



## Job Description

### Director of Netball

The Job Description is not intended to be an exhaustive list of responsibilities but should accurately represent your professional contribution to Monmouth School for Girls in the first instance and the Haberdashers' Monmouth Schools thereafter. Your Job Description should be renewed annually as part of the Performance Review Process.

**Responsible to: The Director of Sport**

#### Summary of the Role:

The Director of Netball will take responsibility for and oversee the netball programme, ensuring the highest possible standard of experience for our netball players. They are responsible for the organisation of the netball programme and fixtures at HMS.

**The Director of Netball will carry out the following crucial but not exhaustive list of responsibilities.**

1. Line manage and coordinate the work of all netball coaches
2. Ensuring that there are suitable training sessions outside of games lessons for keen netball players of all age groups, maintaining oversight of these and assisting with their delivery
3. Manage the netball budget
4. Purchase all netball equipment and clothing
5. Organise the netball fixture list, ensuring a suitable level of competition and opportunities for as many pupils as possible to represent the school in matches
6. Place entries for National competitions within one week of entries opening, alert the Bursary to the entries placed and confirm by email to Director of Sport and Headmaster once entries have been confirmed
7. Oversee the smooth running of fixtures on match days
8. Book transport for all matches
9. Book catering for all matches
10. Liaise with all parties if matches are cancelled
11. Liaise with grounds staff
12. Represent netball on the Games Committee and at Calendar Planning meetings
13. Organise netball tours according to the school tour itinerary
14. Plan the netball coaching programme
15. Coach netball at MPS, if necessary, and ensure continuity of approach and progression of netball players
16. Organise CPD for netball coaches and support netball coaches in their development
17. Assist the Director of Sport in the identification and appointment of any external netball coaches and overseeing their coaching roles in school
18. Assist the Director of Sport in liaising with outside organisations to provide pathways for our elite and aspiring netball players
19. Assisting with identifying and developing talented netball players of all age groups

## **Job Description**

### **Part-time Sport and PE Teacher**

**Responsible to:** The Director of Sport

#### **Summary of the Role:**

**To deliver Sport, PE and especially Netball to the highest standard**

To develop the Strength and Conditioning programme across the schools

To teach across all the key stages, possibly to include preparation for external examinations

To support the delivery of extra-curricular experiences and departmental activities designed to enrich the teaching and learning within the department

To support the development of the department within the whole school context

To appreciate the ethos of an independent day and boarding school

#### **Whole School Responsibilities**

1. Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact
2. Preparing students to achieve their potential in public examinations
3. Assist in the promotion of school's reputation and in marketing activities as required eg Open Days
4. Maintaining good discipline and good behaviour
5. Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements
6. Uphold all School Policies
7. Sharing good practice via the school's established PDR process
8. To be a Form Tutor

#### **Departmental Responsibilities**

1. Delivering well-planned, focused lessons to engage, support and stretch all learners
2. Assisting the Head of Department in the marking and moderation of entrance examinations and internal assessments
3. Assessing, recording and reporting on the attainment, progress and development of pupils
4. Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils
5. Contributing to the department's resources and learning objectives through the creation of schemes of work and programmes of study
6. Participating in arrangements for further training and professional development as a teacher

#### **Extra-curricular Responsibilities**

To participate in the school's extensive co-curricular programme as agreed by the Headmistress

You may be required to undertake such other comparable duties as the School requires from time to time

## Person Specification

<i>Essential</i>	<i>Desirable</i>
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>• Good Honours degree in the relevant subject</li> <li>• Good general standard of education</li> <li>• A Level / GCSE</li> </ul>	<ul style="list-style-type: none"> <li>• A recognised teaching qualification e.g. PGCE or Masters in Education Practice</li> <li>• Record of continued professional development</li> </ul>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• A proven track record of excellent teaching ability and classroom management skills</li> <li>• High personal and professional standards</li> <li>• Excellent pastoral skills and instinct.</li> <li>• The ability to encourage and enthuse others</li> <li>• Work well in a team</li> <li>• Understanding of the need to communicate with all stakeholders</li> </ul>	
<b>Skills</b>	
<ul style="list-style-type: none"> <li>• Excellent classroom management skills</li> <li>• Excellent rapport with pupils</li> <li>• Dynamic character</li> <li>• Excellent communication and inter-personal skills</li> <li>• Ability to use a range of teaching strategies to enthuse the full range of abilities</li> <li>• Leadership skills/role model</li> <li>• Inspire others</li> </ul>	<ul style="list-style-type: none"> <li>• Well-developed ICT skills</li> </ul>
<b>School Ethos</b>	
<ul style="list-style-type: none"> <li>• Capacity to work well with others both within the department and HMSG</li> <li>• Fully supportive of the aims &amp; ethos of the school</li> <li>• Commitment to the school's aims of raising the bar and working to encourage students beyond their potential</li> <li>• Ability to ensure that the school atmosphere is welcoming and that parents are encouraged to take an active part in the life of the school and their child's education</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to support the vision for high quality education which promotes spiritual, moral, social and cultural development</li> </ul>

Personal Attributes	
<ul style="list-style-type: none"> <li>• Highly motivated</li> <li>• Ability to work unsupervised</li> <li>• Ability to deal with unpredictable situations.</li> <li>• Tact and discretion</li> <li>• Energetic</li> <li>• Ability to listen</li> <li>• Able to maintain confidentiality when required</li> <li>• Willingness to participate in the wider life of a busy boarding school</li> <li>• Excellent organisational skills</li> <li>• Excellent time-management.</li> <li>• Support and promote the School's aims and ethos</li> <li>• Excellent punctuality and attendance</li> <li>• Smart appearance</li> <li>• Flexible and adaptable to change</li> </ul>	
Safeguarding	
<ul style="list-style-type: none"> <li>• Commitment to the safeguarding and protection of children and to the personal development of our pupils</li> <li>• Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of child protection procedures</li> </ul>