



Peponi House

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Head of Sport at Peponi House Prep School

Job Description

Sports at Peponi House are part of the fundamental bedrock of the school. We have a 'sport for all' policy that includes the pursuit of excellence and ambitious aspirations for all. This is achieved through access and participation for all pupils in all school sports and physical education, both in terms of excellent teaching and coaching and in the opportunity for all pupils to play in teams.

We especially recognise that the performance and demeanour of Peponi House pupils and staff in relation to sports generally, and representative teams especially, is key to promoting Peponi Schools and must be clearly seen as being amongst the very best.

Main areas of responsibility:

- Organising all aspects of the teaching/coaching of PE, Games and team sports.
- The teaching and coaching of Games and PE to an exceptional standard.
- Ensuring the best possible teaching and coaching is delivered generally and is accessible to all pupils in all sports at Peponi House.
- Organising fixtures with other schools that allow pupils of all abilities the opportunity to represent the school. Specifically, but not exclusively, by attending the Nairobi fixtures meetings every term.
- Organising and managing fixtures: staff, pupils (including permission slips), catering and transport. Effectively communicating and sharing plans with others.
- Entering all fixtures and other sports-related events into the school calendar one term in advance.
- Overseeing a fair, equitable and transparent process in the selection of teams.
- Managing and overseeing the delivery of excellent PE and Games lessons across the school, including at the Pre Prep.
- Overseeing and appraising all sports coaches and overseeing the coaching of Games by other full time members of the teaching staff.
- Supporting and if necessary organising training for school staff as required.
- Being a proactive and passionate ambassador for the school and for sport.
- Being the first point of contact for parents with all queries relating to all school sport, Games and PE.
- Overseeing out-of-hours coaching and training to ensure such activities support the general sporting aspirations of the school. This includes managing the arrangements and staffing for any necessary 'extra' practices, for teams and in general for all pupils.
- Overseeing out-of-hours coaching and training as provided by sports coaches and paid for additionally by parents.

- Responsibility for all sports equipment, its storage and the ordering of any resources both locally and from overseas, in consultation with the school management.
- Ensuring that all Pep Talk magazine articles and photographs are collated and saved.
- At the end of term organising the award of sports colours and termly/annual sports awards.
- Organising all inter-house sports matches and the award of cups and trophies.
- Working closely with the Director of Swimming.
- Developing and enhancing links with Peponi School.
- Being an ambassador for Peponi: at all times setting a first class example in terms of all aspects of sportsmanship and fair play.

This job description is not exhaustive; it is designed to give teachers an outline of their main duties and responsibilities. It should be read in conjunction with the school's staff hand book and the academic policies document.

At all times, members of the teaching staff are on duty, both in and out of school. We expect to see only the highest standards in terms of teaching, learning, marking, planning and preparation.

All teachers are to conduct themselves in accordance with the high standards and expectations expressed in the Staff Handbook. This will be seen through professionalism – including appearance, setting an excellent personal example for pupils, supporting colleagues and a strong commitment to the school's ethos and ideals.

Additional responsibilities for all teachers:

- To teach all pupils enthusiastically and to a high standard, according to the educational needs and abilities of each individual child. Planning fully and thoroughly preparing work for pupils assigned to you.
- To monitor, assess and report on pupils in accordance with appropriate Peponi policies.
- To mark and record marks for each child in line with the school marking policy.
- To contribute to the continuous cycle of improvement of curriculum aims, objectives and policies, within the school's general aims and objectives.
- To assist in the development of materials and schemes of work for pupils.
- Support the timely review, with other colleagues, of teaching standards and requirements.
- To maintain to a high standard a stimulating learning environment, including wall displays, and to supervise the use and care of the classroom and resource areas.
- To participate in and contribute to the general management of the school by promoting the ethos of the school, as well as its aims and values.
- To enthusiastically contribute, in accordance with personal interests and talents, to the school's extra-curricular programme.
- To participate and support school events such as open mornings, drama and musical performances, the Carol Service, sports tournaments, the school fête, etc.
- To help develop and consolidate cross-curricular work and partnerships.
- To carry out a number of assigned supervisory duties.
- To adhere to and carry out all relevant aspects of the school's health and safety policy.
- To undertake, where appropriate, other roles, which may arise either in the classroom or in the wider school environment.

- Communicating and consulting thoroughly with parents and ensuring that all communication is timely, professional and appropriate.

Line Management

Responsible to the Headmaster and additionally responsible for the supervision of persons providing support in the classroom.

Conditions of Employment

The above responsibilities are in accordance with the requirements of the Teacher's Pay and Conditions Contract in terms of duties and working time.

Review and Amendment

The job description and allocation of particular responsibilities may be amended by agreement from time to time. It may be amended at the request of the Headmaster or the post holder, but only after full consultation.

The post holder's responsibility will be to adhere to and ensure compliance with the School's Safeguarding Policy at all times. This means promoting and safeguarding the welfare of children for whom they are responsible, or with whom they come into contact with. If in the course of carrying out their duties the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's Designated Safeguarding Leads or to the Headmaster.