



Job Description – Director of Sport

The Director of Sport will have responsibility for all Sport at Kelly College Preparatory School. He/she will report to the Headmaster, but for day to day matters the Director of Sport's line manager will be the Deputy Head.

General

- Have a clear overall strategy for both the development of sporting excellence in the School and the participation by pupils of all abilities in sporting activities for enjoyment and health
- Give dynamic leadership, ensuring that sport has a clear focus and profile and that the teachers/coaches work together as a team
- Produce a dynamic, comprehensive and up-to-date curriculum
- Lead by example in instilling the highest levels of appearance, professionalism and good sportsmanship.
- Communicate professionally with the parental body at all times.
- Be an ambassador when visiting other schools on sports fixtures.

Policy and Documentation

- Write and maintain a Departmental Handbook containing all policy documents and procedures to be undertaken.
- Liaise with the H&S Officer to ensure that all Risk Assessments and documentation for sport and all P.E. activities are up to date and regularly reviewed.
- Lead the department in producing long and medium term planning documents.
- Provide methods of pupil assessment and analyse results.

Finance, facilities and equipment

- Have overall responsibility for the Sports Budget including equipment.
- Liaise with the School's groundsmen to ensure all sports fields are prepared and liaise with appropriate parties over use of sports facilities at the senior school
- Ensure that all Sports equipment is organized, stored and maintained appropriately and treated with due care by all users

Staff management

- Chair Departmental Meetings
- Provide opportunities for sports to staff receive regular appropriate Inset in conjunction with the Deputy Head
- Liaise with the Deputy Head in good time regarding cover requirements when Sports staff have to be absent from school.
- Monitor the quality of coaching and teaching in the Department

- Ensure all new teachers/coaches taking sports are aware of departmental policies and procedures especially with regard to Health & Safety requirements and the procedure for off-games.
- Ensure that each sports teacher/coach responsible supplies appropriate information and photographs to the school's various forms of publicity, e.g. the weekly news sheet, the annual school magazine, the website and local newspapers.

Fixtures & PE / Games Lessons

- Ensure that a suitable programme of afternoon Games is provided for each age group which covers the needs of all pupils
- Produce a full and balanced fixture list for both girls and boys sports each term
- Ensure that the fixture list for each sport is produced by the deadline for each term's Calendar and is accurate
- Ensure that appropriate transport and catering is booked for teams for fixtures.
- Coach several teams personally and play a lead role in teaching PE across the curriculum.
- Produce staffing requirements for the department in relation to timetabling.
- Oversee the Wednesday and Thursday afternoon programme for boys and girls not in teams
- Ensure that all students wear the correct kit for each sporting activity and are smartly turned out for fixtures
- Ensure that all sports teams behave appropriately before, during and after fixtures and all sports sessions

Sports-related activities

- Ensure player of the match / match reports are ready for school assemblies
- Produce a criteria for awarding Colours and other awards and ensure that they are awarded appropriately
- Organise Inter-House sports competitions each term and the annual Sports Day
- Ensure that the Headmaster has regular information on all the school's sports activities
- Liaise with Director of Sport at Kelly College Senior School especially to promote progression from Year 6 into the main school Year 7 and the Talented Sports Programme (or equivalent)
- Devise criteria for Prep School Sport Scholarships and assess candidates (where appropriate)
- Prepare a termly governors report on all sporting developments
- Co-ordinate sports team photos each term
- Promote the subject at Parents Curriculum meetings and other school PR events

At all times help to implement the policy that the school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.