qualified staff – organise training as necessary.
- Line management responsibility for staff within the Sports Department.
- Engaging sports staff or coaches or umpires or referees to support the Games/PE Programme as necessary and brief accordingly. Staff liaison.
- To lead on the induction and continuing support and assessment of training needs of new staff, gap students, volunteers and work placement students.

Administration, communication and liaison:

- Sport & PE Policy and Procedure, documentation, reporting - working in conjunction with the Assistant Director of Sport.
- Games and PE Risk Assessments across the department. Games HOD observations/peer observation.
- Maintaining 'more able' records and following through to scholarship preparation (for both boys and girls).
- Budget/ordering – Staff kit/Match and Tour kit.
- Stock Management.
- Liaison with grounds staff/grounds and timetable issues.
- Co-ordination of Presentation Assemblies and other commendation initiatives.
- Whole school staff liaison where sport or events affect whole school timetable or staff/parents in other ways.
- Communication and trouble-shooting with regards to parents and managing parent expectation. Parent meetings.
- Health and Safety in Department (sit on Health and Safety Committee), Medical matters (matrons). Disseminate – make decisions on H&S matters.
- Management of Gap Students in relation to Sport; management of work experience students (Induction process).

- Departmental reviews.
- Being aware of priorities within the School and how those work with sports initiatives or where there are challenges. Liaison with staff outside of sport where there are clashes/need for negotiation.
- Establish and maintain a system to flag-up, purposefully occupy and monitor non- participation due to injury.
- Maintain an accurate and up to date record of fixtures and results for each team.
- Identify pupils that require additional support in Games and/or at fixtures and with the assistance of the Assistant Director of Sport integrate strategies to support them.
- Oversee SOCS sports reports for sport.
- Write School magazine and local press articles on achievements in Games. Assess magazine contributions across all sports each year and suggest improvements as applicable.

Knowledge, Skills and Experience Required

Essential

- A passion, energy and enthusiasm for sport and working with children, coupled with an ability to inspire and motivate.
- Ability to teach PE/Games and coach a team.
- Strong and relevant Sport / teaching qualifications.
- Be highly organized with the ability to prioritise and work to tight deadlines whilst retaining a professional composure.
- First-class communication and organisational skills, coupled with the ability to use technology effectively in enhancing learning.
- Strong interpersonal skills that promote confidence in dealing with colleagues, pupils and parents.
- Ability to act as an effective line manager, with experience of motivating and working effectively as a successful team.
- A robust and resilient nature, coupled with a capability to work under pressure.
- Able to work flexibly and contribute positively to life in a busy, exciting and thriving school.
- An ability and willingness to undertake a full and fair part in staff duties and responsibilities, including involvement in Boarding.
- A positive approach to learning in role and identifying personal training needs as appropriate; the School is willing to support learning as required on a mutually agreed basis.
- A full and active commitment to the welfare and safeguarding of children and young people.