

Director of Sport

Harrow International School Hong Kong is the first international boarding and day school in Hong Kong. It is the third school in the Harrow family of schools in the Asia region and provides a British education from Early Years to Year 13 in custom-built facilities in a stunning location in Hong Kong. The School combines elements of educational philosophy, practice and traditions from Harrow School in London with the international mindedness of a diverse pupil body in Hong Kong. Having opened in September 2012, the School roll is currently 1500 and the school achieves the best results in Hong Kong at A-level and GCSE. We were delighted to have featured as one of the top 100 Schools in the World, top 10 Schools in Asia and one of the leading schools in Hong Kong according to the 2020 and 2021 Spear's Index. Harrow Hong Kong is, however, about much more than academic results and our pupils excel in music, drama, sport and art as well as service and charity work and our pupils go on to some of the top universities across the world.

Job Title: Director of Sport

Job Purpose: To develop a clear strategic sporting direction for the School and to be responsible for the development and delivery of the teaching of PE, providing a rich variety of opportunities in the Super-Curriculum and Co-Curricular programme and to develop sporting excellence and "sport for all", thus enhancing the reputation of the School through Sport, both locally and nationally.

Start Date: August 2022

Reporting Line: Deputy Head (Co-Curricular and Organisation)

Job Description

The Director of Sport is responsible for coordinating all aspects of extra-curricular Sport and academic Physical Education throughout the School from Early Years to Y13; promoting physical literacy at all opportunities; and ensuring excellent standards of sporting provision at all levels.

Specific aims and key responsibilities are:

- **Strategic Development of Sport at Harrow Hong Kong:**
 - Taking overall responsibility for the provision, development, philosophy and standing of Sport at the School
 - Developing high quality provision and high levels of uptake of representative Sport
 - Designing and delivering a 4 – 18 sports strategy with clear and specific plans for improvement on short, medium and long term basis
 - In liaison with the Head of Upper School Sport and Head of Lower School Sport, drafting and presenting detailed recommendations to the SLT and Governing Body regarding the plans and resources necessary to implement the strategy for Sport, backed up with tangible evidence and realistic plans for delivery
 - Identifying and delivering key whole school priorities for Sport, and developing implementation plans for these priorities
 - Prioritising the budget and resources available for Sport in line with the School strategy
 - Enabling Sport specialisms to flourish as well as having recreational Sport for life programmes

- Implementing marketing strategies for promotion of Sport and celebration of the School's sporting success, locally and nationally
 - In liaison with the Head of Upper School Sport and Head of Lower School Sport, ensuring that the SCA and Co-Curricular programme complement each other to enable success both locally and nationally
 - Working with the Hong Kong Sports Unions to develop opportunities for our pupils.
 - Encouraging, developing and maintaining a challenging programme of fixtures, tournaments and competitions for major school Sport.
 - Leading on partnership and community working (in relation to Sport) to establish links with user groups of the School's facilities both from a public benefit and commercial perspective.
 - Leading a united PE team to work together to achieve the shared vision.
 - Producing an annual Department Development Plan linked to the whole School Development Plan.
 - Producing a termly report for the Head, including the results of the monitoring of pupils' progress and public examinations.
- **Leading the whole School PE curriculum, including:**
 - In liaison with the Head of Upper School Sport, Head of Lower School Sport and Head of Academic PE, establishing and reviewing schemes of work and monitoring their use by members of staff
 - With Department staff, establishing effective methods of monitoring pupils' progress and analysing the results
 - Keeping up-to-date with subject developments outside the School and bringing them to the attention of colleagues
 - Reviewing the public examination syllabuses offered at Harrow Hong Kong in PE and, with the teacher in charge of academic PE and undertaking Sports / PE results and analysis
 - Fostering, by example, a spirit of academic enquiry within the PE Department
- **Leading and managing the staff in the PE Department, including:**
 - Line managing the PE/ Sports Department Staff; liaising effectively with all staff to ensure that they feel well supported and able to fulfill their roles
 - Ensuring excellence in teaching and learning by arranging for the observation of teaching as a matter of good practice and providing constructive feedback to staff concerned
 - Managing the Professional Performance Reviews for members of the department ensuring relevant objectives are set in line with the School Development Plan.
 - Ensuring that teachers in the department use the School's rewards and sanctions effectively
 - Ensuring that teachers are aware of pupils with learning, medical, social or other difficulties and providing appropriate support
 - Providing support to members of the Department in any matters involving discipline in PE lessons
 - Delegating appropriate tasks to create a sense of teamwork within the Department and aid professional development
 - Planning and overseeing the professional development of PE/ Sports Department Staff and sports coaches to ensure that they are suitably experienced and qualified for their sporting duties
 - Preparing timetable allocations, and working with the Principal Deputy Head (Curricular) and Academic Organisation Coordinator to manage cover teaching when members of staff are absent
 - Overseeing the writing of academic and activity reports on pupils by staff in the Department checking the report template, quality and content to ensure it is appropriate
 - Identifying areas of recruitment needs for teaching and sports coaching staff and to participate in the recruitment process, following the School's recruitment policy
 - Providing an effective induction programme for new members of the Department
- **Leading and development through the PE / Sports Department and SCA programme, including:**
 - Ensuring that pupils are taught in appropriate groups according to ability, whenever possible
 - Monitoring pupils' physical development and progress
 - Maintaining a balance between the provision of high quality 'sport for all' and the achievement of excellence where possible
 - Fostering high standards of pupil achievement and a spirit of enjoyment of physical activity within the Department
 - Being responsible for frequent and proactive consultation with the PE staff, House Parents, Heads of Department and Year Group Leaders to ensure each pupil's ECA sports programme is balanced and that clashes are resolved in a sensitive and timely fashion to ensure the best outcome for pupils
 - Responsibility for the management of external coaches and to liaise with the Deputy Head (Co-Curricular and Organisation) regarding contract requirements and renewal.

- Responsibility for the organisation and line management of external providers and activities such as but not limited to Golf, Riding, Fencing, Taekwondo and Gymnastics.
- **Promoting high levels of participation and excellence in competitive sport, including:**
 - Leading policy making on sports activities, including keeping up to date with local and international initiatives and advising the Head and Governors on developments
 - Working closely with the Deputy Head (Co-Curricular and Organisation) to ensure that community and partnership sporting links are established, based on local need and analysis so that the School recognises opportunities to increase participation in Sport within the community
 - Working with the Head of Upper School Sport and Head of Lower School Sport, overseeing the staffing of all sporting SCA and CCA activities, including the allocation and analysis of sports activity staffing levels and advising the Head on future requirements
 - Monitoring the effectiveness of team coaching and where appropriate providing professional development opportunities
 - Networking and establishing media links to ensure that the activities of the School are celebrated and that the profile of Sport for the School is raised
 - Monitoring team and individual levels of performance and forging links with external organisations to encourage talented pupils to gain representative honours
 - Develop and lead the School's sports scholarship programme, elite mentoring scheme, and promoting links with the local and wider Hong Kong community
 - Assisting the Admissions Department and the Head of Scholars in recruiting talented pupils to the School
 - Ensuring effective timetabling of all sports activities throughout the year, including an extensive range of fixtures against other schools, inter-House competitions and sports tours where appropriate; and monitoring the quality and frequency of fixtures and national competition entries
 - Ensuring efficient administration of sports activities, including the production of literature for parents, teachers and pupils, the day-to-day use of the internal and external sports facilities, the management of the sports activity budgets, and the entry of sports activities in the School Calendar, including team sheets for all sports fixtures
 - Consulting other members of the PE department on the award of sports colours
- **Administration of the PE / Sports Department, including:**
 - Delegate responsibility for ensuring all aspects of the organisation of external sports fixtures and hospitality at the School are of a high standard
 - Delegate responsibility for ensuring accurate and timely communication of Sport, including match results and other relevant achievements/information via the School app and website and for assemblies
 - Holding and delegating responsibility for minute taking of regular Departmental meetings to exchange ideas and inform and develop good practice
 - Keeping a comprehensive departmental handbook up-to-date
- **Health and Safety and facilities management, including:**
 - Ensuring that appropriate Health & Safety standards as set by the relevant National Governing Bodies are met in all sports activities
 - Ensuring that all Risk Assessments for Sport and PE activities are up to date and regularly reviewed
 - Ensuring all new teachers/ coaches taking Sport have appropriate induction, especially with regard to Health & Safety child protection and the requirements and the procedures for injuries in particular in contact Sports
 - Ensuring that all sports equipment is organized, stored and maintained appropriately and treated with due care by all others
 - Keeping accurate inventories of fixed assets in the Department
 - Liaising with the Director of Operations regarding external bookings of Harrow facilities
- **An effective contribution to pastoral care in the School, including:**
 - Being a Tutor in one of the Prep School or Senior School boarding or day Houses to a group of boys or girls (day pupils and boarders) as designated by the Principal Deputy Head (Pastoral and Wellbeing)
 - If a Tutor in a boarding House, undertaking supervision duties in that boarding House during one evening per week
 - Implementing safeguarding procedures at the School

- **All teachers are expected to:**
 - Actively seek opportunities to develop professionally including subject-specific knowledge, teaching and learning theory and research, and career-related goals
 - Participate fully in the annual Professional Performance Review and seek CPD opportunities and Harrow Academy Programme
 - Participate in School-wide CPD initiatives and be prepared to share expertise in CPD programmes
 - Contribute to the Harrow Horizon's programme, by participating in the School's Super Curriculum and Co-Curricular programme in one or more activities
- **Other responsibilities:**
 - Undertaking duties as the Head of School or a delegated representative may reasonably request.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request by the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually.

Harrow Hong Kong is fundamentally committed to safeguarding the children in our care and their welfare is our top priority.

All adults in the School community are expected to follow its Child Protection procedures and are required to undertake safeguarding checks.

Harrow Hong Kong reserves the right to recruit at any stage during the selection process.

Person Specification

The successful candidate will be likely to fit the following profile:

Qualifications:

- Good Honours degree
- A postgraduate teaching qualification, including QTS
- Evidence of further relevant professional development

Skills:

- Personal expertise in and a strong commitment to Sport
- The ability to lead, inspire, motivate and support pupils and colleagues
- A commitment to the wellbeing and pastoral care of children
- The ability to be an outstanding advocate for sporting excellence and 'sport for all' within the School community and beyond
- Interests and abilities that can enhance the School's extra-curricular programme
- Have a vision for and the ability to translate Harrow Hong Kong's vision to be a leading school in Asia into reality
- The ability to inspire others and lead by example, role modelling the School's vision statement Educational Excellence for Life and *Leadership* in relationships with pupils, teachers and parents
- The ability to work in a successful and dynamic school
- Excellent interpersonal and communication skills
- Excellent organisational, administrative and IT skills

Experience:

- Proven experience as a leader of Sport / PE in a school environment
- Experience of competing in a sport at County/ National level
- A proven track record of managing sports programmes
- A proven track record of leadership, impacting on whole school outcomes
- A proven track record of delivering on academic performance
- A proven track record of suitability for working with children and young people, including the ability to form and maintain appropriate relationship and personal boundaries
- Experience of leading and collaborating with colleagues

- Experience of analysing whole school data and using it to inform whole school planning and development

Knowledge:

- Up-to-date knowledge of successful and innovative teaching and the latest curriculum developments and initiatives

Personal Qualities:

- A dynamic leader and effective manager
- Ability to exercise discretion and confidentiality
- Personal warmth to gain the confidence of pupils, staff and parents
- Positive rapport with pupils

Attitudes:

- A team player with leadership qualities and a reflective and flexible approach
- Organised, energetic, positive and able to self-direct
- Positive, enthusiastic and energetic approach to life
- Ability to think creatively and imaginatively
- Committed to the Harrow Hong Kong's ethos
- High expectations for pupil attainment, personal development and conduct
- Committed to representing the School's strategic vision
- Ambitious and aspirational for oneself and for the school
- Committed to professional development and show a willingness to undertake appropriate training as required
- A positive 'can do' approach in all aspects of the role
- A willingness to be fully committed to the life of a busy boarding school
- High levels of personal presentation, integrity and communication skills