

## **Job Description for Head of PE and Games at UCS JB**

The Head of PE and Games at UCS Junior Branch is a key managerial role in the school. In addition to leading the games staff the Head of Games will be an excellent communicator. Effective communication is an essential component of the job and the Head of PE and Games will be expected to communicate clearly, proactively and decisively to staff, parents and pupils alike. He/she will work with the Headmaster, the Deputy Heads and Director of Studies as necessary to plan and review all aspects of sport within the School's curriculum:

### **Key tasks:**

#### **The Head of Games will:**

- Oversee and organize all aspects of staffing for the Games department. This will include holding regular meetings with games staff and communicating with them in a clear and timely manner.
- Manage the PE and Games curriculum, including all necessary administrative paperwork.
- Plan and promote all aspects of sport strategically over the longer term, regularly consulting with the Foundation Head of Games.
- Assist with the sporting aspects of the extra-curricular clubs programme.
- Attend regular meetings with the Headmaster and the SMT.
- Meet regularly with the Foundation Head of Games.
- Keep an overview and promote minor sports and their development within the school.
- By liaising with other Heads of Games in competitor schools, organise a balanced programme of competitive fixtures in all major and minor sports, including but not restricted to rugby, football, hockey, cricket, swimming, tennis, table tennis, athletics and cross country running.
- Plan and organize established tournaments that UCS JB hosts in football, rugby and hockey while exploring and developing opportunities to host tournaments in other minor sports.

- Undertake all planning and organization for the annual Sports Day.
- Ensure that coaches are booked and organized for all sports sessions and fixtures.
- Make schemes of work and relevant information about Games and PE available to staff and parents via My School Portal.
- Help to promote the Games department and the school by contributing to marketing publications, the school website and Instagram feed and other outlets as necessary.
- Organise certificates, prizes and trophies as necessary for assembly.
- Meet with parents and attend parents' evenings as and when required.
- Have oversight of Games reports in the annual reporting process to parents.
- Have oversight and active involvement in the Sports residential trips.
- Keep up to date with all Health and Safety issues concerning Sport. Be first-aid trained themselves and ensure that enough Games staff are similarly trained. Will liaise closely with the School Nurse and SMT regarding any sports injuries and complete necessary paperwork.
- Ensure that risk assessments are up to date.
- Maintain day to day control of the PE and Games budget and be mindful of budgeting for strategic planning.

### **Personal Qualities:**

- Passionate about sport.
- Excellent communication skills.
- Demonstrate leadership and promote a positive image of the school at all times to pupils, parents and staff alike.
- Visibly displaying an ethos of 'first to serve, last to leave.'
- Being a team player; someone who presents as positive image of the school at all times.
- Proactive planning and attention to detail.

**LH, April, 2023**