



SIR WILLIAM BORLASE'S  
GRAMMAR SCHOOL

## Director of PE and Sport: Job Description

### Key Details

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| <b>Job Title:</b>       | Director of PE and Sport   |
| <b>Grade:</b>           | MPS/UPS plus TLR 1a  |
| <b>Reporting to:</b>    | Link member of the Senior Leadership Team  |
| <b>Responsible for:</b> | The leadership and management of the PE and Sport curriculum, the teaching and learning of academic and core PE, and Games, co-curricular sport, and ensuring that every student is positively encouraged to fulfil their potential. |

### PE and Sport at Borlase



The PE department comprises the Director of Sport, 2nd in PE, three PE teachers, the Director and Assistant Director of Rowing, the Director of Hockey, the PE Technician (0.8), and an array of further sports coaches and members of staff from other departments who teach Games lessons.

Sport at Borlase is accommodated in the Sports Hall which also contains a large classroom space, fitness studio and two large stores. There is a practice astroturf and three netball/tennis courts on the school site as well as two large grass playing fields, one accommodating a full-size football/rugby pitch, the other a junior football pitch. The school is in a long-term lease with Marlow Sports Club giving regular access to their astroturf hockey pitch and cricket facilities in the summer term. Rowing takes place from newly acquired land near Marlow Rugby Club, shared with Great Marlow School.

GCSE and A Level PE are popular options at Borlase, and students achieve well aged 16 and 18. Students in Years 7 to 11 enjoy one hour each per week of Core PE and Games.

Borlase has a proud history of regional and national representation across a range of sports and a number of students each year will be awarded scholarships to universities across the world. Alumni include England hockey goalkeeper, Mila Welch, Olympic silver medallist in the 4x at Rio, Jack Beaumont, and three-time Olympic gold medallist in swimming, Tom Dean.

# Job Description

## Core Responsibilities

Lead and manage the PE and Sport team  
Teach Core and Academic PE and Games  
Form Tutor  
Coach of extracurricular sport

## Objectives and Responsibilities

- Being responsible for maintaining and developing teaching and learning standards in the department, including conducting learning walks, sharing best practice, and supporting staff during lessons when appropriate.
- Being responsible for promoting best practice in managing Behaviour for Learning in the PE, Games and Sport Department and supporting staff as appropriate.
- Being responsible for leading an outstanding programme of extracurricular sporting activities, fixtures and competitions.
- Developing and maintaining effective methods of communication with the Senior Leadership Team through the line manager, other staff, pupils, parents and governors.
- Creating an effective team by promoting collective approaches to all areas of curriculum and extracurricular development through careful planning and communication.
- Chairing and producing agendas and minutes for effective department meetings, informing relevant members of staff about discussions and decisions.
- Leading, monitoring and evaluating the performance of Directors of Hockey and Rowing; sports coaches and volunteers.
- Supporting the coaching of extracurricular sport.
- Organising and maintaining the school's sporting fixture lists and, with the PE Technician/Administrator, ensuring all communications are timely and accurate.
- Implementing school assessment and target-setting policies, and monitoring and evaluating the achievement and attainment of pupils.
- Leading and contributing to the production, review and revision of the department schemes of work.
- Preparing work for absent departmental colleagues who have been unable to do so.
- Attending Heads of Department meetings and Middle Leader Training.
- Managing departmental stock, resources and finances effectively and efficiently.
- Overseeing and monitoring public examination entries and in conjunction with the Examinations Officer.
- Ensuring that PE Department news, stories, and developments are shared in accordance with the school's social media protocols.
- Assisting in enhancing the professional development and aspirations of colleagues.
- Keeping up-to-date with developments and new ideas related to the subject.
- Ensuring the Department remains a vibrant, stimulating Learning Environment.
- Planning and leading educational visits.
- Complete any other relevant and reasonable duties requested by the Headteacher.

## **Key Teaching Tasks**

- To plan and teach sequences of lessons which incorporate an appropriate range and depth of subject knowledge in line with statutory requirements
- To teach lessons with clear objectives and well-pitched tasks which provide pace and challenge using a variety of learning strategies including ICT.
- To understand the responsibility required under the SEND Code of Practice and to seek advice from SEND Coordinator when appropriate.
- To employ a variety of marking, monitoring and assessment strategies to inform planning, develop learning and evaluate students' progress.
- To provide constructive feedback to help students reflect upon and improve their work.
- To make effective and regular use of the school's assessment criteria and reporting procedures to inform learning.
- To keep the form, register and monitor patterns of student attendance/ absence.
- To make appropriate use of the school's rewards and sanctions procedures in line with the school's behaviour policy.
- To monitor the progress of students in your tutor group by target setting and through regular inspection of homework diaries, planners and/or other appropriate methods (e.g. students on report).
- To report concerns about individual student progress and behaviour to relevant senior staff.
- To demonstrate consistently high expectations of all students and a commitment to raising their achievement.
- To promote the positive values, attitudes and behaviour expected from all students by treating them with respect and consideration.
- To communicate promptly and sensitively with parents, carers and other relevant bodies where necessary.
- To contribute towards, and value, the work of teams of staff dedicated to advancing student learning and welfare.
- To be aware of, and work within, the statutory frameworks relating to teachers' responsibilities and the Borlase Teacher Aspiration framework.

## **Other Responsibilities**

- Perform the role of form tutor

## Person Specification

|                                    | Essential   | Desirable  |
|------------------------------------|---|--|
| Qualifications                     | <p>Qualified Teacher Status <b>or</b> Post Graduate Certificate in Education</p> <p>Degree level qualification in relevant subject</p>  | Further professional qualifications, including coaching awards.  |
| Previous Work Experience           | <p>Considerable experience of teaching the subject at least GCSE and a track record of supporting students to make excellent academic progress.</p>   | Experience of teaching A Level PE or alternative post-16 PE qualification.   |
|                                    | <p>Experience of leading a department or having responsibility within a department such as leading the provision of a major games sport.</p> <p>Evidence of the use of innovative approaches to the development of teaching and learning.</p> | <p>Experience of contributing to the efficient and effective development of staff and resources</p> <p>Experience of contributing to development planning and to the process of continuous review and evaluation</p> |
| Professional Skills and Experience | <p>Thorough knowledge of the requirements of the National Curriculum in the subject so as to provide authoritative subject leadership</p>   | <p>A competent IT user</p> <p>Particular knowledge and experience of working with able and gifted young people</p>   |
|                                    | <p>An understanding of the way children learn and how individual needs may be assessed and met</p> <p>Continued professional development with recent relevant in-service training (if applicable)</p>   | Knowledge and experience of Safeguarding and Child Protection issues   |
|                                    | <p>Ability to use data to identify strengths and address under-achievement</p> <p>Good analytical and strategic thinking skills</p>   | Able to simplify complex issues and develop innovative solutions   |

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| People Management Skills | <p>Effective communicator with children, staff and parents</p> <p>An effective team player, working with colleagues collaboratively</p>   | Experience in fostering good relationships between all members of the school community |
| Other Personal Qualities | <p>Appropriate motivation for working with children (one which values each child and shows concern for their personal safety and wellbeing)</p> <p>Well-developed planning and organising skills including time management, delegation and administration</p> <p>Emotional resilience and maturity</p> <p>Personal stamina and energy</p> <p>Willingness to contribute to the wider life of the school through leading and delivery of extracurricular sport and trips/tours.</p> <p>A desire to develop yourself and those around you as individuals</p> | A proven ability to work or perform under pressure                                     |