



<b>LOCATION</b>	<b>Northbridge International School Cambodia</b>	
<b>JOB TITLE</b>	Athletics Director <i>Middle Leadership Scale -ML4</i>	
<b>JOB PURPOSE</b>	The Athletics Director coordinates and oversees the curriculum provision and events related to all PE and sports. This includes budgets and resources, professional development for teachers, communication within NAE, ASAC and ISAAP, curriculum development and implementation in all areas of PE and sport.	
<b>REPORTING TO</b>	Principal	
<b>DIRECT REPORTS</b>	PE Teachers, Teaching Assistants, Coaches and External Providers	
<b>OTHER KEY RELATIONSHIPS</b>	Head of Primary and Secondary, IB Coordinators and teachers, Marketing team, Events Manager and other.	
<b>KEY RESULT AREA</b>		<b>MEASURES OF PERFORMANCE</b>
<b>ROLE EXPECTATION</b>	<ul style="list-style-type: none"> <li>Coordinate and support the regular review of the curriculum - written, taught and assessed - oversee the updating of the scope and sequence in line with new units</li> <li>Coordinate PD for teachers in Physical Education</li> <li>Oversee the team’s contribution to both the primary and secondary school blogs - the expectation is at least one blog submission per semester</li> <li>Collaborate with teachers and the IB Coordinators to refine and develop units</li> <li>Lead Sporting events and Tournaments working in close collaboration with the Events Manager and Facilities Manager</li> <li>Communicate with the Marketing Team to develop marketing material which promotes Sport.</li> <li>Collaborate closely with other AD’s within the NAE family and ASAC family and the ISAAP family of schools. Be willing to take the AD Chair role in one of these conferences if required.</li> <li>Teacher PE where required in either primary or secondary departments, supporting the delivery of the IB - PYP, MYP and DP as needed.</li> </ul>	
<b>CURRICULUM DEVELOPMENT</b>	<ul style="list-style-type: none"> <li>Ensure that high-quality teaching and learning is taking place in the curriculum area</li> <li>Support the IB coordinators to oversee the development, implementation, and monitoring of the taught and written curriculum and the associated assessments</li> </ul>	



<ul style="list-style-type: none"> <li>• Remind teachers of ManageBac requirements</li> <li>• Review data related to curriculum area for the purpose of informing teaching and learning</li> </ul> <p><b>RESOURCE MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>• Assist in sourcing materials and equipment in order to support teachers in curriculum area</li> <li>• Assess the need for instructional resources and support teachers during the ordering process</li> <li>• Oversee the budget for PE</li> </ul> <p><b>COMMUNICATION</b></p> <ul style="list-style-type: none"> <li>• Facilitate regular team meetings as scheduled by the Primary and Secondary Leadership Team</li> <li>• Attend meetings with school leaders</li> <li>• Work closely with the IB Coordinators and Head of Primary and Head of Secondary to develop the programme within the school.</li> <li>• Communicate with the Marketing Team to develop marketing material which promotes the Sports programmes.</li> <li>• Oversee the team’s contribution to both the primary and secondary school blogs</li> <li>• Communicate with PAs any events for the parent community</li> </ul> <p><b>REPORTING</b></p> <ul style="list-style-type: none"> <li>• Lead discussion around assessment and reporting within curriculum area</li> <li>• Ensure that teachers are meeting report deadlines.</li> <li>• Collate data to inform leadership team around areas of strength and development</li> </ul>	
<p><b>Personal Development</b></p> <ul style="list-style-type: none"> <li>• Continual development through the identification and implementation of your own Personal Development Plan</li> </ul>	<ul style="list-style-type: none"> <li>▪ Improved performance</li> <li>▪ Performance appraisal</li> <li>▪ Personal Development Plan (APT)</li> </ul>
<p><b>OTHER</b></p> <ul style="list-style-type: none"> <li>▪ Promote and embodies <i>The CORE 7 Leadership Capabilities:</i></li> </ul> <p><b>1. Accountable</b></p> <ul style="list-style-type: none"> <li>• Takes initiative and implements new strategies that impact student achievement and align to the Be Ambitious philosophy</li> <li>• Leads analysis of student data and shares findings with stakeholders -</li> </ul>	<ul style="list-style-type: none"> <li>▪ Valued member and leader of the team and organisation</li> </ul>



<p>challenges staff to improve in response to this data.</p> <ul style="list-style-type: none"><li>• Meets with School Leadership Team to articulate student performance within area of responsibility</li></ul> <p><b>2. Strategic</b></p> <ul style="list-style-type: none"><li>• Empowers teachers to implement innovative initiatives to contribute to student success and well-being</li><li>• Has a strong sense of strengths/areas of development of team/phase etc. and ways to improve performance</li><li>• Translates student data analysis and gaps to specific actions and timelines</li></ul> <p><b>3. Collaborative</b></p> <ul style="list-style-type: none"><li>• Encourages collaborative approaches to professional learning and team/phase development</li></ul> <p><b>4. Entrepreneurial</b></p> <ul style="list-style-type: none"><li>• Is creative in finding ways to differentiate the school and promote it to the community. Example: Video for the website, blog,..</li><li>• Seeks out and creates new ideas and opportunities to maximise learning</li></ul> <p><b>5. Enabling</b></p> <ul style="list-style-type: none"><li>• Is inspirational - creates a feeling of energy, excitement and personal investment in the department</li><li>• Puts structures and coaching in place to empower teachers and staff to improve student outcomes</li><li>• Identifies and cultivates emerging leaders, establishing stretch opportunities for high performing teachers</li></ul> <p><b>6. Agile</b></p> <ul style="list-style-type: none"><li>• Adapts approach and behaviour to meet changing conditions and expectations</li><li>• Approaches uncertainty and challenges with forethought, determination and a solution-driven approach</li><li>• Responsive and deadline driven</li></ul> <p><b>7. Resilient</b></p>	
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| <ul style="list-style-type: none"><li>• Manages emotions and is aware of impact on others</li><li>• Seeks advice and feedback from others when facing challenging situations</li><li>• Is ambitious in setting goals and leading the team</li></ul> |  |
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