

CANDIDATE INFORMATION PACK

# ASSISTANT DIRECTOR OF SPORT AND EXERCISE

Maternity Cover Contract



# WELCOME

## I am delighted that you are considering this opportunity at North London Collegiate School.

North London Collegiate School (NLCS) was founded in 1850 by Frances Buss, an early pioneer of girls' education. One of the country's leading academic day schools, NLCS is a forward-thinking, inclusive and vibrant community.

The School provides an ambitious academic education and achieves some of the best results in the country. The focus in the classroom is on fostering a deep love of learning and our teachers are passionate subject experts. The School has a strong intellectual tradition but it is also defined by an ongoing commitment to innovation. The school's Ideas Hub is a centre for creative thinking and pioneering curriculum development.

Pupils benefit from an exceptional range of activities beyond the classroom through our co-curricular and academic enrichment programmes. We welcome over 250 visiting speakers per year, we offer 18 different sports, host over 40 concerts and several ambitious dramatic productions each year, publish multiple student-led magazines, and offer activities as varied as Model United Nations, Chess, VEX Robotics and Magic Club.

Our pastoral care is focused on developing happy, independent and resilient young women. Our pupils are free to be themselves at School but ready to embrace the opportunities of the world beyond NLCS. Our community is welcoming and inclusive and celebrates its rich diversity.

At NLCS, we deeply value our staff and are committed to their well-being and professional growth. We understand that a supportive and nurturing environment is crucial for everyone, not just our students. Our comprehensive staff development programme and strong support network ensure that our staff thrive both professionally and personally.

We are now looking for a new Assistant Director of Sport & Exercise to cover maternity leave for up to one year. I am interested in finding a candidate who is passionate about the role of Sport in the lives of young women, and who will assist our Director of Sport & Exercise shape and deliver an ambitious development plan for the department.

The School currently offers 18 sports and benefits from a range of excellent sporting facilities. Our ambition is to be one of the best schools for girls' Sport in the country and we want to find a leader who shares this vision.

If you would like to join this dynamic and friendly community of pupils and staff, I would be delighted to receive your application.



**VICKY BINGHAM**  
HEADMISTRESS









# THE SCHOOL



North London Collegiate School has an international reputation for academic excellence, combined with exceptional pastoral care and extra-curricular achievement. NLCS is an academically selective girls' school. There are 790 students in the Senior School, 233 of them in the Sixth Form, and approximately 310 in the Junior School. The School takes pride in the religious and social diversity of its intake.

The School's aims are to provide an ambitious education for all its pupils and to enable each girl to make the most of her own gifts. The highest priority is to maintain a team of professional teachers to whom each pupil is important, and who can teach their subject(s) with enthusiasm and drive. All pupils are expected to learn to recognise academic excellence and realise that it is attainable.

Alongside these aims for the classroom, staff strive to make school a place where the whole personality can grow. Good relations between staff and pupils, and between girls themselves, are fostered. At NLCS, education is much more than passing examinations and the girls are encouraged to try themselves out in a variety of ways. Staff strive to maintain a community which is tolerant and teaches service to others.

Set in over 30 acres of parkland, the School has extensive facilities. These include a Wellbeing Centre which underlines the School's commitment to ensuring that NLCS continues to provide as rounded and supportive a pastoral offering as is possible.

In 2025, 83.4% of GCSEs were a grade 9, and a notable 95.9% of grades were 9/8. At A-Level our students achieved an impressive 54.3% A\* grades, 86.1% A\*- A and 96.1% A\*- B. In addition to A-Levels, we offer the International Baccalaureate in the Sixth Form and we have an outstanding record of success. Our students gained an average point score of 42.94 in 2025, placing us again among the best IB schools in the world.

Places are heavily oversubscribed, and entry is extremely competitive.

Our leavers receive offers from an impressive range of university destinations including Oxford, Cambridge, Harvard, Yale and Princeton, as well as other leading universities such as Warwick, Edinburgh, UCL and Imperial.

We are extremely proud of our alumnae (Old North Londoners), who have achieved international prominence in a wide variety of career pathways from music, drama and the arts through to science, sports, politics and law.

We have an extensive schedule of extra-curricular activities including a weekly speakers' programme for all students in Years 11, 12 and 13. NLCS students regularly reach the finals of national and international competitions, such as Flin Schools, chess, Young Enterprise, coding and debating.

There is also a remarkable commitment to outreach and charity work, reflecting the rich and harmonious diversity of the School.

To find out more about the school, click [HERE](#).







# ASSISTANT DIRECTOR OF SPORT & EXERCISE

## SPORT AND EXERCISE AT NLCS

NLCS provides extensive opportunities for girls to be active. This includes a programme of traditional competitive games (netball, lacrosse, cricket and some football), with 18 different sports and activities on offer. All girls take part in timetabled lessons, and many in a range of co-curricular opportunities. These take place before and after the school day, and at lunchtimes. There is a programme of inter-school competition which takes place on weekday afternoons and Saturday mornings. All specialist staff play a full part in these activities.

There is a broad and varied PE programme, with continuity from Reception to Year 13. All specialist staff teach throughout the age range. The School's principal team sports are Lacrosse, Netball and Cricket, though there is an extensive variety of other opportunities.

Sport, PE and Exercise has a large department of 11 full time, and four part time, teachers. This is supplemented with additional coaches, including the staff of the Canons Sports Centre, through which the school provides community access to facilities. There is a dedicated departmental office, with excellent IT facilities and analysis software. Staff are provided with a range of devices, which can be used in tandem with smartboards. Technology is used within lessons, team training and school matches.

Facilities for sport and exercise are extensive, and all contained within the school campus. This includes five lacrosse pitches and up to eleven Netball courts. An allweather, synthetic turf pitch accommodates Lacrosse and Netball in the winter and Tennis in the summer. Extensive grass pitches enable Lacrosse, Cricket and Athletics, at different times of year. Indoors, facilities are equally extensive, with the Canons Sports Centre providing a multi-purpose sports hall, swimming pool, fitness and dance studios and a well-equipped gym. The school is hoping to refurbish the Sports Centre as part of Phase II of its masterplan.

## THE ROLE

The Assistant Director of Sport and Exercise will have a leadership responsibility, playing an important role in supporting the Director of Sport in the strategic planning to shape the future of this important area of school life. It is a distinctive opportunity to make a real impact on the girls' school sector, and to re-imagine what industry-leading sport and exercise can be. The school believes that physical activity can impact positively on all girls, and that attitudes to sport and exercise, inspired at school, can last a lifetime. The appointed person will work with the Director of Sport and to help build a culture that encourages this, and a programme through which these outcomes are delivered.

Competitive sport will be important and is an area where the school is ambitious. However, ensuring an appropriate, high-quality experience for all pupils will be central to the strategy. Creating an environment where all girls participate enthusiastically, and some seek to excel is vital.

The Assistant Director of Sport and will assist with the day to day running of the Department and deputise when the Director of sport is absent. Planning, quality control and a culture of accountability will be at the heart of this. Strong, supportive relationships will be necessary with a range of internal colleagues.

## CONTRACT / HOURS

Full time from 1<sup>st</sup> June 2026, maternity cover contract.

## THE CURRICULUM

The department follow a wide-ranging programme of physical activity, teaching the full age range from Reception through to Year 13. The main sporting activities include, but are not limited to, athletics, badminton, dance, football, gymnastics, lacrosse, netball, skiing, cheerleading, basketball, swimming, tag rugby, tennis, and cricket. From Year 9 a carousel of activities is available with students able to rank their choices in order of preference. These activities encompass a wide range of fitness, net games, invasion games, sports leadership and lifeguarding as well as wellbeing-centred activities such as Pilates and yoga. We have access to visiting instructors through our external club links to support our netball and lacrosse.

The department has a full fixture list playing regular matches after school and on Saturday mornings, with occasional Sunday fixtures. A wide programme of physical activity and wellbeing is enjoyed by all students who are also encouraged to strive for excellence and there is a history of students representing in their chosen sport at county, regional and national levels. Recreational club activities and team practices are held during the lunch hours and after school, and there is a tradition of strong support from the Sixth Form with Junior School classes. The Sixth Form have a bespoke timetable of access to the Fitness Suite during their non-contact lessons and lunchtimes. The Elite Athlete Mentoring Programme assists students who are at, or who wish to attain success at, the elite level in their chosen sport as well as balancing their academic pursuits.







# PROFESSIONAL DEVELOPMENT & ENRICHMENT

## PROFESSIONAL OPPORTUNITIES & DEVELOPMENT

There is a strong culture of professional development at the School, rooted in the expectation that all staff proactively seek to develop their practice throughout their time with us.

A fortnightly Teaching and Learning Forum offers staff the opportunity to present and discuss pedagogy. In addition to this, there are regular guided lesson observations with senior members of staff, to encourage colleagues to think critically about their own teaching and experiment with new approaches.

Internal promotion and professional development posts are advertised to all staff. In addition, the School also offers a number of generous external opportunities for staff, to expose them to wider educational experiences. The School works closely with The Prince's Teaching Institute, investing in "unlimited" membership of the PTI, which offers our staff the opportunity to attend their full programme of events.

It is important for our teachers to refine their knowledge to further enhance the academic rigour of their lessons. To this end several of our academic staff lead PTI sessions in their own specialist areas.

As part of the wider Senior School, staff benefit from being able to attend the Senior Societies lecture series given by eminent speakers. Staff are also encouraged to share their passions through our Nicholson Lectures series. Colleagues present their own research on areas of academic or personal interest. These lectures occupy a prestigious place in our academic calendar, occurring fortnightly and are well attended by staff and students alike.

Following the opening of five partnership schools, NLCS Jeju (South Korea), NLCS Dubai, NLCS Singapore, NLCS Vietnam and NLCS Kobe (Japan), staff in the UK have opportunities to be involved in monitoring visits to these overseas schools, and to be involved in the recruitment and training of their staff.

Teaching departments in all the schools are linked via Communities of Practice, which provide a forum for collaboration on projects between teachers and students, sharing of good practice and exchange of ideas.

All of these opportunities enable colleagues to become better and more rounded academics and teachers, and our staff relish the chance to get involved in such activities.

## ENRICHMENT

The Department provides a wide range of extra-curricular opportunities and all members of the PE Department are expected to take a full role in all lunchtime, after-school and weekend activities. We run an extensive programme of sports-based trips within the UK, and abroad throughout the year.







# KEY RESPONSIBILITIES

## LEADERSHIP & MANAGEMENT

Work with the Director of Sport to ensure teaching and coaching throughout the Sports Department is of the highest quality, and that best practice is shared.

Overseeing and support the Director of sport to implement the sports scholarship programme.

To mentor and oversee the running of the elite athlete mentoring programme.

Take responsibility for the logistical and catering aspects of managing a busy Sports Department or to be able to delegate where appropriate.

## CURRICULUM

To make decisions, in collaboration with the Senior Team, about the Sports offered at NLCS.

To ensure that effective schemes of work are in place, and coaching programmes.

To keep the school leadership apprised of any national or international developments and their implications for PE.

To ensure, in conjunction with the SENCO, that the provision for students with Additional Learning Needs in PE is in place and is effective.

## TEACHING & LEARNING

To support and help shape and deliver a whole-school vision and strategic plan for Sport to fulfil the school's ambition to be one of the best schools for girls' sport in the country.

To deliver outstanding lessons of their own and be a role model and team player to other members of the team.

To monitor and report on pupils' progress, and to ensure records are kept of co-curricular participation as well as progress in timetabled lessons.

To support the monitoring and evaluation of the progress of all students in PE and to report to the Director of Sport.

To liaise with Learning Support with respect to any specific Additional Support Needs issues or developments.

## STAFFING

To support and nurture staff development and wellbeing in conjunction with the leadership of the School.

To ensure that all staff are appropriately trained to perform their roles, specifically in relation to the safe operation of the facility.

*The postholder will also be required to undertake any other duties as reasonably required by the Head/Deputy Heads*







# THE PERSON

The School seeks to appoint an outstanding individual, who will support the next, exciting, stage of development of sport and exercise at NLCS. Strong leadership qualities will be essential.

The ability to clearly envisage how an excellent modern, programme can impact positively on all girls, is also essential. The capacity to enthuse colleagues about what may be possible, and to inspire their effort, will be vital.

The appointed person will have a range of skills: some will be technical, but many will be personal. Enthusiasm, hard work and high standards are essential. A love of sport, and the personality to encourage engagement and commitment are at the heart of this position.

The Assistant Director of Sport and Exercise will have the ability to help build an environment that people want to be a part of, as well as the capacity to remain calm, efficient and positive at the centre of a complex pattern of sporting activities.

The school invites applications from candidates of all backgrounds. The role is suitable for existing sports leaders within schools, or those aspiring for a middle management position. The potential to make an impact is more important than any specific previous experience. A degree in a relevant subject will be essential, and teaching/coaching qualifications are desirable. The ability to contribute to the coaching of one or more of the school's principal sports, Lacrosse and or Netball will be a significant advantage, as will knowledge and experience of health and fitness.

Most important is the drive to be part of an exciting journey to develop an outstanding programme of sport and exercise that will impact on the entire school community.

## GENERAL SKILLS REQUIRED

Excellent interpersonal and management skills, with the ability to relate well to people on all levels, to encourage and motivate, and to show ambition for the School and its direction

Clarity of thought and an ability to express ideas and arguments in a thoughtful and analytical manner

Ability to work effectively as a member of the team, to show initiative and imagination and to have vision and the ability to inspire others

First class organisational and administrative skills with the ability to remain calm under pressure and to work to tight deadlines, managing competing priorities

Strong analytical and problem-solving skills, combined with a proactive and positive approach

Ability to maintain a high work rate and to juggle a range of tasks and issues at the same time with good humour and a positive rationale

High level of classroom teaching skills and commitment to developing and maintaining high standards

Excellent written and spoken English

## PERSON SPECIFICATION

It is highly desirable that applicants have the following attributes

### EDUCATION & QUALIFICATIONS

Strong academic qualifications in a relevant subject

A teaching qualification

Further study beyond degree level

### SKILLS & ABILITIES

Ability to enable excellent pupil outcomes

Ability to teach and coach netball to a high level

The commitment to extra-curricular activities and Saturday fixtures is essential

Successful teaching experience from at least 11-18, up to and including preparation for university

A proven track record for enabling and inspiring students to achieve high standards

A clear understanding of the potential uses of technology in the classroom

Experience of strategic planning and implementation

Strong experience of pastoral care and student leadership

Track record of motivating and inspiring staff

Track record of excellent pupil outcomes

Wider interests that could contribute to the extra-curricular life of the School

### EXPERIENCE & KNOWLEDGE

An awareness of recent important educational developments in Sport and Exercise

Safeguarding experience / training

Strong understanding of pastoral work

Good working knowledge of common IT applications with a clear understanding of the potential for IT to enable more innovative and effective approaches to learning, teaching and school organisation

Expertise in using CPOMS software

### OTHER

Personal integrity, honesty, energy, stamina and enthusiasm

A sensitivity to the needs of young people and a commitment to their support, care and nurture

Willingness to give generously to support School events and activities

Commitment to personal development and life-long learning

Commitment to weekend fixtures is an expectation of the role.

Track record of working collaboratively across departments



# EQUALITY, DIVERSITY & INCLUSIVITY



North London Collegiate School condemns unequivocally discrimination and inequality in all its forms.

Our School was founded on the principles of respect and compassion, service to others, and active, positive participation in society and the wider world. We cannot change the past, but we must learn from it. It is not sufficient to say that we are not racist – we must be actively anti-racist in our actions, policies and educational delivery. As a school, we are proud of our heritage of supporting, embracing and celebrating all the members of our community, as exemplified in our School Aims.

We recognise and celebrate the benefits of having a diverse school community, in which individuals value themselves, one another, and the different contributions that everyone can make to the school, our wider community and the world.

Our students are taught to value and respect themselves and others as they work hard to prepare to take leading roles in our future society.

In the provision of equal opportunities, the School recognises and accepts its responsibilities under the law and opposes discrimination based on the protected characteristics under the Equality Act 2010.

We oppose all bullying and unlawful discrimination on the basis that a person has a special educational need or learning difficulty, or because English is an additional language. We are committed to being an equal opportunities education provider, and to equality of opportunity for all members of our school community.

North London Collegiate School aims to ensure that all policies and practices conform with the principle of equal opportunities and comply with the public sector equality duty set out in section 149 of the Equality Act 2010.

We will tackle inappropriate attitudes and practices through our staff leading by example, through the Personal, Social and Health Education (PSHE) programme, through our supportive school culture and through our school's policies. Our teaching will reflect the diverse nature of our modern world and we will seek through our extracurricular activities, partnerships and School societies to challenge inequality and inequity, promulgate fairness and equality for all and to celebrate the differences that make us all unique and valuable members of society.

We believe that our School community is an agent for change in the world, and we continue to seek to ensure that more generations of young people leave North London Collegiate School empowered and enabled to take the next steps forward in their education and lives for their own benefit and for the good of society as a whole.



# TERMS, CONDITIONS & BENEFITS

## KEY DATES

Closing date for applications:  
Monday 26<sup>th</sup> January 2026 at 7.00am

Interview Date: Monday 9<sup>th</sup> February 2026

## SALARY

Highly competitive salary, paid according to experience and qualifications.

## START DATE

Required from 1<sup>st</sup> June 2026.

## PENSION

All teaching staff members are currently eligible to join the Teacher Pension Scheme.

## LOCATION

NLCS is a short walk from Canons Park or Stanmore stations.

Staff arriving at Edgware Station on the Northern Line can use our free Station Shuttle-bus service.

For further information please visit our Travelling to School page [HERE](#).

## MEALS

A free lunch is available for all staff during term time. Thomas Franks, our dedicated caterer, accommodates all dietary requirements.

## EYE CARE SCHEME

We partner with Specsavers and all staff are eligible for a free two-yearly eye test. Should you require glasses following your test, specifically for the use of a VDU, you will receive a reduction on the cost of a pair of glasses.

## CYCLE TO WORK SCHEME

The School is a member of the Cycle to Work Scheme, which allows staff to make Tax and National Insurance savings when purchasing a bicycle.

## ELECTRIC VEHICLE SCHEME

We partner with Tusker to bring staff a tax efficient way to get behind the wheel of a brand new car that's not only good for your wallet but also the environment.

## HEALTH CARE SCHEME

Staff are eligible to be part of a discounted health insurance scheme.

## DISCRETIONARY LEAVE

To support your work life balance and well being, we offer generous paid Dependency, Religious Observation and Special Leave.

## FEE REMISSION

A teacher's daughter that meets the entrance criteria is eligible for 60% fee remission for the first daughter and 30% for the second. The remission is pro-rated for part time staff.

## CANONS SPORTS CENTRE

Canons Sports Centre is located in the beautifully landscaped grounds of NLCS. Staff have free access to the Sports Facilities at designated times. This includes the Fitness Studios, Swimming Pool and Multi-Purpose Sports Hall.

## PERFORMING ARTS CENTRE

Our Performing Arts Centre which has a 350-seat theatre holds up to 40 productions and concerts each year. Tickets are available to staff with the majority of performances being free or at a discounted price.

## SAFEGUARDING

NLCS is committed to safeguarding and promoting the welfare of young people and expects all members of all staff to share this commitment.

Applicants must declare any criminal convictions as the post is exempt under the Rehabilitation of Offenders Act 1974.

Appointments will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service and references from previous employers.

We are an Equal Opportunities employer.





