

Job Description

Job Title:	Head of Sport
Group:	UK Independent Schools
Dept/Project/Service:	Oakfield Preparatory School
Reports to:	Headteacher
Responsible for:	N/a
Usual office base:	Oakfield Preparatory School
Grade:	Teaching Scale

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 and future growth of sport within the curriculum at Oakfield. They will also be responsible for sport outside of the curriculum.

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 strategic plan for the Sports department at Oakfield. This Includes curricular and academic physical education as well as extra-curricular sports and clubs
3. Be an an inspirational and dynamic leader, build an effective team of coaches.
4. Manage a well-balanced competitive fixture programme
5. Ensure fixture team selection process is fair and that where required, B and C or further inclusive teams are formed



6. Work in close collaboration with the sports coaches, 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
7. Be prepared to represent Oakfield at relevant association conferences and meetings

Facilities

1. Liaise with the facilities department to ensure that indoor and outdoor facilities are well maintained
2. Ensure that all relevant aspects of Health and Safety are understood and procedures followed by staff involved in coaching and other sport related activities
3. Work with the Facilities System Administrator and Health and Safety Action Group to ensure that risk assessments are up to date and regularly reviewed
4. Keep yourself and the coaches up to date with legislation, guidance and amendments to best practice and rules
5. Develop and maintain the Sports Department Handbook, including policies and procedures.

Management

1. Liaise with the Head when required to appointment coaches to the sports department. Contributing to the induction and assessment of new teachers
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 sports coaches
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 sickness

6. Taking such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
7. Planning and reviewing the Physical Education curriculum, as taught throughout the School, including EYFS
8. Ensuring that resources are accurately recorded, well cared for and economically used
9. Representing the department in all matters related to the curriculum within staff meetings
10. Work closely with the facilities and marketing department to plan and co-ordinate Oakfield's annual Sports Day

Administration

1. Participating in administrative and organisational tasks related to such duties as are described above, including the ordering and allocation of equipment and materials
2. Manage and further develop the games and physical education sessions for each term.
3. Ensure that the fixtures and sports events timetables are finalised in good time for each term. Liaise with other departments and staff to avoid clashes with other events, such as school trips and music concerts
4. Communicate with the facilities department to ensure that appropriate transport is arranged for each away fixture
5. Instil 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. Ensure that a record is made of incorrect kit and that parents are informed
6. Keep an accurate and up to date record of fixtures and results with details to be published on the school website

Teaching (Academic)

1. Responsibility for implementation of the curriculum. Planning and preparing courses and lessons.
2. Teaching according to their educational needs, the pupils assigned to you
3. Assessing, recording and reporting on the development, progress and attainment of pupils.
4. Organising and participating in extra-curricular activities

Other Activities

1. Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to you
2. Attending assemblies
3. Communicating and consulting with the parents of pupils as directed by the Head
4. Contributing, wherever appropriate, to the wider life of the school, including evening and weekend extra-curricular and fixture programme

Assessments and Reports

1. Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils
2. Producing detailed reports of the department's activities, schemes of work and action plan/budget bid for the Director of Studies in line with the curriculum review cycle

Appraisal

1. Participating in arrangements made by the Head for the appraisal of your performance and that of the sports coaches

Further training and development

1. Reviewing from time to time methods of teaching and programmes of work
2. Participating in arrangements for further training and professional development as a teacher
3. Taking responsibility for the Performance Management of some staff including target setting and review
4. Sharing responsibility with the Director of Studies for the professional development and training of the department and assist with the appointment and induction of new staff to the sports department

Discipline, health and safety

1. 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
2. Ensuring that the safety of pupils and staff within departmental areas complies with the school's Health and Safety Policy

Scope:

The job description is not exhaustive. It is expected that staff will work closely with the Head teacher and Director of Studies 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 and enjoyment of children
- » A capacity for hard work and to cope under pressure
- » Demonstrates creativity and imagination

Competency Band: 3

Key competencies for the role:

Our Values	Key Competency 1	Key Competency 2
Excellence – creating and leading success	Seeks to understand how the services, activities and strategies in their area work together to create value for the learner and client	Communicates the vision to others and works within team to implement it, so delivering excellence
Integrity – supporting and building trust	Creates a positive environment in the team by being open, honest and thoughtful when communicating	Values diversity of opinion and respects and encourages the contribution of others
Accountability – delivering and improving	Encourages an awareness of cost with colleagues, using clear examples how to measure cost effective outcomes	Drives performance by giving clear messages about priorities, objectives and accountabilities to team/colleagues
Collaboration – engaging and partnering	Actively builds and maintains a network of colleagues and contacts to achieve progress on objectives and shared interests	Communicates effectively and appropriately, actively engaging others to support goals and activities

Job Family: Teaching

At Oakfield Preparatory School, we place the safety and welfare of our pupils at the centre of all our activities. The safeguarding of pupils underpins the School's values and is fully embraced by all staff.

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