

Job Description

Job Title:	Head of Sport
Group:	UK Independent Schools
Dept/Project/Service:	Oakfield Preparatory School
Reports to:	Director of Studies
Responsible for:	Sports Coaches
Usual office base:	Oakfield Preparatory School. In order to provide a strong school community and the best experience to pupils, there is an expectation that Oakfield staff are school based.
Grade:	Teaching Scale with Responsibility Allowance

Job Purpose:

The Head of Sport has responsibility for all sport at Oakfield Preparatory School. They will lead our team of coaches to develop sporting excellence and encourage participation of pupils of all abilities. The Head of Sport will be responsible for the planning, delivery and future growth of sport both within the curriculum and co-curriculum at Oakfield.

Job Objectives:

General

1. Adhering to the policies of the school, in particular policies relating to the safeguarding of children
2. Develop and maintain a clear Development Plan for the Sports Department at Oakfield which includes curricular physical education and co-curricular sport
3. Monitoring and reporting on department KPIs
4. Be an a proactive, inspirational and dynamic leader, building an effective team of sports staff
5. Manage a well-balanced competitive fixture programme
6. Ensure the fixture team selection process is fair and that that the sporting provision for the school is inclusive alongside being competitive

7. Work in close collaboration with the sports staff, ensuring that the department are fully aware of expectations. Promote good sportsmanship and conduct for both staff and pupils across all aspects of sport at Oakfield
8. Be prepared to represent Oakfield at relevant association conferences and meetings

Facilities & Procedures

1. Liaise with the Operations Team to ensure that indoor and outdoor facilities are well maintained
2. Ensure that all relevant aspects of Safeguarding and Health and Safety are understood and procedures followed by staff involved in coaching and other sport related activities
3. Work with the Operations Team and Health and Safety Action Group to ensure that risk assessments are up to date and regularly reviewed
4. Keep yourself and the sport staff up to date with legislation, guidance and amendments to best practice and rules
5. Develop and maintain the Sports Department Handbook, including associated policies and procedures.
6. Maintain good order and discipline among the pupils and safeguard 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
7. Ensure that the safety of pupils and staff within departmental areas complies with the school's Health and Safety Policy

Leadership

1. Liaise with the Head and Director of Studies when required to appoint staff to the Sports Department, supporting and leading on elements of the recruitment and induction process
2. Monitor and appraise sports staff with regard to their coaching and other responsibilities within the Sports Department
3. Ensure sports staff receive appropriate training/re-training and provide appropriate induction to new staff within the Sports Department
4. Ensure staff are kept informed of procedures for accidents and injuries during sports sessions and fixtures
5. Ensure that adequate cover is in place for sports sessions when sports teachers or coaches are absent for fixtures, training or illness
6. Take part as required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school
7. Plan and review the Physical Education curriculum, as taught throughout the school, from EYFS to Year 6
8. Ensure that resources are accurately recorded, well cared for and used economically

9. Represent the department in all matters related to the curriculum within staff meetings
10. Plan and co-ordinate Oakfield's annual sporting calendar including fixtures, sporting events and Sports Days
11. Participate in arrangements for the appraisal and performance management of the sports staff, including arranging further training and professional development

Administration

1. Participate in administrative and organisational tasks related to such duties as are described above, including the ordering and allocation of equipment and materials
2. Prepare and maintain the Sport Department budget, in line with school budgeting procedures
3. Ensure that the sporting calendar is scheduled in a timely manner and liaise with other departments and staff to avoid clashes
4. Communicate with the Calendar Committee and relevant Operations Team members to ensure that appropriate arrangements are in place for all sports events, fixtures and trips
5. Instill and maintain a high standard of dress and behaviour from pupils and staff at fixtures and during sports sessions. Ensure that kit is consistent and correct
6. Keep an accurate and up to date record of fixtures and results with details to be published on the school's media channels

Teaching and Learning

1. Plan and prepare for the delivery of the sport curriculum, planning and preparing lessons
2. Teach pupils according to their educational needs
3. Monitor the teaching and learning within the department, developing staff to ensure the highest standards of teaching and learning and accelerated pupil progress
4. Assessing, recording and reporting on the development, progress and attainment of pupils
5. Lead, organise and participate in co-curricular activities
6. Provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils
7. Produce detailed reports of the department's activities, schemes of work and action plan/budget bids for the Director of Studies in line with the curriculum review cycle
8. Oversee preparation and applications for sports scholarships at senior schools; developing relationships, writing references and supporting excellent outcomes

Other Responsibilities

1. Promote the general progress and well-being of individual pupils and of any class or group of pupils assigned to you
2. Attend, contribute to and deliver assemblies as per the yearly rota
3. Communicate and consult with the parents of pupils as directed by the Head
4. Contribute to the wider life of the school, including day and residential trips, evening and weekend events and the co-curricular programme

Scope:

The job description is not exhaustive. It is expected that staff will work closely with the Director of Studies and Head to develop the role to reflect the needs and demands of the post.

Person Specification:

Knowledge

Essential:

- » Educated with a recognised and relevant University Degree and Qualified Teacher Status
- » Understanding of Sport and PE curriculum through professional experience and personal study
- » Strong understanding of social and psychological elements of sports coaching and children's learning, including age-appropriate approaches

Desirable:

- » Coaching qualification(s) from recognised national bodies or equivalent

Experience

Essential:

- » Experience of teaching within KS1 and KS2

Desirable

- » Knowledge and understanding of EYFS Statutory Framework
- » Experience of teaching in the independent sector

Skills



Essential:

- » Outstanding practitioner who leads by example in all aspects of behaviour management, professional development and pastoral care, actively supporting Oakfield's objectives
- » Demonstrates an understanding of what makes an effective team, the value of diversity, and the strengths and skills of others
- » Gives and receive feedback sensitively to create an environment of openness and trust where issues can be discussed constructively
- » Shows a commitment to creating success through actions, decisions and initiatives

Desirable

- » Full driving licence, with D1 classification

Personal Attributes and Qualities

- » Enthusiasm for developing own professional learning and development of others
- » Demonstrates understanding and tolerance, and helps to create a positive and open environment
- » Demonstrates commitment to further professional development, to reflect and develop own practice
- » A genuine interest in and enjoyment of children
- » A capacity for hard work and able to cope under pressure
- » Demonstrates creativity and imagination

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