

ASSISTANT DIRECTOR OF SPORT – JOB DESCRIPTION

Pangbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Job Title:	Assistant Director of Sport
Reports to:	Director of Sport & PE
Department:	Sport/PE
Hours per week:	Full time which will include Saturday fixtures and occasional evenings

Role Summary

The Assistant Director of Sport will be responsible for the management of girls hockey, football, and tennis, they may also act as the Director of Hockey - this may change based on the evolving needs of the College. Working with the Director of Sport & PE to contribute a strategic view for the College, based on analysis of our current offering and planning for future needs. Ensuring a strong reputation for girls' sport at the College and encouraging lifelong participation in physical activity and sport, along with developing retention in our major team sports. The ADoS will also lead on either GCSE PE or BTEC Level 3 Sport.

Key Responsibilities:

Leadership responsibilities

- Proactively support the department's vision and values to pupils, parents and the wider community.
- Champion girls' sport at every opportunity, fostering a real collaboration throughout the range of colleagues responsible for coaching, in order to create a sense of tangible identity for the girls. To role model these aspects throughout the College.
- Tackle the engagement barriers to female pupils in sport/physical activity.
- Lead and manage girls' hockey, netball, and tennis.
- Contribute to the appraisal of teachers responsible for coaching sport, in conjunction with the Director of Sport.
- Create and update departmental schemes of work, preparing and developing courses of study and sharing resources with colleagues.
- Manage a designated budget, in conjunction with the Director of Sport.

- Manage appropriate risk assessments for any activities they are leading, in conjunction with the Director of Sport.

Calendar responsibilities

- Coordinate and run a full fixtures programme, throughout all year groups, in conjunction with the Director of Sport, by proactively fostering links with local and feeder schools.
- Specifically plan and lead the fixtures for girls' hockey, netball, and tennis.
- Coordinate and plan all catering and transport provision in support of girls' fixtures, in conjunction with the Director of Sport.
- Coordinate and lead the development of a full Saturday sports programme for girls' hockey, football, and tennis.
- Lead Divisional (house) events that benefit the participation rates of girls across a range of sports.
- Coordinate the hosting of events and initiatives that develop links with local schools, including primary and prep schools.
- Help the Director of Sport to plan, run, and staff sports tours.

Curriculum and delivery

- Act as lead teacher for either GCSE PE or BTEC Sport, completing all required aspects of administration and exam preparation.
- Prepare and deliver Sport and PE from Key Stage 3 to 6th Form, ensuring schemes of work are regularly updated.
- Prepare elective exam groups for external qualifications at both Key Stage 4 and in the 6th Form.
- Regularly mark pupils' classwork and prep in line with the school marking policy for sport examination courses.
- Ensure that individual learning needs are met through appropriate use of differentiation.

Communication

- Build and maintain positive relationships with parents and to communicate regularly regarding pupils' learning and progress.
- Lead the promotion of Sport at Pangbourne both externally and internally Collate weekly match reports, contribute to whole school assemblies and liaise with the school's Marketing department in order to promote girls' sporting achievements.
- To promote the values and enjoyment of physical activity with the aim for all pupils, girls specifically, to develop a lifelong love of physical activity.
- To provide communication with pupils and their Pastoral Divisional Leads regarding absences at games sessions and/or fixtures.

Sports Scholars and Sports Performance Programme

- To work with the Director of Sport to develop the Sports Performance Programme.
- To work with the Director of Sport to develop excellence in sport and build a pupil recruitment strategy in our performance sports.
- Work with the Director of Sport to provide the best possible platform for sports scholars to achieve their potential.
- Work closely with the S&C coaches to ensure that the programmes being produced are fit for purpose and suitable for female athletes.

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- To communicate with PDL's and DSL on pastoral issues which have arisen during sport, when appropriate.
- To liaise with parents of sports scholars when appropriate and necessary.

General Teaching

Duties and responsibilities of all Teachers:

- Ensuring a high quality of teaching and learning in their classes.
- Following the appropriate schemes of work.
- Maintaining discipline within their classroom and the department.
- Regular setting of class work and preps.
- Regular marking and assessment of students' work.
- Maintaining records of lessons taught and students' marks.
- Meeting assessment and reporting deadlines.
- Attending parents' meetings.
- Running academic support clinics.
- Setting appropriate work in the case of absence.
- Maintaining classroom equipment.
- Maintaining good quality classroom displays and contributing to departmental display areas.
- Supporting and helping other members of the department.
- Attending INSET or courses for professional development and generally keeping up to date with the subject and current developments/teaching techniques, feeding back to the department where relevant.
- Setting and marking internal examinations as agreed.
- Involvement in department tours and trips.
- Act as a Tutor to a small group (about 10) of pupils.
- Willingness to engage in and develop extra-curricular activities.
- Complying with health and safety issues within the Sports Department, reporting any faults immediately

Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager.

The Job Description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and College.

This job description and accompanying documentation do not form part of the employment contract.

Child Protection and Safeguarding Policy

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with the Pangbourne College Child Protection and Safeguarding Policy, and the requirement to

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report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.

Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the College.

The post holder will be subject to an Enhanced Disclosure and Barring Service Certificate.

The post holder will be required to participate in the College's appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

Information Security, Confidentiality and Data Protection

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All personal identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the General Data Protection Regulation and the College's Privacy Notice, unless explicit written consent has been given by the person identified.

Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work etc Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the College and colleagues in complying with Health and Safety obligations to maintain a safe environment.

It is the firm policy of the College to promote a happy, professional, yet "family" atmosphere and to develop the potential of all pupils and staff. If ever there is a need to talk over aspects of school, or indeed home-related issues, please speak to your head of department or a colleague.