

## **Director of Sport - Knightsbridge School**

### **Purpose**

The Director of Sport is responsible to the Director of Learning and the SLT for leading their subject area throughout the school from Nursery to Year 11 and for ensuring the highest standards of learning, achievement and development for all children.

The post involves the **strategic direction and development** of the subject by monitoring the effectiveness of planning and teaching. The main purpose is to raise standards of teaching, learning and attainment for all pupils throughout the school.

### **Responsibilities**

#### **1. General Responsibilities**

- a. Promote the vision, mission and aims of Knightsbridge School.
- b. Support the priorities established in the School Development Plan.
- c. Create a productive and disciplined learning environment
- d. Provide accurate information on all aspects of the specialist subject to the SLT as required
- e. Contribute to decision making and policy development across the school
- f. Administer the allocated budget
- g. Provide upwards feedback and suggestions for improvement
- h. To work to the direction of the Director of Learning on any other matters relating directly to this role that may from time to time occur;

#### **2. Day to Day responsibilities**

- a. To support the SLT by maintaining efficient and effective management and organisation of learning resources and provide information for the school SEF;
- b. To be aware of and respond appropriately to any health and safety issues raised by materials, practice or accommodation related to the subject and carry out tasks as identified in the school health and safety policy;
- c. Identify and undertake risk assessment as appropriate for subject-related activities, seeking advice and support from the Operations Manager where necessary.
- d. To be a role model for pupils, demonstrating high standards of personal presentation, professional conduct and time keeping.
- e. Organise termly equipment audits and maintain an up to date equipment list
- f. Organise and renew regularly display boards
- g. To cover for absent colleagues and provide cover work for absent members of the department as required.
- h. Set the Agenda, chair and minute weekly team meetings.
- i. Attend Section and Head of Department meetings.
- j. Effective control, monitoring and management of the Sports Department Budget.

#### **3. Curriculum**

- a. Discuss and write a development plan for the subject that identifies clear targets, timescales and success criteria for its development in line with the overall School Development Plan.
- b. Produce schemes of work appropriate to each year group and aligned across the school, containing clear learning objectives and success criteria and reviewing these regularly to ensure effectiveness, applicability and usability;
- c. Ensure planning takes account of the needs of EAL, SEN and Enrichment pupils and that the department is resourced accordingly;
- d. Liaise with other schools and agencies in order to ensure the school is up-to-date with local and national developments and guidance in the subject;
- e. Liaise with the Head of Juniors, Head of Seniors and Head of EYFS to ensure that schemes of work are age-appropriate, align with other subjects and ensure appropriate progression.
- f. Contribute to meetings, discussions and management systems necessary to coordinate the work of the area /aspect and integrate this into the work of the school as a whole;

- g. Arrange for appropriate resources to support the schemes of work, evaluating and piloting new subject resources and materials as necessary
- h. Monitor progress in the subject area and amend curriculum as necessary to improve progress
- i. Use relevant school, local and national data to inform targets for development and further improvement for individuals and groups of pupils;
- j. To analyse and report on pupil achievement data, in subjects
- k. Ensure a thorough understanding of the ISEB 11+, 13+, GCSE and Scholarship requirements and the requirements of KS future school entry requirements.
- l. Produce termly curriculum overviews for parents.

#### 4. **Teaching & Learning**

- a. Develop and implement practices which reflect the school's commitment to high achievement through effective teaching and learning;
- b. Take overall responsibility and therefore appropriate action to support the ongoing improvement of the quality of teaching and learning in the subject across the age range;
- c. Set and achieve the highest standards of attainment possible for each child and group as a whole.
- d. To evaluate the teaching of the subject through the regular and rigorous monitoring of teachers' plans and collaborative teaching as agreed in the Subject Coordinator's Handbook and carrying out monitoring in line with the school's monitoring timetable;
- e. Monitor progress and evaluate the effects on teaching and learning by working alongside colleagues, auditing and analysing work, achievement and outcomes;
- f. Liaise with colleagues to ensure curriculum continuity and progression;
- g. Provide feedback to teachers on the quality of teaching and learning
- h. Provide feedback to the Head of Juniors/ Seniors/EYFS on the quality of subject teaching for all year groups to inform summative feedback
- i. Provide feedback to the Director of Learning on the overall quality of teaching and learning within the subject and on any particular areas requiring improvement.
- j. To ensure that school wide policies, procedures and expectations, e.g. cross-curricular, ICT and marking, are carried out effectively within the subject and in conjunction with the school development plan;
- k. To arrange appropriate workshops, extra-curricular activities, trips, competitions and matches (in-house and external) for the subject and across the whole age range;

#### 5. **Assessment**

- a. For EYFS contribute to assessment as directed by the Head of EYFS
- b. For Years 1 -4, determine the curriculum elements that should be assessed
- c. For Years 5 – 11, determine what should be assessed and the appropriate method of assessment.
- d. Organise (and delegate where appropriate) the setting and marking of exams
- e. Track pupil progress and use assessment data to inform pupil targets  
complete data analysis to track cohorts, pupils and groups as directed by the Director of Learning.

#### 6. **Staff Management**

- a. Manage subject-specialist teachers and subject-specific support staff
- b. Support the professional development of all staff reporting, liaising with the Director of Learning regarding the CPD programme and ensuring that colleagues undertake appropriate training opportunities
- c. Take part in the school's annual appraisal programme, undertaking the summative appraisal meetings for direct reports and providing meaningful feedback to the head of EYFS /Head of Juniors/ Seniors. Taking the lead in the appraisal of staff in the sport department.
- d. To liaise effectively with the Head of Juniors and Seniors to ensure a seamless curriculum between Nursery and Year 11;
- e. To develop effective working relationships with all teachers, parents, senior managers, Directors and Advisors;
- f. To attend professional development courses and be involved in the provision of professional development of staff;
- g. To contribute to the selection for appointment and professional development of subject specific teachers and non-teaching staff, including the induction and assessment of new and

- h. newly qualified teachers, within the area /aspect;  
Ensure high quality subject-specific induction for new senior teachers.

## **7. Communication & Events**

- a. Contribute to curriculum evenings and initiate extra-curricular activities involving the subject.
- b. Develop effective links with the local community including parents and local businesses as appropriate;
- c. Promote parental interest and understanding of their child's education;
- d. Report to meetings of the Board of Advisors on matters related to the aspect / area;
- e. Coordinate and lead staff updates and CPD in the subject that will contribute to whole school improvement
- f. Maintain arrangements for reporting to parents on the progress of pupils undertaking studies in the area /aspect in accordance with the school's overall systems;
- g. To organise high quality subject displays and activities at open events;
- h. To ensure that the subject is well represented by high quality displays throughout the school.

In addition, the job holder will:

- a. Update and ensure delivery of the sports schemes of work, working closely with the support of the specialist teachers
- b. Organise termly equipment checks
- c. Arrange matches, galas etc. as appropriate (with full sporting administration) and attendance
- d. Adhere to school guidelines as appropriate for matches, health & safety etc.
- e. Organise and run before school, lunchtime and after school clubs and squads. Coordinate other sport clubs run by PE staff, other staff or outside organisations, in liaison with the Clubs Coordinator
- f. Organise and renew regularly PE display boards for clubs, team lists, fixtures and general information
- g. Organise annual Sports Days
- h. Oversee the swimming curriculum and liaise closely with swimming pools and their teacher staff;
- i. Research and use as many local sports and recreational facilities locally for the benefit of pupils of all ages and ensure bookings are effective.
- j. Set and achieve the highest standards of attainment possible for each child and managed group as a whole.
- k. Ensure that all required transport is booked and cancelled when required, in order to manage costs effectively.