



Westcliff High School
for Boys

JOB DESCRIPTION
DIRECTOR OF SPORT



INTRODUCTION

The Physical Education Department is committed to sporting excellence and physical fitness for all. This is achieved through lessons, extra-curricular sport and competitions. The Department have achieved national recognition in Athletics, Rugby (League and Union), Basketball and Swimming and aim to continue this success, whilst also instilling in pupils and the community the links between physical fitness and good mental health.

ACCOMMODATION AND FACILITIES

The Physical Education Department is well equipped with a Sports Hall, Indoor Cricket Nets, Gymnasium, Fitness Suite, Spinning and Kettle Bells Studio, Cricket Square (maintained by Westcliff Cricket Club), Rugby and Football Pitches, Tartan and Sandpit, Hammer Cage and Short Tennis Courts. The Department has links with many local clubs and access to specialist facilities such as Chalkwell Hard Tennis Club.

CURRICULUM

In the Lower School, pupils have both PE lessons and Games afternoons and they use they log their progress on a specially designed passport.

The EDUQAS GCSE Curriculum builds upon the work that has been completed in Years 7-9, both consolidating as well as extending in order to enable pupils to achieve the very highest grades. The Progress 8 score in PE is usually within the top 3 subjects in the School.

For Advanced Level, we follow the EDUQAS examination board.

The curriculum in all years is significantly enhanced by participation in extra-curricular training and competition which takes place before school, at lunchtimes, after school and on Saturday mornings.

Older students have the opportunity to work with younger pupils to develop their coaching skills, while the younger pupils thrive working with peer role models.

EXAMINATION RESULTS

The GCSE and A Level results in Physical Education have been consistently above the national average.



SALARY

TLR1A £7,546 with approximately 0.7 timetable commitment

JOB DESCRIPTION

- 1 To be responsible for all aspects of curricular Physical Education (PE) and extra-curricular School Sport at Westcliff High School for Boys (WHSB) including the development of the School's strategic vision for Sport in consultation with the Headmaster and the Assistant Head: Director of Studies. The strategic vision must reflect the School's ethos and values and the Director of Sport must be an outstanding role model for colleagues and pupils across the School.
- 2 To ensure the strategic vision is developed into specific targets and plans for each sport, which reflects the targets of the School's Development Plan. The Director of Sport will be responsible for the management of the delivery of that strategy against an agreed timescale and provide an annual report on its progress to the School's Senior Team.
- 3 To be aware of the new developments and advances in the teaching and direction of PE and Sport, liaising with outside agencies and the various governing bodies of sport.
- 4 To provide inspirational and dynamic leadership of a team of teachers, and sports coaches and, in particular, to monitor standards of Teaching & Learning and coaching within the Sports/PE Department, to make recommendations on INSET (including updates on subject knowledge, coaching expertise and refereeing/officiating), and to seek to achieve targets in relation to examination results and sporting success set out in the Departmental Development Plan and the School's strategic vision for Sport.
- 5 To motivate members of the Department and to give them the opportunity to contribute to policy. To maintain a record of matters discussed at meetings and to make a copy available for the Headmaster and the Assistant Head: Director of Studies.
- 6 To provide for the Department guidance, advice, INSET training and leadership on:
 - Aims and objectives;
 - Schemes of Work;
 - Teaching and coaching methods;
 - Assessment, Recording, Reporting and the use of data;
 - The teaching environment in the Sports Hall, field, classroom;
 - Differentiationand to ensure that these matters are the focus of regular Departmental discussion.
- 7 To ensure that the Department has in place arrangements to provide for the needs of pupils of differing abilities and in different circumstances including the most able, those who may have some disadvantage and those who are within the School's Special Educational Needs provision.



- 8 To ensure that members of the Department use information on prior pupil attainment in planning their teaching of particular groups and that the Department respects and follows the School's procedures for pupil tracking and target setting to enhance performance.
- 9 To monitor academic standards within the Department, to maintain pupil records, to identify difficulties with individual pupils or groups and to generate solutions.
- 10 To manage the Departmental Budget, together with the Assistant Head: Director of Studies, and to have regard to the quality of teaching materials both purchased and internally prepared, as well as the allocation of resources to each sport.
- 11 To organise and develop a competitive and high calibre fixture and practice programme across all sports and all age groups and to have oversight of all entries by WHSB into local and national sporting competitions, liaising with the Assistant Head: Director of Studies as appropriate. Each team should have a full practice and fixture list including mid-week and Saturday fixtures and should be entered into appropriate local, regional and national competitions. These fixtures should be arranged to ensure the continuity of pupils' education and clashes should be avoided with other school calendar events where possible. The Director of Sport will use Departmental Administration support to ensure appropriate transport and catering arrangements are in place.
- 12 To lead and make provision for morning and lunchtime practices, including strength and conditioning sessions.
- 13 To establish and maintain a record of pupil participation (individual pupils and the School as a whole) in sports practices and fixtures and follow-up any instances of absence as appropriate. This should include the development of measurements/benchmarks to judge improvement and success.
- 14 To ensure that high standards of kit and behaviour are maintained within all PE lessons, practices and fixtures and to act as a role model in this regard. This includes ensuring pupils maintaining high standards of appearance (the wearing of School uniform) before and after fixtures.
- 15 To maintain an accurate and up-to-date record of all fixtures and results and to ensure that these are publicised regularly through whole-school assemblies, the website and through publications such as The Westcliff Diary and to keep details of pupils who have achieved representative Honours and School Colours and to advise the Headmaster as appropriate (for example, for publication in the Annual Speech Day programme).
- 16 In consultation with the Headmaster and Assistant Head: Director of Studies to recruit and develop specialist staff, including coaching staff, ensuring appropriate induction, training, safeguarding and professional development opportunities are put in place and to monitoring (through the appraisal system) the work on these staff in the delivery of both curricular and extra-curricular activities.
- 17 To encourage and nurture non-specialist staff to support and contribute towards the School's sporting programme.
- 18 To coordinate a balanced programme of sports tours (both within and outside of the country) giving consideration to the continuity of pupils' education and the financial burden placed on parents.
- 19 To oversee the development of links with local sports clubs and primary/junior schools for the benefit of the School, including seeking to attract talented pupils, and the community including the management of sporting elements of our outreach work through the Community Development Office.



- 20 To market the School's sporting opportunities locally, regionally and nationally as appropriate and to actively participate in the promotion of the School's sporting life at Open Days. This will involve overseeing the relevant sports section of the WHSB website and the use of the sport-related Twitter accounts as well as coordinate press releases of sporting achievements.
- 21 To coordinate the award of Sporting Colours and scholarships and to organise the termly Colours Assemblies to celebrate sporting achievements. The scholarship system will involve the identification and development of the School's most able sportsmen/women and the encouragement of talented individuals to pursue county, regional and national representation.
- 22 To ensure that risk assessments are fully up-to-date and that all relevant aspects of Health & Safety (including First Aid) are understood and followed by all staff involved in PE and School Sport at WHSB.
- 23 To oversee the management of all stock (including playing kit) and to purchase replacements as appropriate.
- 24 To coordinate, in consultation with the School's Heads of House, the Annual Sports Day.
- 25 To oversee the management of the effective running of the School's sports facilities, ensuring that all staff supervising facilities (e.g. the fitness suite) have appropriate training and that all students using the facility have been correctly inducted into its use.
- 26 To plan, shape and maintain a stimulating, invigorating, motivating and up to date learning environment, ensuring that the learning resources are well organised and accessible to staff and pupils, embracing practical work, documentation and display.
- 27 To produce each year, according to agreed schedules, a written review of the Department's work, covering public examination results; Teaching & Learning in Years 7-10 and 12; staff development; Departmental extra-curricular activity; Departmental resources; and progress made towards meeting targets laid down in the School Development Plan.
- 28 To undertake such other duties, from time to time, as the Assistant Head: Director of Studies or the Headmaster may reasonably request.

This is not an exhaustive list and will vary as the School's requirements change. The Director of Sport will play a full role in the wider life of the School. Flexibility regarding work hours will be expected as the hours of the role are undefined. The successful applicant will be expected to be on-site for the duration of morning and after-school practices and matches, for weekend fixtures and may be required to organise and/or accompany sports tours during holiday periods.



Person Specification for the Director of Sport

- Commitment
- Ability to analyse problems and formulate creative solutions
- A positive attitude
- Ability to work cooperatively with others
- Ability to communicate effectively with others
- Ability to follow a project from start to finish within a set time
- Ability to be assertive in management and leadership
- Ability to take the initiative, take the lead and take charge
- Fairness and approachability
- Flexibility
- Good humour
- Budget planning and management
- Role model for pupils
- Experience of management and leadership
- Excellent planning, organisational and administrative skills

General Duties and Responsibilities:

The following responsibilities are included in the professional duties which the teacher is required to perform:

General Duties:

- to support and promote the School's general purposes, ethos and Learner Profile;
- to be familiar with and respect and follow the School's Policies and Procedures;
- to maintain a good understanding of whole School Evaluation and Development Planning;
- to act as a role model to pupils through always being punctual and well prepared and to maintain appropriate professional relationships and an atmosphere conducive to learning;
- to attend School and Year Assemblies and to carry out a share of supervision duties in accordance with published rotas;
- to contribute actively to the maintenance of the School as an orderly community by upholding the provisions of the School's Rules and the Pupils' Code of Conduct;
- to maintain good order and discipline among the pupils, safeguarding their welfare both on School premises and when engaged in authorized activities elsewhere;
- to participate in staff and other meetings relating to the School's curricular, pastoral or administrative arrangements;
- to assist with covering or taking other classes as and when required (e.g. staff illness) and being available for examination invigilation;
- to communicate and co-operate on educational issues with persons or bodies outside the School as appropriate;
- to contribute to the extra-curricular life of the School as appropriate and attend and support School and House events wherever possible.

Teaching:

- to ensure that lessons are planned in appropriate detail (considering pupils' prior attainment) and are prepared and delivered in accordance with the Learner Profile, departmental Schemes of Work and regulatory standards, reinforcing the need for high expectations which inspire, motivate and challenge pupils;
- to take account of pupils' educational needs (differentiating where appropriate), to teach in a manner appropriate to a Grammar School (as outlined in the School's *Guide to Outstanding Teaching*), including the setting and marking of work, to be carried out by the pupils in School and elsewhere (homework), according to agreed schedules;
- to assess, record and report on the development, progress and attainment of pupils in accordance with the School's policy, in order to ensure pupils fulfil their potential. This record of assessment should be available to the Head of Department or Directors of Studies on request;
- to regularly mark pupils' work, giving appropriate feedback and keeping records of marks;
- to provide mark lists, grading lists, written reports, internal comments or references relating to individual pupils as the School may require;
- to communicate with Head of Department and Form Tutor regarding the progress of individual pupils, as necessary;
- to attend Parent Evenings to discuss the progress of pupils and use such occasions to offer constructive advice on what pupils need to do to improve their progress;
- to participate, within the guidelines laid down by the Head of Department, in the evaluation and development of appropriate methods of teaching, syllabuses and materials, writing Schemes of Work as reasonably requested and contributing to the development of departmental policy;
- to assist with displays and publishing of pupils' work;
- to utilise ICT as an effective tool to aid teaching and other classroom resources as appropriate;
- to assist with departmental voluntary activities, societies, trips and initiatives.

Pastoral Care:

Teachers will act as Form Tutors under the direction of a Progress Leader and Head of School/Director of Sixth Form and they will:

- be 'in loco parentis', responsible for the welfare of pupils in the Form and the first point of contact for those seeking help or guidance or wishing to express concern;
- take an interest in the personal circumstances and development of each pupil in the designated Form Group, in his/her happiness and security, and to be available for advice or consultation with parents as well as provide comments on Reports, and to handle correspondence;
- promote the academic progress and well-being of individual pupils and any Form Group, class or group, ensuring consistent feedback is given, which guides pupils. Discussing Reports and supporting self-evaluation activities with the designated Form Group;
- providing tutees with guidance and advice on educational, careers and social matters, monitoring their welfare and making relevant records and reports (including reference and personal profiles) in accordance with the School's policies. If necessary, directing pupils to sources of more expert advice on specific questions;
- ensure that the Form Group's Pupil Planners are kept up to date and to ensure they are used effectively by pupils including as a means of parent(s)/School communication;
- promote the Learner Profile and high standards of behaviour, attendance, punctuality and attitudes to work.
- ensure that pupils' dress and appearance conform to the requirements set out in the Code of Conduct;
- encourage pupils to develop their interests and talents through participation in extra-curricular activities and the broader life of the School;
- discharge effectively a range of Form administrative duties.

Personnel and Continuing Professional Development:

- to attend and participate in Staff INSET and training courses and events, as requested;
- to contribute, as requested, to the selection, appointment and professional development of staff, including the induction of new teachers;
- teachers on the Upper Pay Scale will be expected to make a greater contribution to the School's Appraisal and CPD arrangements as part of their normal working arrangements.

CONDITIONS OF EMPLOYMENT

- The above responsibilities are subject to the general duties and responsibilities contained in the written Statement of Conditions of Employment (the Contract of Employment).
- The postholder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Governing Body.
- To uphold the School's policy in respect of child protection and safeguarding matters.
- The postholder shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions Document.
- The postholder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.



- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at regular intervals and it may be subject to modification at any time after consultation with the postholder.
- All staff members are required to participate in the School's Appraisal Scheme.

The above is an indication of the requirements of the post and is not meant to be inclusive or exhaustive. Any role that needs reasonably to be undertaken should also be undertaken whether or not included in the above.

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. The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy at all times. If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the Designated Safeguarding Lead. It is an offence for persons who have been barred from working with children to apply for this position.

This non-contractual job description is not necessarily a comprehensive definition of the post and it may be subject to modification or amendment at any time after consultation with the holder of the post.




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Westcliff High School for Boys

Headmaster: Mr MA Skelly M.A.

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