



King Edward VI Grammar School

HOLISTIC, ACADEMIC, EDUCATION

Department:	Directors Group
Job Title:	Director of Sport and Adventure
Start Date:	September 2022 or January 2023
Salary:	L5-L9 Full-time Permanent Contract with 12-month probationary period.
Responsible to:	Deputy Head
Responsible for:	Leadership, Management and Organisation of School Sport, Co-Curricular Activities and Community Engagement.

There are a number of core features that are consistent to all leadership roles at the school:

Moral purpose

Students at the core - a shared belief that all students can achieve and an unwavering commitment to pursue successful outcomes for all and a commitment to equality of opportunity and the celebration of diversity.

Effective team working

- ✓ Dynamic and supportive
- ✓ Visible and collegiate
- ✓ Committed and passionate
- ✓ Innovative and high performing
- ✓ Emotionally intelligent
- ✓ Proactive contribution Strategic, courageous, committed and creative leadership
- ✓ Leading through others
- ✓ Altruistic collaboration
- ✓ Inspiring and driving
- ✓ Leading consultation and implementation
- ✓ Overseeing the development of strategy and policy
- ✓ Observing the highest standards

Specific job purpose:

As a member of the Directors Group, all Directors under the direction of the Headmaster, will take a major role in driving forward the collective vision, aims and objectives of the school with all stakeholders. In particular this will apply to running a high performing Sport Department, but as a member of the Directors Group the postholder has a wider strategic responsibility to provide leadership and guidance to the whole school in the school's co-curricular ambitions.

- ✓ Liaison with external partners to provide wider community sports leadership of KEVIGS and its Co-Curricular offer.
- ✓ Working with the Assistant Director of Sport to ensuring the smooth and effective running of the department on a day-to-day basis
- ✓ Leadership of the Department Improvement Plan
- ✓ Providing strong and inspirational leadership to the department and through this to the school
- ✓ Maintaining high visibility and strongly supportive profile around the school at all times

All Directors, through the Directors Group are expected to take on wider responsibilities that allow them to develop skills in Senior Leadership. These will be agreed with the Headmaster and will be commensurate with the seniority of the post and the development needs of the post holder. The Director of Sport and Adventure is expected to have full ownership alongside the Deputy Head for the Co-curricular life of the school including trips, visits, tours, exchanges, and the school's broader enrichment programme. Job descriptions are subject to annual review and specific responsibilities may change to take account of the school improvement plan and staff professional development.

All staff should promote the school ethos, and health and safety, and contribute to continuous school improvement. They should contribute to the wellbeing and development of the school by teaching, inspiring, guiding and caring for students inside and outside the classroom. All staff should ensure that all students make outstanding progress and achieve targets, fully implementing policies and procedures.

This job purpose reflects the core activities of the post however, as the School and the post-holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The School expects that the post-holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary. Should significant changes to the job purpose become necessary, the post-holder will be consulted and the changes reflected in a revised job purpose.

Organisational Information

All staff are expected to: positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the Schools Equal Opportunities Policy. Be committed to safeguarding and promoting the welfare of children and young people.

They should help maintain a safe working environment by:

- ✓ Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
- ✓ Follow local codes of safe working practices and the school's Health and Safety Policy.
- ✓ Undertake such other duties within the scope of the post as may be requested.



Main Responsibilities/Activities: Director of Sport and Adventure

This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities:

- ✓ To have overall responsibility for the learning and progress of every child in Sport
- ✓ To use prior attainment and predictive data to set ambitious targets for student progress in KS3, 4 and 5
- ✓ To set ambitious targets for whole Department results at KS3, 4 and 5
- ✓ To design teaching groups which will maximise the progress of the whole cohort and which are informed by a sophisticated understanding of progress data, the use of Rank Order and the priorities of the SIP
- ✓ To use assessment to track progress throughout KS3, 4 and 5
- ✓ To identify individuals and groups who are making insufficient progress, to challenge this robustly and to organise interventions to put their learning back on track
- ✓ To monitor the progress of particular groups of children (e.g. pupil premium, ethnicity, LAC, SEND, HAP)
- ✓ To identify and take overall responsibility for the progress of 'key underachiever' students in all years - especially those in Y11
- ✓ To ensure that Y11 and Y13 intervention programmes are running within the Department
- ✓ To take overall responsibility for public examination entry, coursework or equivalent practical assessments and preparation
- ✓ To use data and information from Primary colleagues to prepare for the smooth transition of students from KS2 to 3
- ✓ To lead the intervention programme for students in KS3
- ✓ To be responsible for fostering an ethos of aspiration and challenge in the Department
- ✓ To lead on marking of class and homework, the use of whole class assessment techniques, and the daily classroom checks for understanding throughout each lesson
- ✓ To take a lead role in Quality Assurance within the Department, including lesson visits, work scrutiny and learning walks
- ✓ To oversee the mentoring and development of all trainees and ECTs working within the department, ensuring that they are progressing well and being supported as appropriate
- ✓ To write an analysis of Department performance in public and mock examinations at KS4 and 5 and in student progress and attainment at KS3 following any assessment point
- ✓ To recruit students from KS4 to take up courses offered by the Department at KS5, including promoting the offer externally
- ✓ To lead on the development of literacy within the department, including ensuring that there is good access to a wealth of reading materials and that Tier 2 and 3 vocabulary is included in all lessons
- ✓ To be responsible for reporting annually to Governors about the work of the Department in driving school improvement

Strategic Sport Matters:

- ✓ Be responsible for the Strategic Development and outward facing relationships with sport in the wider KEVIGS community and beyond.
- ✓ Work in partnership with Governors, the SLT and others to create a three-year Growth Strategy for Sport at King Edward's.
- ✓ Liaise with other national, regional and local partners in sport to identify fundraising and development opportunities to underpin the Sport Growth Strategy.
- ✓ Foster relationships with Lincoln University Sports Science Department and with other high performing Sports Science Departments to identify mutual beneficial ways to help develop sport at King Edward's.
- ✓ Sit with the Head as a Director on the London Road Sports Partnership Trust to further embed and develop our local relationships with Louth Sport teams and to ensure the reciprocal use of the London Road Ground and the KEVIGS Sport and Performance Centre.
- ✓ Work with the Assistant Director of Sport and the Director of Summer School to develop and sustain the school's Primary Liaison Programme and help to foster and develop an annual 'Louth Primary Games' event hosted by KEVIGS at London Road and also on the KEVIGS site.
- ✓ Line Manage and provide leadership to, for and with the Assistant Director of Sport to ensure the high-quality provision of curriculum sport.
- ✓ Liaise with the Facilities Manager, Site Manager and Head Groundsman to ensure that facilities at KEVIGS and on the London Road site are maintained to the highest standards.

Curricula Sport Matters [with the Assistant Director of Sport]

- ✓ Be responsible for the overall Quality of Education in Sport.
- ✓ Work closely with the Assistant Director of Sport and individual PE staff to co-ordinate and monitor the day-to-day delivery and overall organisation of the sports programme - including fixtures and enrichment.
- ✓ Ensure that all sport staff are inducted appropriately, particularly regarding health and safety, safeguarding and procedures for accidents and injuries.
- ✓ Monitor through the Assistant Director of Sport the quality of teaching and coaching provided to all pupils.
- ✓ Ensure that all sporting practices and activities support the School's agenda to foster an inclusive culture which promotes equality and values diversity.
- ✓ Contribute to the appraisal and review processes for staff regarding their contribution to the sports programme.
- ✓ Teach three terms of sport and the provision of cover for Sport as required.
- ✓ Be involved in the recruitment process for sports-related staff, including Strength and Conditioning coaches and Graduate Assistants, ensuring that the process is fully compliant with safeguarding requirements.
- ✓ Report to the Governors through the Head on the evolution and implementation of Sport in the School and the Sports Development Plan.
- ✓ With the Deputy Head, ensure that school's sporting, and co-curricular enrichment provision ensure excellence go hand-in-hand together.
- ✓ With the Assistant Director of Sport write a Department Improvement Plan which dovetails with the Strategic Sports Plan and which lays out strategies for improving student progress at KS3, 4 and 5 within the Department
- ✓ Review progress towards targets and outcomes laid out in the Department Improvement Plan and amend the plan accordingly
- ✓ Be responsible for colleagues' performance management in accordance with school policy, challenging poor performance and concerns as they arise
- ✓ Have oversight of each colleague's CPD needs and to take responsibility for helping each colleague to fulfil these, including through coaching programmes and external qualifications.
- ✓ To work with the Assistant Director of Sport to allocate to each teacher a broad and balanced teaching timetable which has regard for each colleague's specialisms.



Co-Curricular Leadership [with the Deputy Head]

- ✓ Work with the Deputy Head and the other Co-Curricular and Operational team leaders to be responsible for the leadership and organisation of the Co-Curricular life of the school and be the hub for all operational decision making related to this to ensure that there is coordinated and joined up thinking across the calendar and the staffing.
- ✓ Work closely with the school's administrative support teams, Timetabler, Enrichment and Sport administrators, Heads of House, Director of Sixth Form, Directors and Heads of Department, students and others to help with the overall coordination and creation of the school's enrichment programme, its deployment and organisation.
- ✓ As part of this work closely with the Deputy Head, Director of Sixth Form, Heads of House and Senior Student Team to ensure that the House System is embedded within the Enrichment Programme and provides leadership opportunities for students in Y10, Y11, Y12 and Y13.
- ✓ Be the schools EVC providing leadership for this function to facilitate a return to the school's heritage of trips and visits both in the UK and Overseas including foreign exchanges and sports tours: delegating the administration of aspects of the EVC function as appropriate.
- ✓ With the Deputy Head be the point of liaison in the school's wider leadership for those responsible for DfE and CCF provision in the school.

CPD

- ✓ To complete a Department Self Evaluation and to integrate self-evaluation, performance management, improvement and development planning and monitoring, evaluation and review into one seamless process.
- ✓ To take overall responsibility for the department budget and to invest in and grow the resources of the Department year on year using financial best practice
- ✓ To lead and manage any post holders within the Department
- ✓ To exploit the potential of the Department structure for cross subject links and project-based learning
- ✓ To develop the unique culture and identity of the Department and to be an ambassador for it within the school and the wider community
- ✓ To promote strong working relationships between all colleagues, and to facilitate positive relationships between students and staff in the Department

Developing Leadership

The Director of Sport is a member of the Directors Group and it is anticipated that they will have ambition for promotion. This role is therefore one where the skills and expertise of senior leadership are developed in addition to those linked to the leadership of a Core Subject within the school. The whole school responsibility to lead the Co-Curricular life of the school is central to this position.

External training via the National College and NPQSL or similar courses will be provided to the postholder to support their development.

This is not a comprehensive list of all tasks that the post holder will carry out. It is illustrative of the general nature and level of the role. The post holder may be required to do any other duties and responsibilities appropriate to the grade and role, as directed by the Headteacher.

Applications

Applications should be made by Monday 23rd May via the TES online application portal using the school's application form and should include a letter addressing the core function of the role and how the applicant proposes to achieve this. Interviews will be held in the same week.



PERSON SPECIFICATION

	Essential	Desirable
Qualifications		
A good honours degree from a recognisable university	Y	
Qualified to teach an academic subject	Y	
Minimum Level 3 sports coaching qualification		Y
Knowledge and experience		
Experience of line management of both teachers and professional coaches	Y	
Working in a boarding environment		Y
Safeguarding and the protection of young people	Y	
Knowledge of one or more of the principal team sports of hockey, cricket, football, rugby, netball and rowing	Y	
Ability to motivate students and colleagues	Y	
Skills in strategic planning and implementation	Y	
Ability to demonstrate personal authority and integrity	Y	
Working in a coeducational environment		Y
Ability to use sound judgement in decision making	Y	
Excellent communication and organisational skills	Y	
Good listening and management skills	Y	
Ability to work collaboratively	Y	
Planning and managing budgets	Y	
Abilities and skills		
Experience of having instructed young people as part of a sports programme	Y	
Experience of playing or coaching sport at a high level	Y	
Ability to inspire through leadership and by example	Y	
Excellent organisation and administration	Y	
Ability and willingness to have difficult conversations when necessary	Y	
Excellent IT skills	Y	
Personal qualities		
Setting high standards of professional conduct for pupils and staff	Y	
Willingness to be involved in the School's boarding community	Y	
Commitment to equality, diversity and inclusion	Y	
Emotional intelligence	Y	
Warmth and approachability	Y	
Ability to process information and to understand issues quickly	Y	
Clear and engaging communication, on paper and in person	Y	
Enthusiasm and energy	Y	
Resilience and determination	Y	
The strength to push back if views and proposals need challenging	Y	
Commitment to personal and professional development	Y	
Calm under pressure, with the ability to prioritise	Y	
Personal confidence, with a manner which commands respect	Y	
Ambition and commitment to excellence	Y	