



JOB DESCRIPTION	
JOB TITLE	Head of Games
DEPARTMENT/SECTION	Co-Curricular
REPORTS TO	Deputy Head Co-Curricular
RESPONSIBLE FOR	Games Programme
<p>SAFEGUARDING:</p> <p>The postholder will be required to;</p> <ul style="list-style-type: none"> • Complete an Enhanced Disclosure and Barring Check (DBS). • Complete Child Protection Training. • Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact. 	
<p>JOB SUMMARY:</p> <p>The Head of Games is responsible for managing and developing the games programme for pupils aged between 11-18 years. Working with the Director of Sport and Assistant Director of Sport, the successful candidate will be expected to implement a diverse and high quality programme that caters for the recreational through to our elite sports men and women.</p> <p>It is intended that this post should allow for flexibility, opportunity for development and initiative by the post holder, in agreement with the Director of Sport. The ability to coach cricket and / or hockey to a high level may be an advantage.</p>	
<p>KEY DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • To develop a forward thinking, innovative and inspirational sporting programme for pupils, promoting lifelong involvement in sport and/or physical activity • Structure and organise the pupils’ weekly sporting programme and to deploy available staff where their skills and interests best serve the programme • To implement the widest possible variety of sporting opportunities for the pupils both within games lessons and also within the extra-curricular timetable • Collating pupils’ sports reports and results for the Director of Sport, Deputy Head Co-Curricular, external communications and the Warden • Coach teams and play a lead role in teaching physical education across the curriculum 	

- Liaise with the Director of Sport regarding the use of School facilities for games and activities
- Ensure that supervision of pupils during games and fixtures, including during times of changing, travel and dismissal is organised in line with school systems
- Liaise with the Director of Sport and grounds staff to ensure all sports fields and outdoor areas are appropriately prepared
- Ensure that all sports equipment is organised, stored and maintained appropriately, and treated with due care by all users
- Assist the professional development and appraisal of staff to create a motivated and empowered team
- Manage staff absence to ensure the programme is maintained
- Supervise and direct the work of any external coaches within the Department
- In collaboration with individual Heads of Sports, ensure that each sport and age group has an appropriate fixture list, to maintain a healthy balance between the number of fixtures and the number of practices
- Ensure that the fixture list for each sport is produced accurately by the deadline for each term's calendar
- Review and continue to develop the current fixture list (including Saturdays) and establish sporting links with leading independent schools within all sports
- Work alongside the Sports Administrator to ensure that appropriate transport and catering is booked for team fixtures
- Organise House sporting competitions each term and the annual sport days
- Liaise closely with the Medical Centre in all matters relating to injuries
- Encourage pupil involvement with local sports clubs
- Attend the Sports Committee and PE Department Meetings

TEACHER - GENERIC DUTIES AND RESPONSIBILITIES

Below sets out the generic main duties and responsibilities of any teacher at Forest School. Those holding positions of responsibility have specific job descriptions in addition to the duties described below. Above all, Forest School teachers are professionals who carry out their duties responsibly and with regard for the best interests of their pupils and the School.

- To set an example in terms of continuous personal development, participating in appropriate training to maintain up-to-date professional expertise
- Respects and values the different experiences, ideas and backgrounds others can bring to work and to teams
- Ability to motivate and encourage participation in activities and a willingness to take part in and/or organise trips and visits

Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.

FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest School policies and procedures including Equal Opportunities, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested by the relevant Head.