



## Watford Grammar School for Girls

JOB DESCRIPTION	
Job Title	Director of Sport
Reports To	Assistant Head
Contract Type	Fixed-Term
Role	Teaching
Working Pattern (Days)	Monday - Friday
Pay Range	MPS / UPS

### Context of the post

In all matters the foremost will be the supporting of the aims of the School and the policies laid down by the Governing Body. The spirit of all the school policies is summed up by our mission statement:

“To foster the academic excellence and personal development of each pupil in a caring, stimulating and challenging environment so that each pupil is able to fulfil her full potential.

To promote high quality teaching and learning and to hold high expectations of each pupil both in terms of achievement and good behaviour.

To manage the school in ways which involve the whole staff in preserving and carrying forward the special character of Watford Grammar School for Girls, which is based on care and respect for every member of the school community.”

It is the responsibility of every member of staff to ensure at all time the safety of the children in their care. All adults working in the school should know about the school’s child protection procedures and the identity of the Designated Senior person for child protection.

### Job Purpose

To have specific responsibility for the leadership of all Sport within the extended curriculum.

### Main Duties and Responsibilities

The **Director of Sport** will:

- be accountable for leading, managing and developing Sport and associated pupil development across the curriculum;
- be accountable for leading, managing and developing the teaching of Sport and Physical Education at GCSE and A level;
- ensure that there is an impact on the progress of pupils beyond the Director’s assigned pupils;
- lead, develop and enhance the teaching of Departmental staff;
- have line management responsibility for all Departmental staff;
- lead strategies to enhance physical fitness and participation in Sport throughout the school.

### General Responsibilities of a Head of Department or Subject Director

The post holder works under the general direction of the Curriculum Deputy and is line managed by a member of the Senior Leadership Team.



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The post holder is accountable for:

- the progress of pupils within the subject;
- the quality of teaching and learning;
- a planned and varied programme of educational experience;
- the behaviour and attainment of pupils.

Responsibilities begin with leading the teaching and learning of the subject within the school and leading the subject team by:

- being a role model for high quality teaching and high expectations of pupils;
- careful and regular monitoring of the staff within the Department, ensuring they are working to school policies, contributing to school and Departmental targets and working to help every pupil to achieve her best;
- setting internal examinations and liaising with external examining boards.

A designated number of lessons will be taught by the post holder to GCSE, AS and A Level. In this context, the post holder is responsible for:

- the progress of pupils personally taught;
- the quality of teaching, and the behaviour and attainment of pupils within these lessons;
- reporting the progress of pupils to parents;
- carrying out an annual Departmental Evaluation and completing the Departmental Evaluation Form (DEF), in consultation with Departmental staff;
- the extended curriculum activities within the Department.

These duties and responsibilities will be accomplished by following the added guidance about Staff, Curriculum, Pupils and Resources, which forms an essential part of this job description.

### **Particular Responsibilities of the Director of Sport**

- To lead and manage specialist and voluntary teaching staff to provide a full and varied timetable of Sporting activities to all Key Stages.
- To coordinate the Departmental staff to lead Teams and encourage participation in competitions.
- To identify, encourage and inspire the most able Sports students to achieve excellence in their field.
- To have specific responsibility for; Health and Safety within the provision of Sport
- To ensure that all staff have up-to-date health and safety qualifications (swimming, trampolining etc)
- To work closely with SSCO and assist in moving the school to gaining the Healthy Schools Standard
- To work closely with the Site staff and the manager of Fuller Life

### **Notes**

- a. All staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct.



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- b. Staff uphold public trust in Watford Grammar School for Girls therefore staff are expected to maintain high standards of ethics and behaviour, within and outside school, by:
  - i. Treating pupils and colleagues with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to their position.
  - ii. Having regard for the need to safeguard pupils' wellbeing, in accordance with statutory provisions as appropriate.
  - iii. Showing tolerance of and respect for the rights of others
  - iv. Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
  - v. Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
  - vi. All staff must have proper and professional regard for the ethos, policies and practices of Watford Grammar School for Girls and maintain high standards in their own attendance and punctuality.
- c. The post holder will take part in an annual performance Review at which objectives will be set and development needs identified.
- d. It is a statutory requirement that all public sector workers in customer facing roles must be able to speak English fluently and you will be expected to demonstrate at interview and in the classroom the ability to converse at ease and at an appropriate level in accurate English with pupils, parents, and visitors to the school.
- e. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- f. 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 may be so construed.
- g. This job description is not necessarily a comprehensive definition of the post.
- h. The duties and responsibilities listed describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be deemed necessary by the Headmistress.
- i. The job description will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder.

***Please sign both copies of this job description, keeping one for your files and returning one to the HR Department, within 14 days. If it is not returned within 14 days your acceptance will be presumed.***

Signed:

Date:

Headteacher



**Watford Grammar School for Girls**

Signed:

Date: