

## Job Description

<b>Job Title:</b>	Head of Girls Games
<b>Line Manager:</b>	Director of Sport
<b>Hours of work:</b>	Variable
<b>Line Management Responsibilities</b>	None

### Role Responsibilities:

- Responsible for working with the Director of Sport and other Heads of Sport to prepare girls teams across all sports for matches.
- Role model and figurehead for girls Sport within Loretto.
- Preferably capable of being lead technical coach for Hockey or Lacrosse.
- Creating session plans for games groups and for sending this to academic and sports staff in advance of the session (at least one day prior).
- Identifying key themes for games sessions across all year groups and teams from U13 to 1st XI.
- Responsible for team selection as directed by Director of Sport and other Heads of Sport.
- Updating notice boards with team sheet at least one day before matches.
- Creating and delivering Hockey, Lacrosse and either Tennis or Cricket sessions in the Senior and Junior School as an activity. This will be coordinated between the Director of Sport and Head of Junior School PE & Games.
- Organising and hosting tournaments at Loretto across our major sports.
- Organising and running sports tours in the UK and overseas.

### Requirements

You will have experience of playing or coaching Hockey or Lacrosse to a high standard, along with relevant coaching and umpiring qualifications.

### General Responsibilities:

- Communicating with the Director of Sport and the Heads of Sport to discuss progress on a regular basis.
- Communicating and publishing results on the Sports Website.
- Guiding and coordinating teachers/coaches.
- Communicating effectively with parents and pupils.
- Updating the School website and other social media sites as appropriate.
- Communicating with catering and grounds staff as appropriate.

### Health and Safety Responsibilities

All employees will ensure that they:

- Take care of their own safety and that of others, particular those in their charge whilst off school premises.
- Comply with health and safety procedures and instructions.
- Will not neglect, misuse, damage anything provided in the interest of health and safety.
- Assist by reporting to their Line Manager any hazard, accident, damage or defect in order that remedial action may be undertaken.
- Undergo any training or instruction to enable them to work competently and safely.

### **Other Duties**

- To undertake additional duties as required throughout the School, commensurate with the level of the job.
- All staff are expected to contribute to the wider life of a full boarding school such as occasional evening social events and other such activities from time to time.
- The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to, and ensure compliance with, the School's Child Protection Policy at all times. If, in the course of carrying out the duties of the post, 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 Assistant Head (Pastoral).

### **General Duties and responsibilities**

To comply with all legislative requirements and school policies including, but not limited to, Child Protection, Health & Safety and confidentiality.

### **Key Working Relationships**

The post holder would be expected to maintain positive relationships across the Loretto community, partners and stakeholders.

Key working relationship include:

1. All pupils.
2. Loretto Staff, across all academic and support departments.
3. The Headmaster and Assistant Heads.
4. Parents and guardians.
5. External partners and stakeholders.

*The School is committed to equal opportunities for all its pupils and staff.*

*Loretto is committed to safeguarding and promoting the welfare of children. Loretto meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to Disclosure Scotland Protecting Vulnerable Groups (PVG) Scheme checks before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. The cost of this application will be met by the School. Annually, every member of staff at the School is required to undergo, complete, and sign to confirm that they have received child protection training and will uphold it.*