

**Job Title**

Director of Sport

**Responsible to**

Director of Co-Curricular and Enrichment

**Responsible for**

Head of Junior School PE, PE technician and Games Coach Associate and other members of the PE department

**Contract**

Permanent, Full-time

**Purpose of the role**

The Director of Sport will be responsible for the overall strategy, leadership and management of the Sports Programme.

**Key Duties and Responsibilities****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 the whole school pathway in sport by working closely with the Head of Junior School PE.
- Expert knowledge of Sport and Physical Education across KS1-KS5, including the ability to teach examination PE up to and including A Level and/or CTEC Sport
- Develop and embed a programme of sport that will enhance and improve Sibford School's local, and national reputation for sport, making it an attractive choice for boys and girls with strong sporting ability.
- Ensure provision of programmes to cater appropriately for all levels of ability, and to support the development of individual talent.
- Ensure the provision of appropriate sports and activity programmes geared at engaging all pupils in games sessions and other recreational sports activities.
- Ensure that all teams in all sports play an appropriate number of quality fixtures.
- Ensure that the standards of kit and equipment are in line with expectation and promotes the Sibford School brand.
- Ensure that pitches are prepared and maintained to the highest standard, in liaison with the Head Groundsman.
- Ensure that all visiting teams and guests are appropriately welcomed and cared for during their visits to Sibford School.
- Oversee Sports Scholars' selection and develop an effective Sports Scholarship programme.
- Work closely with the Marketing Department, actively contributing to marketing and pupil recruitment, encouraging links with the schools Outreach Programme.
- Ensure the timely publication of all matters pertaining to sport on the school website.
- Ensure appropriate articles are written for publications and e-communication as agreed with the Marketing Department.

- Work closely with the Health Centre to ensure that the provision of medical support is appropriate within the school community and during matches.
- Maintain and develop further links with community clubs and external sporting bodies
- Ensure the fixture programme is designed with the designed with an understanding of the whole school calendar.

### **Management**

- Have direct line management of all members of the sports department
- Support the Heads of House 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 the relevant sports budgets.
- Chair the Sports Department Meeting and attend and contribute to Academic Board and Health and Safety committee meetings
- Hold sport development and review meetings with each member of the department.
- Work with the Sports Centre Manager to find the balance between pupil and community use of the Sports Centre during term time and in relation to all operational matters
- Provide reports to the Deputy Head on progress against the agreed strategy and other matters of interest
- Liaise with the Deputy Head on INSET for teaching and specialist sports staff

### **Other**

- Teach Physical Education subject lessons and coach sports teams
- Perform duties within the School's policies and procedures, ensuring compliance with the Health and Safety Policy and the School's Child Protection procedures.
- Undertake such other tasks as commensurate with the role level and pay grade
- Lead by example, setting the bar high for professional standards and inspiring colleagues to do the same.

## Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A recognised teaching qualification.</li> <li>• An appropriate degree in Sport, enabling the teaching of Physical Education at A level/CTEC.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrable experience of working at management level</li> <li>• Proven track record of developing and managing successful sports programmes</li> <li>• Experience of working with Sport and Physical Education in schools.</li> <li>• Experience of working with children of a wide ability range</li> <li>• Experience of enhancing development of skills and talent.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of operating at Director of Sport level</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• A team player and the ability to work flexibly with a range of stakeholders</li> <li>• Ability to lead and inspire pupils of all ages and levels</li> <li>• Excellent communication skills</li> <li>• Excellent interpersonal skills</li> <li>• Excellent organisational skills</li> <li>• Ability to prioritise workload and comply with tight deadlines</li> </ul>	
<b>Attitudes and Approach</b>	<ul style="list-style-type: none"> <li>• Professional manner</li> <li>• Results driven</li> <li>• Desire for continual development and improvement, ensuring excellent in sports</li> <li>• Collaborative approach</li> <li>• Shared responsibility approach</li> <li>• Positive “can do” attitude</li> <li>• Resilient</li> <li>• Personable and approachable</li> <li>• A willingness to enter into the spirit of the school, and contribute to the wider life and work of the school</li> <li>• Committed to safeguarding</li> </ul>	