



CUMNOR HOUSE SUSSEX



DIRECTOR OF SPORT

for September 2022 or January 2023

Reporting: Director of Co-Curricular & Routines; Deputy Head Pastoral

Overarching responsibilities: The Director of Sport is responsible for leading all aspects of Sport, Games and P.E at the School (Nursery - Y8), including leadership of the department, development of the pupil curriculum and management of fixtures, staff training, staffing of games sessions and equipment.

Principal Duties:

The statement of duties and responsibilities of a Prep Teacher should be taken as a starting point in describing the duties of the Director of Sport, who has additional responsibilities as follows:

Management:

- Manage staff that work within the Sport department, ensuring efficient use of their time, and that appropriate training and guidance is provided and updated regularly;
- Promote an inclusive sporting programme for pupils of all abilities;
- Develop and manage a balanced physical education programme;
- Develop a strategy for the future of Cumnor sport, ensuring clear communication to SMT and the Sports department;
- Develop and maintain methods of evaluating pupil progress for the purpose of informing teaching, guiding pupils and communicating with parents;
- Organise staffing of games sessions and matches;
- Ensure team selections are made according to school policy;
- Promote fair play, good sportsmanship, good conduct and smart appearance throughout sport;
- Chair a Games committee according to set terms of reference;

- Communicate with relevant staff regarding administration including transport, catering, and facilities management;
- Support, guide and oversee the work of leaders within the Sport department;
- Assist the Headmaster in the recruitment, appraisal and retention of Sports Staff.

Administration:

- Produce and annually update a Departmental Handbook and Development plan;
- Attend Heads of Department meetings;
- Produce and maintain, in conjunction with the Assistant Director of Sport, a scheme of work for the teaching of games at Cumnor;
- Manage the administration of the department and ensure that sport-related policies and codes of practice are up to date and that staff are suitably trained and informed;
- Oversee the co-ordination of a scheme of work for all pupils from age 4 – 13 years that will promote the benefits of physical education to all ages and abilities and through which pupils will find enjoyment and fulfilment;
- Oversee a co-ordinated fixture programme in association with the coaching staff that is appropriate to the needs and levels of respective teams and year groups;
- Keep a central record of results and make them available to the editors of the School magazine and website for publication;
- Organise photography of matches and other events that could be used for marketing purposes;
- Co-ordinate the reporting of results to the Headmaster and help coaches to prepare match reports for team boards;
- Organise and supervise team photographs.

Promotion of Excellence:

- Encourage an interest and love of Sport in all children in the school;
- Promote and encourage excellence in team and individual sports, thereby developing confidence through improvement and success;
- Encourage and promote talented players;
- Foster and maintain links with local clubs as appropriate to provide access to elite coaching and training opportunities;
- Develop age-appropriate and curriculum-linked plans for Early Years and Pre-Prep children;
- Encourage and facilitate pupils' participation in external team events and individual competitions;
- Oversee the allocation of internal sports awards, colours and prizes;
- Prepare children for Sport scholarships, liaising with Senior School Directors of Sport;
- Support all the Games staff and assist them in their personal and professional development through the appraisal and INSET programmes;
- Ensure a uniform approach to sports kit, match day clothing, team shirts and the overall presentation of pupils and staff in sport;
- Ensure consistency of approach in all aspects of sport and match preparation in both coaching staff and pupils, in line with Cumnor Sports' policy and philosophy.

Links and Marketing:

- Represent the school at relevant external meetings on sporting matters;
- Foster links with senior schools and appropriate sporting organisations;
- Foster links with local primary schools and explore ways to develop access to Cumnor facilities;
- Encourage and support the use of school facilities by local schools and organisations;
- Liaise with and inform parents over sports events, fixtures and tours;
- Appraise the office staff of any arrangements (or changes) affecting the pupils;
- Assist with communicating the School's sports strategy and policy to parents and senior schools.

Finance:

- Manage the Sports Department budget within agreed limits;
- Pay subscriptions to professional bodies, journals and for affiliations.

Facilities:

- Maintain a timetable of usage for the sports hall, courts, all-weather and grass pitches;
- Keep the Facilities Calendar updated to reflect off-timetable, weekend and holiday use of all the sports facilities except the swimming pool which will be done by the Pool Manager;
- Ensure that all sports equipment is properly maintained and regularly serviced, keeping appropriate records of servicing;
- Liaise with Head Groundsman to ensure preparation of playing areas;
- Liaise with the Head of Finance over maintenance of Sports facilities as necessary.

Health and Safety:

- Communicate with Medical team over medical issues;
- Ensure the Sports Department staff are informed about pupils' relevant medical information;
- Ensure that staff have undertaken risk assessments and are aware of their obligations and school policies regarding the discharge of those obligations;
- Ensure the appropriate training/professional development for coaches of contact sports in particular and all sports in general.

Training:

- Keep records of Sport staff coaching and umpiring/referee certificates;
- Check that Sport staff have the required and recommended First Aid certificates;
- Maintain own sport, medical and safeguarding certificates, according to School policy.
- Help to ensure all members of the department attend INSET or other Health & Safety or Safeguarding training as required by the School.

Safeguarding Responsibilities include:

- Safeguard and promote the welfare of children;
- Foster a culture of openness, safety, equality and protection;
- Provide a safe and welcoming environment where both children and adults feel secure, able to talk and believe that they are being listened to;
- Play a key role in the prevention of harm and an equal responsibility to act on any suspicion or disclosure that may indicate a child is at risk of harm;
- When concerned about the welfare of a pupil, acting in the best interests of the pupil.
- All staff have a key role to play in identifying concerns early and in providing help for children and are expected to act in accordance with the School's Safeguarding & Child Protection Policies.



Desirable Qualities and Experience

- A good Sports-related degree.
- Ability to contribute significantly to the coaching of at least one of the school's main team sports.
- Sound experience of Sport as a player or coach.
- Qualified Teacher Status preferred but not essential.
- Proven ability to lead, manage and inspire staff.
- Clear practical vision of the future of the Sports department.
- Ambition and a competitive spirit, tempered with graciousness and generosity.
- Sensitive to the needs of all pupils and empathetic with parents.
- Excellent organisational skills and the ability to delegate.
- Confidence in nurturing Sports Scholarship candidates to meet or exceed expectations of senior schools.
- Skill in planning and teaching inspiring lessons across age and ability ranges.
- Willingness to share outstanding practice and support the development of coaches.
- Share a creative and enthusiastic approach to cross-curricular opportunities.
- Readiness to reflect on the effectiveness of coaching, ensuring continuous improvement in practice and outcomes.
- Ability to plan, organise and manage fixtures and events, calendars and logistics, effectively and efficiently.
- Excellent communication and teamwork skills and a willingness to contribute to the wider Prep School curriculum and community.
- Ability to communicate warmly, positively and authentically with parents about their child's progress and potential.
- Maintain a positive, flexible and good-humoured approach to working under pressure of deadlines and running a busy department.
- An awareness of compliance and risk management.
- Consistently exhibit high standards of conduct including punctuality, professional appearance and good sportsmanship.
- Empathy with the Cumnor principles, and the ethos and aims of independent education.

Hours of Work

Prep School Teachers are expected to work from 8am to 6pm during term time, which includes 3 days before and after the start and end of each term, and to be available for evenings (e.g. Parent Evenings) and some weekends (3 Saturday Activity mornings per term). There are also other whole-school events, such as Sports Day, which may occur at the weekend or at other times out of the normal School day. In addition, Heads of Department and Senior Management should expect to work beyond the school day when required.

Remuneration and Benefits

- Salary range being considered is £40,000 to £50,000, depending on experience.
- Substantial remission on fees for staff children attending the School or Nursery
- Generous contributory pension scheme and life assurance
- Free on-site parking
- Complimentary dining and refreshments available all day during term time
- Free use of indoor swimming pool at specified times
- Occupational sick pay scheme

Application Process and Safeguarding

To apply, please submit an application form (which can be found on our website) to hr@cumnor.co.uk by **Sunday 12th June 2022**. Interviews of selected applicants will be held the following week, and would involve a visit to the School.

Cumnor House Sussex is committed to safeguarding and promoting the welfare of children. An offer of employment will be subject to an enhanced DBS disclosure, satisfactory safeguarding interview and pre-employment references, verification of ID, medical fitness and relevant qualifications, and other security checks including Overseas and Teachers Barred lists.