Job Description and Person Specification

Job Role: Head of Netball (and Teacher of PE)

Accountable to: Director of Sport

Reporting to and working with the Director of Sport, The Head of Netball will take responsibility for driving forward the strategic improvement of the sport. This will include marketing, coaching and performance of Netball teams across the school. The role is an additional responsibility to their role as a Teacher of PE.

Main responsibilities

* Develop and implement a clear vision for how to build on the recent success of netball at the school
* Nurture a culture of excellence whilst maintaining an ethos of participation for all.
* Oversee all aspects of the girls’ netball programme, including managing all logistics and facilities for PE lessons and matches.

  Coaching

* Work with the Director of Sport to ensure that a coaching framework is created and managed with a clear continuum through the school.
* To be the driving force behind the coaching of the sport across all age levels.
* To recruit, line-manage and appraise coaches & umpires.
* To develop a programme of regular CPD for coaching staff.
* To support non-specialist staff to develop their netball coaching/officiating skills for players of all abilities and age groups.
* To deploy coaches to teams for clubs, fixtures, and tournaments
* To discuss individual progress/support with relevant coaching staff, pupils & parents where appropriate.
* To contribute positively to the coaching or teaching of sports other than netball where required, as directed by the Director of Sport.
* To contribute to the mentoring scheme for all sports scholars. Liaise between parents and staff regarding the balance of commitments for girls involved in multiple sports and activities.
* To maintain and build on the co-curricular provision offered to a wide range of students at both elite and participation level.

Recruitment:

* To create strong links with prep schools’ Directors of Sport/s.
* As directed by Director of Sport/Director of Marketing and Admissions, the Head of Netball will undertake/organise ‘outreach’ sessions, aimed at offering additional coaching/inspiration to targeted prep schools.
* To organise and run feeder school events and masterclasses in conjunction with the Director of Marketing and Admissions
* To identify potential candidates for 11+ and 16+ scholarship programme.
* To participate in selection process for 11+ and 16+ scholarship programme.

Administration:

* To ensure that appropriate planning and communication is maintained with:
  + Grounds staff, Transport, Catering, Officials and School Calendar
* To organise appropriate fixtures to ensure competitiveness and involvement by as many teams as possible. In addition, entering school teams for appropriate tournaments.
* To ensure that SOCS is updated with regards to fixtures and results.
* To ensure all significant achievements of teams and individuals are communicated to the appropriate parties.
* To take responsibility for the SWPS Netball social media via the department’s Instagram page.
* Analyse player performance and attendance to inform accurate and fair team selection
* Keep accurate records of students’ progress and attendance in accordance with departmental and School policies.
* To maintain up to date, progressive and challenging schemes of work for both curricular and co-curricular netball.
* To organise and participate in both national and international tours as appropriate, in liaison with the Director of Sport and other Heads of Sport.
* To plan and deliver pre-season coaching sessions for SWPS students.
* To organise masterclasses focusing on different elements required for Netball (open to all SWPS students).
* Ensure prompt administration of matters relating to the role, ensuring deadlines are met.
* Attend events where department representation is required, in line with your role.
* To generate reports for end-of-term assemblies, newsletters and the school magazine
* To produce an annual report for the season

Skills, experience and qualifications

* Experience of playing/ coaching / teaching netball at a high level.
* Netball Level 2 Coaching qualification or equivalent.
* Be able to umpire at a good standard (C Award desirable but not essential).
* Ability to create a stimulating and safe learning environment, which fosters engagement, energy and excellence.
* First Aid Qualification, desirable.
* The ability to teach/coach other sports, such as football, athletics, tennis, cricket, desirable.
* Ability to inspire and motivate students.
* Ability to relate effectively and to earn the confidence of colleagues, students and parents/carers.
* Ability to use strategies that effectively support the school’s policies and procedures eg. on safeguarding, health & safety, rewards and discipline, monitoring and tracking, etc.
* Excellent organisational and time management skills.
* Excellent organisational and time management skills.

Personal attributes

* Commitment to the aims, ethos and objectives of the school.
* Committed to safeguarding and to promoting the welfare of students.
* Professional and with integrity.
* Confident, determined and resilient.
* A highly positive and flexible attitude.
* Passion for Netball.
* Good communicator.
* Enjoyment of new challenges and experiences.

# Full time PE Teacher - Job Description

**Overview of Role**

To be responsible for the delivery of practical and academic PE to all students in Years 7-13 and actively contribute to the co-curricular sport offering.

## Duties and Responsibilities

* Teach all areas of the PE curriculum including GCSE (AQA) and/ or A level (OCR) PE.
* Use an appropriate range of teaching strategies and resources, including e-learning, which meet learners’ needs and expectations and are designed to raise levels of engagement and attainment and provide opportunities for all students to achieve their potential.
* Develop ways to encourage, challenge and inspire students to apply new knowledge, understanding and skills and deepen them further.
* Assess, record and report on the development, progress, and attainment of students in line with departmental and School protocols.
* Implement the assessment requirements and arrangements for the subjects/curriculum areas taught, including the preparation and assessment of pupils for public examinations.
* Follow the School’s policies, protocols and processes related to teaching and learning of all students.
* Manage student behaviour constructively, establishing and maintaining a clear and positive framework for discipline, with appropriate use of rewards and sanctions, in line with relevant School and departmental policies.

## Co-Curricular Responsibilities

* Have the drive, energy, and experience to fully contribute to the co-curricular programme, alongside timetabled teaching commitments. This commitment includes lunchtime, after school, some weekends, and occasional days during the school holidays.
* Take responsibility for arranging a programme of fixtures in one or more sports. ~~A~~
* To participate and accompany students on school trips and tours locally, nationally, and abroad as required.

## Safeguarding, Health & Safety and Pastoral Responsibilities

* Staff will be expected to play a full role in the pastoral life of the School, including being a Form Tutor, as required, including teaching PSHCE.
* Under the direction of the Pastoral Deputy Head and Heads of Year, taking frontline responsibility for the academic and pastoral welfare and progress of the students.
* Work with colleagues to create a positive culture within the department and school to ensure pupil welfare and behaviours are managed to the benefit of students, peers, parental expectations and staff.
* Ensure that all health and safety policies in relation to PE are rigorously adhered to in the interests of the safety and welfare of pupils and staff, reporting any concerns regarding health and safety and unsafe working practices without delay.
* To understand and follow the SWPS Safeguarding Policy adhering to the school safeguarding procedures, taking appropriate action as required, working with colleagues, external agencies, and services as appropriate and required, ensuring the promotion of all student’s welfare.

## Communications and Administration

* Uphold and promote the SWPS Vision for Sport of ENGAGE, ENERGISE & EXCEL.
* Collaborate with the Director of Sport and to prepare materials for marketing purposes.
* Attend Open Mornings, Parents’ Evenings, Options Evenings, and other events where department representation is required.
* Communicate with pupils, parents, and staff in an appropriate way and in line with school policies and protocols.
* Record and provide data on participation and fixture outcomes as required by the Director or Assistant Director of Sport.
* Ensure prompt administration of matters relating to responsibilities, ensuring deadlines are met.
* Taking registers promptly at the start of lessons and co-curricular activities.
* Participating in school meetings which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.
* Supervising and as far as practicable teaching any pupils whose teacher is not available to teach them.
* You will be required to carry out any reasonable task in relation to the sports programme as reasonably directed by the Assistant Director of Sport, Director of Sport, SLT Line Manager or the Head.

## Professional Development

* To strive for professional development and learning through personal evaluation and reflection, including the active involvement and utilisation of the school’s appraisal system and performance management procedures.
* Maintain an up-to-date knowledge and understanding of teaching and pedagogy.
* Attend designated INSET days.
* Complete any training courses required by the school.

## All school staff are expected to:

* Be able to demonstrate a passion for their subject and promote the benefits to students.
* Work towards and support the PE Department’s vision and the school objectives as outlined in the School Development Plan.
* To be committed to the aims, ethos and objectives of the department and the school.
* Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues.
* Engage positively with the school’s Digital Strategy.
* Actively seek to implement the SWPS Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
* Uphold public trust in the profession and the reputation of the school by maintaining the highest standards of ethics and behaviour, within and outside school.
* Show tolerance of and respect for the rights of others and not undermine Fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
* Ensure that their personal beliefs are not expressed in ways which exploit pupils’ vulnerability or might lead them to break the law.

The above job description is designed to give an overview of the tasks and responsibilities for this position and it is not intended to be exhaustive. The designated Line Manager will meet regularly with the post holder to review and ensure that this position remains relevant and in accordance with the evolving needs of the school. The selected individual will be expected to embrace such changes and rise to the challenge of developing their skills over time.

# Full-Time PE Teacher - Person Specification

## Qualifications and Experience

* Staff should demonstrate a passion for, and expertise in, their subject and use that to inspire the students whom they teach. They should hold a good honours degree in a relevant subject, ideally a 2.1 or higher.
* Hold QTS (desirable) and demonstrate a track record of success
* Experience of coaching sport within a school environment is essential

## Knowledge, skills, and abilities

* Ability to inspire and motivate students
* Ability to relate effectively and to earn the confidence of colleagues, students, and parents/carers
* Excellent organisational, time management and IT skills as this role involves report writing and a willingness to embrace the school’s Digital Strategy
* Ability to use strategies that effectively support the school’s policies and procedures,

e.g. on safeguarding, risk assessments, trip management, health & safety, rewards, and discipline, monitoring and tracking, etc.

* Strong verbal and written communication skills

## Personal

* Commitment to the aims, ethos, and objectives of the school
* Professional, acts with integrity
* Passion for working with students to enable them to reach their potential
* Good communicator
* Ability to exercise discretion and confidentiality
* Keen interest in all aspects of school life and happy to get involved
* Enjoyment of new challenges and experiences
* Adaptable and reflective
* Kind and with a good sense of humour

This job description is designed to give an overview of the tasks and responsibilities for this additional duty and it is not intended to be exhaustive. The School reserves the right to regularly review the role and job description to ensure that the position remains relevant to the evolving needs of the School.  The postholder will be expected to embrace such changes and rise to the challenge of developing their skills over time.

Child protection

The postholder is responsibility for promoting and safeguarding the welfare of all students with whom s/he comes into contact and will be required to adhere to and always ensure compliance with the School’s Safeguarding and Child Protection policies.

If in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risks to the safety or welfare of students in the School, s/he must report any concerns to the School’s Designated Safeguarding Lead.