Purpose of the Role: The Head of Sport has responsibility for all sport at The Grove Independent School and Nursery. They will lead our team of teaching staff and coaches to develop sporting excellence. Encouraging 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 The Grove. They will also be responsible for sport outside of the curriculum.

Responsible to: Deputy Head

Main tasks and responsibilities

General

- Adhering to the policies of the school, in particular policies relating to the safeguarding of children.
- Develop and maintain a clear strategic plan for the Sports department at The Grove. This includes curricular and academic physical education as well as extra-curricular sports and clubs.
- Be an inspirational and dynamic leader, build an effective team of teachers and coaches.
- Manage a well-balanced competitive fixture programme.
- Ensure fixture team selection process is fair and that where required B and C teams are formed.
- Work in close collaboration with the teachers and 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 The Grove.
- Be prepared to represent The Grove at relevant association conferences and meetings.

Facilities

- Liaise with the facilities department and grounds staff/contractors to ensure that indoor and outdoor facilities are well maintained. For tournaments and special events face to face meetings may be required to plan the preparation of grounds and setting out of equipment/facilities.
- Ensure that all relevant aspects of Health and Safety are understood and procedures followed by staff involved in coaching and other sport related activities.
- Work with the Facilities Manager and Health and Safety Executive Chair to ensure that risk assessments are up to date and regularly reviewed.
- Keep yourself, teachers and coaches up to date with legislation, guidance and amendments to best practice and rules.
- Develop and maintain the Sports Department Handbook, including policies and procedures.
**Management**

- Liaise with the Deputy Head and Principal when required to appointment teachers and coaches, to the sport’s department. Contributing to the induction and assessment of new teachers and initial teacher training.
- Monitor and appraise sports staff with regard to their coaching and other responsibilities within the Sports Department.
- Ensure sports staff receive appropriate training/re-training and provide appropriate induction to new sport teachers and coaches.
- Ensure staff are kept informed of procedures for accidents and injuries during sports sessions and fixtures.
- Ensure that adequate cover is in place for sports sessions when sports teachers or coaches are absent for fixtures, training or sickness.
- Co-ordinating or managing the work of other sports teachers and coaches; 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.
- Planning and reviewing the Physical Education curriculum, as taught throughout the School including EYFS.
- Managing teaching areas and equipment to create a stimulating learning environment which makes effective use of available resources.
- Ensuring that resources are accurately recorded, well cared for and economically used.
- Representing the department in all matters related to the curriculum within teachers staff meetings.
- Organise the termly inter-house matches.
- Work closely with the facilities, events and marketing department to plan and co-ordinate The Grove annual sport’s day.

**Administration**

- Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials.
- Working closely with the facilities department to ensure the smooth running of fixture and events.

**Fixtures and Sports Sessions**

- Manage and further develop the games and physical education sessions for each year group.
- Ensure that the fixture and sports events timetable is 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.
- Communicate with the facilities department to ensure that appropriate transport is arranged for each away fixture.
- 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 the pupils form tutor informs the child’s parents.
- Keep an accurate and up to date record of fixtures and results with details of scorers.
- Ensure that the sports teacher or coach produces a match report following each fixture to be published on The Grove website.

**Teaching (Academic)**

- Responsibility for implementation of the curriculum.
- Planning and preparing courses and lessons.
- Teaching, according to their educational needs, the pupils assigned to you, including the setting and marking of work to be carried out by the pupils in school and elsewhere.
- Assessing, recording and reporting on the development, progress and attainment of pupils.
- Organising and participating in extra-curricular activities.
- Supervising and so far as practicable teaching any pupils whose teacher is not available to teach them. (Cover)

**Other Activities**

- Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to you.
- Writing reports for the school magazine.
- Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.
- Providing guidance and advice to pupils on educational and social matters.
- Making records of and reports on the personal and social needs of pupils.
- Communicating and consulting with the parents of pupils as directed by the Principal.
- Communicating and co-operating with persons or bodies outside the school.
- Participating in meetings arranged for any of the purposes described above.
- Contributing, wherever appropriate, to the wider life of the school, including evening and weekend extra-curricular and fixture programme.

**Assessments and Reports**

- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils (currently two sets of three evenings held in November and March, half termly grade sheets and a full written report in June)
- Producing detailed reports of the department’s activities and performance for the Director of Studies in line with the curriculum review cycle.
- Ensuring that suitable work is set and assessed regularly and thoroughly by each member of the department and that full records are kept.
Appraisal

- Participating in arrangements made by the Deputy Head for the appraisal of your performance and that of other teachers and sports coaches.

Further training and development

- Reviewing from time to time methods of teaching and programmes of work.
- Participating in arrangements for further training and professional development as a teacher.
- Taking responsibility for the Performance Management of some staff including target setting and review.
- 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.

Educational methods

- Advising and co-operating with the Director of Studies and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

Discipline, health and safety

- 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.
- Ensuring that the safety of pupils and staff within departmental areas complies with the school’s Health and Safety Policy.

Staff Meetings

- Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements which are currently held on Monday evenings between 4:30 and 6:15pm.