



Post Title: Director of Sport and PE

TLR: 1c - £11,406

Responsible to: The Headteacher via the designated Senior Leadership Group Line Manager

Responsible for: All Teachers and Coaches within the PE Department

Contact time: 36 Periods per fortnight

The professional duties of all teachers (other than the Headteacher) are set out in the Schoolteachers' Pay and Conditions Document and these describe what is expected of all mainstream posts. In addition, this TLR post carries requirements as set out below and relate to:

- i. the criteria for the award of all TLR posts
- ii. the particular duties expected of this post holder

Summary of Main Responsibility:

To take responsibility for the leadership and management of the PE Faculty ensuring excellent standards of teaching and coaching are delivered. To raise participation of sport and healthy activities in the school community, by fostering enjoyment, and to raise the profile of sport through managing a thorough extra-curricular offer throughout all Key Stages.

TLR Responsibilities:

1. Policy/Strategic direction and development

- Contribute to whole school policy-making and strategic planning as required by the Headteacher
- Development and excite a long-term vision of both the academic PE curriculum as well as the broader extracurricular sports program
- Review the strategy and direction for Sport/PE in light of whole-school developments.
- To act as Principle advisor to the Head in all Matters relating to sport
- Ensure all systems are compatible with school policies
- Further develop the profile of Davenant Sport to ensure that current and prospective parents see it positively
- Develop positive relationships with existing partners e.g. local clubs, universities, private schools and our local consortium schools



2. Leadership and Management of others and the PE facilities

- Ensure the faculty supports the school's ethos
- Introduce initiatives to raise the profile of student sport leadership throughout the school
- Ensure that all teachers and coaches are mindful of pastoral and safeguarding matters relating to students
- Lead and manage the faculty ensuring that high performance standards are achieved and maintained
- Ensure that all Health & Safety, GDPR and safeguarding regulations are strictly adhered to by all members of the department
- Carry out and co-ordinate a full range of lesson observations, monitoring the consistency of judgements and intervening to support the observer/observed when necessary
- Through Joint Practice Development encourage and plan for members of the faculty keeping up to date with developments within the PE curriculum and the world of sport.
- Ensure that appropriate liaison with school first aiders is conducted by all members of the faculty
- As required, represent Sport/PE to Governors and to SLT
- To ensure there are clear routines and systems in place to protect equipment and facilities.
- Ensure efficient changing routines are in place to enhance learning and keep children safe

3. Impact on educational progress beyond your assigned pupils

- Ensure that teachers and coaches are monitoring pupils' performance to ensure high standards are achieved and progression is sustained
- Ensure that the delivery and development of the curriculum is effective in meeting the needs of all pupils
- Support and advise identified elite sports men and women as necessary
- Lead on the recruitment of students to GCSE and A level PE courses
- Ensure that a varied programme of sports is available to support physical literacy of Sixth Form students
- Monitor and evaluate student achievement and set targets for improvement
- Monitor and evaluate the pace/extent of students' learning over given periods of time

4. Development of Extra-Curricular Programme

- Establish relationships with other schools to ensure that a varied extra-curricular programme is in place and can be supported by practical arrangements.



- Liaise with the lettings manager to increase the provision of sport for students, staff and the local community.
 - Work with SLT and Heads of Key Stage to ensure high levels of take up of physical/sports activities throughout the year groups
 - Organise and lead sport-related residential and overseas trips as appropriate
 - Manage the organisation and planning of Sports Day in conjunction with the faculty.
5. Have accountability for teaching, managing and developing a subject
- Ensure systems are in place for consistently high levels of monitoring
 - Involve students and other stakeholders in regular reviews (i.e. at least annually) in order to inform self-evaluation
 - Consult, produce and regularly review the Faculty Handbook which should state the agreed procedures, policies and aspirations of the area as well as schemes of work and Faculty policies
 - Co-ordinate and monitor the drawing up of annual development plans
 - Have a routine programme of work inspections that involve all staff
 - Contribute extensively to the school's programme of self-evaluation
 - Ensure budgets and resources are properly managed and maintained
6. Line management for a significant number of people
- Conduct performance reviews of main postholders and ensure all other reviews are conducted within the school's policy and guidelines
 - Ensure all team meetings are held with agendas, notes kept and circulated
 - Work with the Headteacher on all appointments to the Department ensuring high quality induction is experienced by newly appointed staff as an entitlement
 - Support and manage the coaches working within the school
 - Ensure that training needs within the department, including external coaches and volunteers are identified, appropriately met, and that all members of the department are active in their own personal and continuous professional development.
 - Work with different ITT providers to support student teachers who are on placement at Davenant

Main Particular Duties of This Post

- To ensure there is a wide range of extracurricular opportunities which will engage students' and increase participation in sport.
- Lead the faculty in organising a good variety of House Sports competitions for all year groups over the year
- To ensure the faculty contributes fully to the PE twitter, newsletters and websites



- To link the school's work in Sport to developments and contacts nationally and internationally
- To support sports tours both nationally and internationally

Davenant is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedure in place, which promote safeguarding and safer working practice across the school.

Signed:

Date: