

## JOB DESCRIPTION

### **Head of Sport and Teacher of Boys Sport**

The Head of Sport at Aldenham Prep School must be an enthusiastic professional, prepared to fully commit to the ethos of the School, as laid out in our Mission Statement and Aims. The Head of Sport is responsible to the Head of Prep.

Staff at Aldenham Prep School are expected to ensure that an atmosphere of mutual respect exists between them and pupils by following school policies and practices for pastoral care and Safeguarding.

Some classroom teaching of another subject will be required.

The person appointed to this position will have responsibility for the leadership and direction of Sport within the School. He/she will play a leading part in the development of sport for boys and girls, engaging and motivating pupils and inspiring trust and confidence from them. He/she will have an excellent, passionate and enthusiastic approach to the teaching of Sport. Specialisms should include football, hockey, swimming, cricket and athletics.

#### **The specific responsibilities of the Head of Department role include the following:**

- a) organise the programme for sport through regular PE and Games lessons, additional coaching sessions and wider opportunities;
- b) plan schemes of work (long, medium and short term) to ensure pupils develop their skills and technique as individuals and as part of a team;
- c) ensure all departmental documentation, including the Development Plan is up to date;
- d) analyse whole school Sport assessment results and use this data to inform planning;
- e) ensure Sport is well played, coached and that teams are successful in competition against other schools;
- f) ensure the highest standards of behaviour and conduct in play;
- g) provide stimulating activities and events for pupils talented in one or more areas of Sport in liaison with the Stretch and Challenge Coordinator;
- h) communicate with pupils, parents, teachers, senior leadership, governors and wider school community;
- i) provide regular feedback about the fixtures to pupils, parents, colleagues and the marketing team;
- j) monitor and observe the quality of Sports teaching and support the development of newly trained staff;
- k) provide a full report on the progress of the Sports department to the Senior Leadership Team on an annual basis;
- l) arrange and/or facilitate CPD in Sport for colleagues;
- m) lead, support and motivate support staff with regards to Sport;
- n) organise a programme of fixtures for school teams through liaison with the Heads of Sport in other schools;
- o) liaise closely with Sports teachers in the Aldenham Foundation and the IAPS 1N District;
- p) be aware of national and international issues involving the teaching of Sport and disseminate this to relevant school staff;

- q) attend all relevant Staff Meetings to inspire and promote Sport across the curriculum;
- r) develop sport through the marketing of the School, by the recruitment of potentially successful players and through the development of successful teams;
- s) inform Grounds staff and Sports Centre staff of requirements;
- t) arrange school wide events including Sports Day, House competitions and the Novice Gala; and
- u) develop and manage Sport resources, including equipment, facilities and finances.

## **General requirements of a teacher at Aldenham Prep School**

### **Have Knowledge and Understanding**

- a) of the relevant aspects of the pupils' National Curriculum requirements; and
- b) of progression in teaching.

### **Planning, Teaching and Expectations**

- a) Ensure effective teaching so that objectives are met, momentum and challenge are maintained, and best use is made of teaching time.
- b) Plan lessons and sequences of lessons to meet all pupils' individual learning needs and plan effectively to ensure that pupils have the opportunity to meet, if not exceed expectations, also taking account of the needs of pupils who are: underachieving and/or very able.
- c) Secure a high standard of pupil behaviour in lessons, through establishing appropriate rules and high expectations of discipline which pupils respect.
- d) Plan effectively to meet the needs of those pupils who have learning difficulties.

### **Monitoring & Assessment**

- a) Formatively assess how well learning objectives have been achieved and use this assessment to inform future teaching.
- b) Provide constructive oral feedback to the pupils, to enable progress in their achievements and set targets for future progress, in line with school policy.

### **Relations with parents and wider community**

- a) Liaise effectively with pupils' parents through informative oral and written reports on pupils' progress and achievements, discussing appropriate targets, and encouraging them to support their children's learning, behaviour and progress.
- b) Understand the need to liaise with other agencies responsible for pupils' welfare where and when necessary.

### **Managing own performance and development**

- a) Understand the need to take responsibility for their own professional development and to keep up to date with research and developments in pedagogy and in the teaching of Sport.
- b) Understand their professional responsibilities in relation to school policies and practices.
- c) Set a good example to the pupils through presentation and personal conduct.
- d) Evaluate teaching critically and use this to improve effectiveness.

e) Participate in the school's Performance Management programme.

### **Managing and developing staff and other adults**

- a) Establish effective working relationships with all colleagues.
- b) Direct and line-manage departmental staff and other relevant support staff effectively.

### **Wider Professional Effectiveness**

- a) Contribute to the co-curricular life of the school.
- b) Make an active contribution to the life and aspirations of the school.

### **Other Responsibilities**

All staff should be willing to assist other staff in preparation and supervision of activities, to include some playtime and lunchtime supervision and at least one school club per week. Teachers are required to attend Staff Meetings and Briefings, INSET Days, Parents' Evenings and Meetings, Open Days, School Fetes and Visitation Day. Teachers will also be prepared to attend other such meetings, functions, and training as is from time to time deemed necessary. No description of responsibilities can be fully comprehensive, and this job description is subject to review and modification, as necessary. The Head of Sport is also required to carry out other reasonable duties as are from, time to time, necessary.