

JOB PROFILE

DIRECTOR OF SPORT

Start date: September 2024



Lucklex
HOUSE SCHOOL



DIRECTOR OF SPORT

OVERVIEW

Luckley is a warm and welcoming school; we are a community, small enough at around 375 for everyone to be seen, valued and counted, but large enough to provide an excellent education, hosting a wide variety of academic, sport and creative opportunities.

We are a co-educational school with the privilege of educating boys and girls from Year 7 through to Year 13, with both day and boarding places on offer.

We are seeking to appoint a dynamic and inspirational Director of Sport who can provide strategic leadership and development for all areas of sport and PE at Luckley and can communicate a clear vision for the Faculty.

The successful candidate will be an experienced teacher and leader of sport who is committed to developing an exciting fixtures programme and who is dedicated to innovative teaching and learning that encourages all pupils to reach their full potential and be the best they can be.

Luckley Sport is a vibrant, forward-thinking department, that has seen excellent growth over the past couple of years, including the construction of our new Astro. We have a traditional afternoon games programme, alongside a varied PE curriculum including GCSE and A level.

This is an exciting time for sport at Luckley, as the School looks forward to launching a new ten-year development plan that will allow for expansion of both its sports facilities and the wider site.

TERMS & CONDITIONS

Start Date: September 2024

Terms: Permanent, full time.

BENEFITS PACKAGE

Salary

A competitive salary will be offered depending on qualifications and experience.

Further details are available on request.

Non-contractual benefits

- School's Pension scheme with generous employer's contribution as well as a death in service benefit.
- Staff at Luckley House School are eligible for a staff discount on basic tuition fees subject to their child(ren) meeting the entrance requirements.
- All staff may park in the school car park.
- Employee Assistance Programme (EAP).
- Free lunches during term time.
- Use of School gym.

Closing date: Friday 15 March 2024 (noon)

(Early applications are encouraged as we reserve the right to interview and appoint before the closing date.)



JOB DESCRIPTION

Job Title: Director of Sport

Job Purpose: To provide strategic leadership and development for all areas of Sport and PE and ensure high standards throughout all aspects of the faculty.

Accountability: To the Deputy Head Academic for your work as Head of Department for academic PE and curriculum.

To the Senior Deputy Head for your work beyond the Curriculum including the fixtures programme and feeder school events and for your work as a Form Tutor and any extra-curricular activity which you participate in and/or organise.

Main Responsibilities

1. To lead the department, recruiting, inducting, developing, deploying, motivating and appraising staff to ensure they have clear expectations of their roles, creating vision, sense of purpose and pride in the department.
2. To lead and co-ordinate the teaching within your department and review the schemes of work, handbook and department development plan annually, in line with whole school policies and the School Development Plan (SDP).
3. To provide inspirational leadership of teaching and learning in your department with the objectives of academic excellence and outstanding pupil progress.
4. To be responsible for continuously improving the quality of teaching and learning in the department.
5. To monitor the progress of classes and individual students in your department, including those with SEND and EAL.
6. To lead and coordinate a programme of activities, e.g. field trips, trips abroad, outside lectures and visits, lunchtime clubs, national competitions, as appropriate to the subject, to support the teaching and learning within your department.
7. Manage day to day administrative requirements, such as arranging departmental timetables and sports fixtures in conjunction with the Head of Girls' Games, ensuring accurate records are kept and delegating as appropriate to ensure efficiency within the department.
8. To plan the distribution of work within the department and guide and support other staff within the department through regular departmental meetings and in other appropriate ways.
9. To be aware of current Health and Safety regulations relevant to the work of your department.
10. To assume responsibility for the organisation and leading of the GCSE and A-Level curriculums and monitor regular training.
11. To keep abreast of developments in teaching and assessment in your subject area, including the requirements of the Examination Boards and the National Curriculum and contribute to curriculum development and policy through Heads of Department meetings.
12. Demonstrate a track record of implementing change programmes and working with data to inform strategic decision making.
13. Oversee an effective scholarship programme that showcases athleticism, commitment to school sport and engagement.
14. To ensure that progress and standards are monitored and any assessments are carried out in line with the school's policies, conducting learning walks, observations and work scrutiny.
15. To teach and administer each class for which you are timetabled so as to maximise the learning opportunities provided for each student within those classes.



16. To participate in professional development programmes, annual review and activities such as parents' meetings or open days so as to help maintain and improve the ethos and performance of the whole school for the benefits of its students.
17. To undertake other such specific duties appropriate to the general purpose of a teaching post which may from time to time be reasonably assigned by the Headmistress or other member of the Leadership Team.
18. To bid for departmental capitation annually and ensure that the resources of the department are itemised in the inventory and are safely and economically used and cared for, maintaining a safe and stimulating environment. This includes maintaining a training matrix of qualifications.
19. To ensure an engaging and effective scheme of extra-curricular activities that enhance the opportunities and experience of students, whilst reflecting the traditions of the school. This includes the ADP, Enrichment and tournament participation.
20. Oversee the effective preparation of the school's sports teams in conjunction with the Head of Girls' Games, for participation in local, regional and national competitions, undertaking the required administration.
21. Coordinate and lead overseas sports tours and annual ski trip.
22. Actively promote the department within the school community to encourage pupil's interest in the subject.
23. Contribute to the positive promotion and marketing of the school in the local and wider community.
24. Provide timely reports to the Board of Governors on progress against agreed strategy and other matters of interest.
25. To show excellent team leadership skills with the capability to manage and inspire. This will be alongside high level communication skills, drive and determination to succeed.
26. Work closely with Estates and grounds and garden teams on all matters relating to maintenance and future developments of capital facilities within School.

General Teaching Duties

Teaching and Learning

1. Manage pupil learning through effective teaching in accordance with the Department's schemes of work and policies.
2. Ensure continuity, progression and cohesiveness in all teaching.
3. Use a variety of methods and approaches (including differentiation) to match curricular objectives and the range of pupil needs, and ensure equal opportunity for all pupils.
4. Set homework regularly, (in accordance with the School homework policy), to consolidate and extend learning and encourage pupils to take responsibility for their own learning.
5. Work with SEN staff and support staff (including prior discussion and joint planning) in order to benefit from their specialist knowledge and to maximise their effectiveness within lessons.
6. Work effectively as a member of the Department team to improve the quality of teaching and learning.
7. Set high expectations for all pupils, to deepen their knowledge and understanding and to maximise their achievement.
8. Use positive management of behaviour in an environment of mutual respect which allows pupils to feel safe and secure and promotes their self-esteem.

Monitoring, Assessment, Recording, Reporting, and Accountability

1. Be immediately responsible for the processes of identification, assessment, recording and reporting for the pupils in their charge.
2. Contribute towards the implementation of IEPs as detailed in the current Code of Practice particularly the planning and recording of appropriate actions and outcomes related to set targets.



3. Assess pupils' work systematically and use the results to inform future planning, teaching and curricular development.
4. Be familiar with statutory assessment and reporting procedures using Doddle and provide informative, helpful and accurate reporting to parents.
5. Keep an accurate register of pupils for each lesson. Unexplained absences or patterns of absence should be reported immediately in accordance with the School policy.

Subject Knowledge and Understanding

1. Have a thorough and up-to-date knowledge and understanding of the National Curriculum programmes of study, level descriptors and specifications for examination courses.
2. Keep up-to-date with research and developments in pedagogy and the subject area. To assist with the development and organisation of your subject.
3. To participate in the departmental programme of activities, e.g. field trips, trips abroad, outside lectures and visits, lunch-time clubs, national competitions, as appropriate, to support the teaching and learning within the department.

Professional Standards and Development

1. Be a role model to pupils through personal presentation and professional conduct.
2. Arrive in class, on or before the start of the lesson, and begin and end lessons on time.
3. Cover for absent colleagues as is reasonable, fair and equitable.
4. Be familiar with the School and Department handbooks and support all the School's policies, e.g. those on Health and Safety, Safeguarding, Staff Behaviour and Acceptable use of ICT.
5. Establish effective working relationships with professional colleagues and associate staff.
6. Be involved in extra-curricular activities in particular the School's Enrichment Programme.
7. Maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions document, and teachers' legal liabilities and responsibilities relating to all current legislation, including the role of the education service in protecting children.
8. Liaise effectively with parent/carers and with other agencies with responsibility for pupils' education and welfare.
9. Be aware of the role of the Board of Governors of the School and support it in performing its duties.
10. Be familiar with and implement the relevant requirements of the current SEN Code of Practice, DDA and Access to Work.
11. Consider the needs of all pupils within lessons (and implement specialist advice) especially those who:
 - have SEN;
 - are gifted and talented;
 - are not yet fluent in English.
12. To undertake other such specific duties appropriate to the general purpose of a teaching post which may from time to time be reasonably assigned by the Head or other members of the Leadership Team.

Health and Safety

1. Be prepared to undergo Basic First Aid training and update courses.
2. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
3. Co-operate with the employer on all issues to do with Health, Safety & Welfare.
4. Undertake supervisory duties as part of the general teaching staff rota.



Continuing Professional Development

1. In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments in teaching pedagogy and changes in the School Curriculum, which may lead to improvements in teaching and learning.
2. Undertake any necessary professional development as identified in the School Development Plan and the Staff Appraisal process, taking full advantage of any relevant training and development available.
3. Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.
4. Contribute to the professional development of colleagues, especially NQTs and ECTs.

Tutor Responsibilities

1. Take an interest in each tutee, encouraging and challenging as necessary.
2. Complete attendance registers as per the statutory and regulatory requirements (refer to Admissions and Attendance Policy); monitor and follow up absence.
3. Monitor pupil homework and planners.
4. Monitor behaviour, progress and achievement and support pupils as required.
5. Communicate effectively with parents including termly tutor reports.
6. Communicate effectively with senior and other staff; ensure that information with regard to tutees is passed on to the relevant staff.
7. Support the Social and Emotional Aspects of Learning (self-awareness; managing feelings; empathy; motivation and social skills) and spiritual, social, moral and cultural education. This is done through the 4U (PSHE Programme) as guided by the Head of PSHE and Heads of section.
8. Organise form assemblies.
9. Ensure all communications are recorded and BCC'd into Pupil records and to monitor rewards and sanctions of the tutor groups. Also to monitor Doodle and intervene when needed.
10. Attend all school assemblies and to sit with the Form.

Sixth Form Academic Tutor

The Sixth Form tutors are placed in a rota system for the registrations of both Year 12 and 13, for the morning and afternoon sessions. These will take place in either the study room or one of the classrooms. The Sixth Form attend assembly on Mondays, Wednesdays and Friday service every half term. Tuesday, Thursday and Friday mornings are to be utilised for tutorials or enrichment, however tutors may use some non-contact time as well to meet with their students.

Each tutor must maintain their orange file of profiles for their group. Each tutor is allocated a selection of Year 12 and 13 students whom they follow for two years. Throughout this time, they are encouraged to organise themselves and their tutees to have academic tutorial meetings as a minimum of once a fortnight. During these meetings they are to discuss academic progress, monitor any 'cause for concerns' or 'shining stars' from subject staff as well as offer pastoral care and guidance for the next stage of their lives after finishing at Luckley. Sometimes this quota will not be met due to the needs of others in the group.

The Head of Sixth Form and Assistant Head of Sixth Form can be accessed by the tutors and tutees if needed, to offer support to particularly challenging situations. The tutor will write any reference needed for the pupil, normally UCAS, and be able to provide a good amount of information about the student's character, how the student is progressing through school and their involvement in extra-curricular activities, both in and out of school. Tutors will be expected to attend a tutor group meeting once per half term.



PERSON SPECIFICATION

ESSENTIAL DESIRABLE

QUALIFICATIONS		
A good honours degree in a subject relevant to the teaching aspects of the role	✓	
PGCE or equivalent that gives QTS		✓
KNOWLEDGE/SKILLS		
An excellent knowledge and understanding of subject area and an awareness of curriculum issues relating to subject area	✓	
Able to provide strategic leadership and development for all areas of sport and PE at Luckley and can communicate a clear vision for the Faculty	✓	
Able to provide inspirational leadership of teaching and learning in the PE Department	✓	
The ability to observe colleagues and provide insightful feedback on classroom practice	✓	
The ability to manage the performance of others, including the use of appropriate procedures	✓	
Well-organised and able to plan creatively and effectively	✓	
Able to think creatively to solve problems	✓	
Able to use ICT to enhance learning and teaching	✓	
Skilled at fostering both independent and collaborative student-led learning	✓	
Able to engage, enthuse and motivate pupils of all abilities and enable every child to fulfil their potential	✓	
Able to communicate effectively with pupils, parents and staff in an appropriate way	✓	
PERSONAL QUALITIES/DISPOSITION		
An inspirational teacher and an outstanding classroom practitioner who is committed to raising the achievements of our students	✓	
Passionate about teaching PE and able to instil a love of PE in our pupils	✓	
Committed to delivering high quality teaching and learning	✓	
Able to embrace change and new initiatives in teaching	✓	
Has high expectations of students and their behaviour	✓	
BACKGROUND/EXPERIENCE		
Experience of teaching PE at Key Stage 3, 4 and 5	✓	
An experienced teacher and leader of sport who is committed to developing an exciting fixtures programme	✓	
OTHER		
A commitment to safeguarding and promoting the welfare of children and young people	✓	
A strong commitment to the principles of equality, diversity, and inclusion	✓	
Empathy with the Christian ethos of the School	✓	

WHAT OUR STAFF SAY.....

"When thinking of Luckley House School, there is one word in particular that comes to mind – community. This struck me when I first read the website, and was reinforced when I first visited the school. Suffice to say, that sense of community, and sense of belonging, was not unique to those two moments. I feel blessed to work with such an extraordinary group of students and staff, within an environment that fosters a sense of family and mutual respect.

As a school, Luckley really lives by its ethos – a set of pillars that very closely align to my own values. It is fantastic to experience and work within an organisation that is prepared to 'walk the walk' – and model attributes such as kindness, integrity and inclusivity. The students are fantastic, and are core to what the school stands for. I feel very privileged to work at Luckley House School, and would encourage any prospective staff member to consider applying. There is no school quite like Luckley!"

James, Head of Science

"I have just completed my first year at Luckley House School, which is also my first school after becoming a teacher.

Since starting at Luckley, I have had an incredibly positive and fulfilling experience. The friendly and welcoming staff created a supportive environment that made me feel valued and appreciated from day one.

It was important to me, that my first school was a place where I would be able to enjoy teaching and have the support around me to be the best I can be and Luckley has absolutely been that place.

I look forward to the future, knowing that I am part of a school that values and supports its teachers."

Niall, Teacher of PE



"I have been at Luckley for just over a year now and have enjoyed every minute of my time here. The School has such a warm, friendly atmosphere which nurtures an environment where everyone (pupils and staff) have a real opportunity to succeed, with total support from the Leadership Team. Not only do they want what is best for the School, they also want to support individuals to achieve their own personal goals."

Clare, PA to the Head

"As Housemaster of our boarding provision, and having come from boarding schools previously, I can honestly say that boarding at Luckley House is something unique and special with a robust flexible provision that allows our day students to be part of the boarding community alongside our weekly and full boarders. With a mix of UK and international students in boarding, we have a small but dynamic community that is fully integrated into school life in all aspects.

My first year at Luckley has without question been a fantastic experience due in every way to the students and staff all of whom it is a real pleasure to work with."

Adam, Housemaster

HOW TO APPLY

For further details, please contact HR on 0118 974 3223 or via email Recruitment@luckleyhouseschool.org

Alternatively, an application can be downloaded and submitted via the TES website at: www.tes.com/jobs/employer/-1002273

Closing date: Friday 15 March 2024 (noon)

We reserve the right to interview and appoint before the closing date.