



# GATEWAY SCHOOL

## — GREAT MISSENDEN —

### **Director of Sport and Activities**

*January 2025*

Do you have a passion to inspire children to lead an active life? Do you want to work with motivated and like-minded individuals?

We are seeking to appoint an enthusiastic and dedicated Director of Sport and Activities to join our staff from January 2025. The successful candidate will be a great team player, have excellent communication and organisational skills and be committed to promoting a healthy attitude to sport and living an active life.

Gateway is a thriving independent co-educational prep school set in the heart of the Chilterns with over 250 children. With sport an integral part of the curriculum, this role requires an inspirational and dynamic specialist who can oversee the delivery of Physical Education and Games and our co-curricular programme of activities across the school.

#### **Key responsibilities**

- Managing the Physical Education team and visiting coaches to ensure effective teaching and learning takes place across the curriculum.
- Plan and teach lessons with regard to continuity and progression to ensure effective learning takes place.
- Plan and prepare lessons in advance in collaboration with colleagues and ensure that learning is kept within curriculum targets.
- Plan the termly Physical Education and games timetable including ratios for staffing and teaching groups.
- Arrange and administer a calendar of regular fixtures which provide opportunities for all pupils to participate at their ability level, both within the school and with other schools.
- Be the initial point of contact for parents in matters related to Physical Education and Sports.
- Promote the department in whole-school activities such as open mornings and assemblies.
- Manage the organisation and running of co-curricular clubs and activities across the school.
- Coordinate the organisation of all annual school sports events, including sports days and swim galas.

Applicants are welcome from the independent or state sector. Further details, job description and application form are available from the 'Vacancies' page, under our 'About Gateway' menu on our website [www.gateway-school-bucks.co.uk](http://www.gateway-school-bucks.co.uk). Alternatively, please contact Mrs Helen Brown at [recruitment@gatewaysch.co.uk](mailto:recruitment@gatewaysch.co.uk) or telephone 01494 862407.

Application forms to be received by **midday Friday 11 October**  
Interviews will be held **Friday 18 October**

Suitable candidates may be interviewed before the closing date and Gateway School reserves the right to withdraw the position if an early appointment is made.

*Gateway School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. **All offers of employment are subject to references and a Disclosure and Barring Service Check.***

Gateway School, 1 High Street, Great Missenden, **Bucks HP16 9AA**  
**Tel:** 01494 862407 **Headteacher:** Cath Bufton-Green BA Hons PGCE  
[www.gateway-school-bucks.co.uk](http://www.gateway-school-bucks.co.uk)

## Job Description

**Job Title** Director of Sport and Activities

**Reports to** Head Teacher

### Job Purpose

The Director of Sport and Activities enables all children of mixed ability in all year groups to develop a physical, emotional, social and cognitive skill set that allows them to enjoy participating enthusiastically in various forms of physical activity. The school is seeking an experienced teacher of Sport and PE to join a very successful team of staff.

### Responsibilities

- Teach Physical Education and Sport lessons within the school curriculum guidelines and promote, coordinate and participate in sports activities throughout the school year.
- Plan and prepare lessons in advance in collaboration with colleagues and ensure that learning is kept within curriculum targets.
- Record and report on the development, progress and attainment of children during meetings with parents.
- Be aware of and follow the school's policies especially those relating to child protection, behaviour and health and safety.
- Managing the Sport and Physical Education team and visiting coaches to ensure effective teaching and learning takes place across the curriculum.
- Schedule and deliver internal professional development for Sport and Physical Education staff
- To share the responsibility for the overall pastoral welfare of an Upper Prep class.
- Plan the termly games timetable including ratios for staffing and teaching groups with the support of SLT.
- Arrange and administer a calendar of regular fixtures which provide opportunities for all pupils to participate at their ability level both within the school and with other schools.
- Maintain resources to the required safety standards and renew, as necessary, within the budgetary allowance.
- Book sports facilities (such as swimming pools, fields, tennis courts) and carry out the necessary administration as required.
- Write subject development plans, curriculum documents and policies in liaison with the relevant staff.
- Promote developments within Sport and Physical Education and identify and report any associated staff development requirements to the Head Teacher.
- Attend school meetings and In Service Training as and when required.
- Operate safely within the workplace and maintain a high standard of practice.
- Behave professionally at all times and maintain confidentiality of information.
- Be the initial point of contact for parents in matters related to Sport and Physical Education.
- Promote the department in whole school activities such as open mornings and assemblies.
- Manage the organisation and running of co-curricular clubs and activities across the school.
- Coordinate the organisation of all annual school sports events, including sports days and swim galas.

- Perform such other duties that the Head Teacher may reasonably require from time to time.

**Personal Qualities**

- Excellent oral and written communication skills
- Effective and efficient organisational skills
- Ability to problem solve and prioritise
- A flexible attitude
- Sense of humour