

Role Profile: Head of Hockey

Purpose

To lead the delivery of Hockey throughout the school.

The duties outlined in this job description are in addition to those covered by the latest Teachers' Pay and Conditions document. It may be modified by the Headmaster, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Key Accountabilities

General Information

Sport is an area of great strength at Downsend School. Facilities at the school are outstanding; extensive playing fields, an Astroturf pitch, full-sized Sports Hall, 25m indoor heated pool, Sports Pavilion and two hard courts for netball and tennis allow for a full range of sports to be offered to pupils. The major sports are hockey and netball for girls and football and rugby for boys, Cricket is the major sport for all pupils in the Summer Term. In addition, swimming, athletics, tennis, table tennis, gymnastics, basketball and badminton are covered in the PE syllabus and/or as part of the rich extra-curricular provision. Many of our pupils represent local clubs outside school and some go on to county or regional honours.

PE and Games at Downsend are taught by a team of specialist teachers who teach all pupils in the school and are responsible for running teams across the age ranges, supported by other members of the teaching staff. Junior School pupils (Years 2-6) have 4 hours of PE and Games teaching per week, whilst Senior School pupils (Years 7-11) have 3 hours 30 minutes per week.

Relationships

The post holder is responsible to the Director of Sport in all matters and works closely with other members of the department (including other Heads of Sport).

The post holder also interacts on a professional level with other colleagues and seeks to establish and maintain productive relationships with them in order to promote mutual understanding of the school structure, with the aim of improving the quality of life within the School. It is of paramount importance that we appoint the right person to join a successful and ambitious school. The salary will be commensurate with the experience and qualifications of the applicant.

Leadership and Management

1. Staff the hockey season creating a strategic termly plan of when and where you expect staff to be.
2. Create a progressive curriculum that caters for targeted age group expectations
3. Create a differentiated resource folder for hockey encompassing years 2-11
4. Modify and develop a fixture list that is both ambitious yet realistic
5. Work alongside a key colleague within the department to ensure the provision of travel and match teas at fixtures.
6. Liaise with offsite facilities (Senior School only)
7. Daily communication with the Games department
8. Create/develop a successful school – club link
9. Enrichment opportunities within hockey (visits, tours etc)

Standards and Quality Assurance

1. Overview the delivery of hockey to ensure consistency of vision
2. Support the aims and ethos of the department (RESPECT)
3. Set an outstanding example in terms of dress, attendance and punctuality
4. Attend, run and participate in CPD/INSET sessions
5. Attend and chair departmental meetings
6. Be up to date and current in terms of hockey pedagogy

Teaching and Learning

1. Carry out teaching duties in accordance with the school's schemes of work
2. Work with the Director of Sport to ensure the progression of PE & Games teaching and learning through the school.
3. Work with the G & T Coordinator to provide pupils with opportunities in and out of the classroom for extension and enrichment, and for scholarship preparation.
4. Contribute widely to the extra-curricular life of the School - full-time staff are expected to offer a minimum of 3 afternoon sports practices a week to the Clubs Programme (pro rata for part-time staff).
5. Assisting regularly with weekend fixtures (full-time staff are expected to offer a minimum of 4 during each term – pro rata for part-time staff).
6. Demonstrate good practice in the teaching areas of responsibility

Assessing and Reporting

1. Record students' work
2. Use IT to assist lesson preparation, teaching and reporting & administration
3. Maintain detailed records of pupils, liaising closely with the Curriculum Manager & other colleagues involved in the tracking & monitoring of pupils
4. Monitor, evaluate & review practice in your teaching area
5. Maintain lesson evaluations
6. Mark and return work within the agreed time span, providing feedback & targets
7. Provide assessment reports to monitor student progress
8. Write reports & advise at Parents' Evenings. Communicate effectively with parents about their child's progress
9. Work within the Code of Practice relating to Special Educational Needs

Health & Safety

The post holder is responsible for the safety of all pupils and must ensure that:

1. The resources are maintained in a safe condition for the pupils and School staff
2. Staff carry out operations in accordance with School policy and departmental codes of safe working practice
3. All accidents are reported to the Business Manager via the School's Accident Report Form procedure
4. The Director of Sport, Headmaster and Business Manager are kept informed of any concerns regarding Health and Safety and safe working practices

Key Stakeholders:

Internal – Pupils, Parents, Staff, Cognita School Support

External – Local Prep and Feeder Schools, IAPS, Surrey CCC, Sports Academy Partners, National Sporting Bodies

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ✓ An outstanding & qualified PE & Games Teacher with a love of their subject 	<ul style="list-style-type: none"> ✓ A good Honours graduate in a Science discipline ✓ Hockey coaching qualification (level 2 or above)
Skills	<ul style="list-style-type: none"> ✓ Excellent communication skills (oral, written & use of ICT) ✓ Good organisational & administrative skills ✓ The ability to teach PE & Games to Years 2-11, with particular expertise in hockey 	<ul style="list-style-type: none"> ✓ Enthusiastic commitment to the importance of co-curricular activities in providing an outstanding education ✓ Calmness & efficiency & the ability to work under great pressure at certain times ✓ Aware of Health & Safety issues, particularly as they relate to co-curricular activities, and willing to comply with Health & Safety policy
Experience	<ul style="list-style-type: none"> ✓ A keen & self-motivated practitioner, who wishes to be a committed team member in a successful department 	<ul style="list-style-type: none"> ✓ Eager to learn & attend INSET as necessary ✓ Aware of the nature of the School & prepared to commit to its all-round ethos
Other	<ul style="list-style-type: none"> ✓ Willingness to work hard, with energy & enthusiasm, and be prepared to go 'the extra mile' ✓ A cheerful & well-presented person ✓ A good sense of humour is essential, as is the ability to deliver a 'hands on' tactile style of teaching 	<ul style="list-style-type: none"> ✓ Very high expectations of pupils' attainment, progress & behaviour ✓ Understanding of the nature of independent education & of the high expectations therein ✓ Experience of being a Form Tutor at KS3/4

This job description is not intended to be all embracing and the post holder shall be required to carry out whatever the Headmaster shall instruct, commensurate with training and experience.

Signed: Name (print):

Date: