

Polehampton CE Infant School Polehampton CE Junior School

Let your light shine (Matthew 5:16)

Gratitude - Friendship - Perseverance - Forgiveness - Honesty - Compassion

Job title	Director of Sport	Employer	The Keys Academy Trust
Responsible to	Headteacher and Senior Leadership Team	Grade/salary range	
Employment status	Status as agreed in offer letter	Hours of work	Hours as stated in offer letter

Scope		
Financial Accountabilities		
Budgets directly controlled	PE	PE budget
Budgets monitored on day-to-day basis	PE	PE budget
Staff Responsibilities	NONE	
Number of employees managed/supervised	N/A	
FTE for the number of employees above (total)	N/A	
Management of Physical Assets		
Nature of physical assets directly controlled	PE	ALL PE equipment.
Details of service contracts managed	N/A	

Job Description

Main job purpose

Responsibility for curriculum delivery, monitoring and the assessment of physical education across the school including EYFS, KS1 and KS2. This member of staff will work with all year groups and is expected to fulfil the following main duties:

Supporting and extending pupils' learning

- Develop and embed a programme of sport that will enhance and improve Polehampton's local reputation for sport.
- Lead and teach pupils in classed from EYFS to Year 6.
- Plan lessons that reflect the curriculum with clear aims and outcomes, and also including adaptation to enable all pupils to make progress in line with their potential.
- Supervise and provide support and access for pupils' learning across the curriculum, personalising/adapting support to match learners' needs.
- Ensure the provision of appropriate sports and activity programmes geared at engaging all pupils in games sessions and other recreational sports activities.
- Support pupils in how to learn and develop their thinking skills.
- Support pupils to become independent, cooperative and collaborative learners.
- Contribute to assessing pupils' progress and support them in reviewing their own learning.
- Ensure proper resourcing of the PE department, including appropriate sports and other materials.
- Oversee and manage annual sports day and all sporting fixtures both internally and with other schools.

- Support the management of and run the school's extra-curricular club provision for sport, including internal and external club leaders (including risk assessments and budgets).
- Undertake pupil record keeping, gather and report information from and to parents/carers as required.
- Manage the school's PE budget.
- Provide progress reports and information to parents via school reports, assessments, parents' evenings and individual meetings. Maintain professional, appropriate and relevant communications with parents.
- Cover duties such as early morning, playtime, lunch time and after-school duties, on a rota basis.
- Attend staff meetings and INSET days and work with other colleagues in order to provide a whole-school approach to PE.
- Keep abreast of best practice and developments in teaching by attending courses and reading relevant journals. Disseminate relevant information to staff on courses attended and current initiatives.
- Administer first aid if necessary.

Meeting pupils' wider wellbeing needs

- Be responsible for ensuring that the school's Safeguarding and Child Protection Policy is adhered to and concerns are raised in accordance with this policy.
- Promote inclusion, act as a role model, show awareness of individual needs and respond to them.
- Contribute to the management of pupils' behaviour, following the school's behaviour policy.
- Support the emotional wellbeing and mental health of pupils.
- Support pupils, including those with SEN and/or disabilities, to access all elements of school life.

Providing pastoral support

- Provide for the pupils' welfare/personal care both individually and in groups, and ensure their safety. This could include the administration of medicines to pupils.
- Promote all pupils' resilience.
- Always treat the pupils in an encouraging and positive way.
- Safeguard the welfare of all pupils.
- For children with SEN and/or disabilities (SEND), act as a 'champion' and be an advocate for these pupils.

Supporting the wider work of the school

- Complete administrative tasks as necessary, under direction of a line manager. This may include, but is not limited to:
 - Filing of children's work/resources
 - Maintaining pupil records
 - Assisting with communication organisation
 - Supporting with trip organisation
 - Liaising with parents/carers for class-specific administrative purposes
 - Prepare medium-term planning and weekly plans and keep the long term plan up-to-date
- Comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality, data protection, Prevent and whistleblowing, and reporting any concerns to the appropriate person.
- Actively support the school's and borough's equal opportunity policies, and ensure that all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall aims, ethos and targets of the school and to attend/participate in relevant meetings as required.
- Contribute to the school's improvement planning and self-evaluation process. Be aware of and take part in the school's performance management framework, and participate in training and development activities as required.

- Set a good example in terms of dress, punctuality and attendance.

Working with colleagues

- Support and maintain collaborative, productive working relationships with school staff and professionals from external agencies.
- Contribute to, and support the work of, other supporting adults within the school (e.g. SENDCo).
- Take responsibility in developing own continuing professional development.
- Undertake any other duties commensurate to the post, as allocated by the Headteacher or designated line manager/s.

Safeguarding statement

We take our safeguarding responsibilities very seriously, and we work hard to make sure our school has effective safeguarding systems in place. We expect everyone working in the school to share a common objective to help keep children and young people safe by contributing to adhere to the following at all times:

- Provide a safe environment for children and young people to learn in.
- Identify children and young people who are likely to suffer significant harm and take appropriate action with the aim of making sure they are kept safe both at home and in the education setting.
- Act in a professional and appropriate manner with regard to safeguarding and conduct at all times.

Person Specification

Qualifications and Training	Essential	Desirable
Maths and English skills, appropriate to the age range.	x	
QTS (<i>neither essential nor desirable, but applicant may have this</i>)	-	-
NVQ or similar qualification.		x
Sports coaching qualifications from recognised bodies		x
Knowledge of basic first aid, or willingness to learn.	x	
Competence Summary	Essential	Desirable
Skills / abilities		
Knowledge of the National Curriculum and/of Early Years Foundation Stage	x	
Experience of working with, or caring for, children of relevant age.	x	
Good questioning skills.	x	
Good observation and assessment skills.	x	
Excellent communication and interpersonal skills.	x	
Maintain confidentiality at all times.	x	
An ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary.	x	
Understanding of the wider community and willingness to engage with out-of-school activities (e.g. school fayres).	x	
Ability to engage children and enable them to perform highly	x	
Ability to cope with personal hygiene needs and respond sensitively to pupils needs.	x	
Strong organisational skills.	x	
Ability to use basic technology, e.g. iPad, camera, photocopier, video recorder, computer.	x	
Experience		
At least 1 year of experience of working with primary-age children.	x	
Previous teaching experience.		x
Personal qualities		

Ability to work constructively as part of a team.	x	
Ability to relate well to adults and children, respond sensitively and flexibly to competing demands from pupils.	x	
Calm under pressure, adaptable and energetic.	x	
Passionate about education and young people.	x	
A kind, warm and caring person.	x	
A good listener and sensitive to pupils' needs.	x	
A sense of responsibility and purpose.	x	
Positive behaviour management.	x	
A good sense of humour and a positive outlook on life and challenges.	x	
Flexibility and use of initiative is very important.	x	
Special factors		
Ability to guide children through their learning, focussing on skills learnt rather than work completed.	x	
Possess relevant skills to undertake general clerical/administrative tasks.	x	
Proficiency in a range of sports.		x
Work-related Personal Requirements	Essential	Desirable
Committed to equality of opportunity.	x	
Other Work Requirements	Essential	Desirable
A commitment to safeguarding and promoting the welfare of all pupils and the willingness to undertake appropriate child protection training when required.	x	
Suitability to work with children.	x	
Driving licence	x	
Participate in training and development activities.	x	
Flexibility to accommodate educational trips (may include residential).		x