

St Albans School Job Description

Job Title: Head of Football

Reports to: Director of Sport

Department: Physical Education

Date: September 2026

1. Purpose of Position

The Head of Football will provide strategic leadership and operational management of football across the School, ensuring the highest standards of coaching, performance, participation, and pupil development. The post holder will be responsible for leading the delivery of the School's football programme, inspiring pupils of all abilities, managing fixtures and teams, and promoting football as a sport that contributes to the health, wellbeing, and all-round education of pupils.

2. Key Responsibilities

2.1 Leadership of Football

- Lead and manage the development of Football throughout the School, ensuring a clear vision, coherent strategy, and high standards of delivery.
- Promote participation in football at all levels, from recreational to elite performance, fostering a culture of inclusivity and aspiration.
- Develop and oversee a structured programme of coaching, fixtures, training, and enrichment activities across all year groups.
- Line manage and support colleagues involved in coaching football, including staff and external coaches, ensuring consistency and quality in provision.
- Represent football within departmental and whole-school planning, liaising with the Director of Sport to align the programme with the School's wider sporting objectives.
- Transforming Girls' Football: Driving our girls' programme from its infancy to a market-leading programme.

2.2 Coaching & Performance Development

- Lead by example in delivering high-quality coaching sessions, promoting technical excellence, tactical understanding, and enjoyment of the sport.
- Identify and nurture talented players, supporting their development within and beyond School, including progression to county, regional, and national pathways.
- Monitor and evaluate pupil performance, ensuring appropriate progression routes and individual support plans where needed.
- Ensure pupils are well-prepared and supported for fixtures, tournaments, and external competitions.

2.3 Organisation & Administration

- Oversee the planning and administration of all football fixtures, tournaments, and tours, ensuring effective communication with pupils, parents, colleagues, and opposition schools.
- Manage resources for football, including equipment, facilities, and budgets, ensuring their effective use and maintenance.
- Liaise with the Estates and Grounds staff to ensure pitches and facilities are prepared to the highest standard.

- Maintain accurate records relating to fixtures, results, participation rates, and pupil achievements.

2.4 Health, Safety & Welfare

- Ensure the health, safety, and welfare of pupils during football activities, in line with School policies and risk assessments.
- Promote and model good sporting behaviour, teamwork, respect, and inclusivity.
- Work closely with pastoral staff to ensure that pupils' wellbeing is prioritised alongside their sporting development.

2.5 Wider Contribution

- Contribute to the co-curricular and enrichment life of the School, including the organisation of trips, tours, and holiday programmes related to football.
- Develop and maintain strong links with external clubs, governing bodies, and the wider sporting community, establishing strategic partnerships with local clubs and professional organisations to enhance the School's football provision, broaden access and participation, create clear player development pathways, and enrich opportunities for pupils through shared expertise and collaborative initiatives.
- Act as an ambassador for football within the School and beyond, promoting the School's reputation for sporting excellence.
- Support the professional development of staff who coach football, offering mentoring, guidance and access to appropriate CPD. Help ensure coaching is delivered to a consistently high standard across all teams

3. Key Performance Indicators

- High levels of participation, enjoyment, and achievement in football across all year groups.
- Pupil attainment in football, including representation in county, regional, or national pathways.
- Effective organisation and smooth running of fixtures, tournaments, and tours.
- Positive feedback from pupils, parents, colleagues, and opposition schools.
- Evidence of strong leadership, collaboration, and impact in developing football provision.

Note: This job description is not exhaustive. It may be reviewed or amended from time to time, in consultation with the postholder, to reflect the evolving needs of the school.

Knowledge/Skills/Abilities

Essential

- A passionate and accomplished practitioner with a genuine commitment to PE and sport in schools, able to lead by example and inspire pupils across the full age range.
- Significant experience and ability in leading and developing a high-quality football provision.
- Elite-level (club, national or international) playing and/or coaching experience in football.
- A good degree in sports science or a closely related discipline.
- A strong commitment to the School's ethos and sporting vision, with a drive to help all pupils achieve their full potential.
- Proven ability to inspire, challenge and develop both staff and pupils.
- A strategic and creative thinker, willing to play a leading role in a friendly and supportive team.
- An outgoing and positive disposition, with a 'can-do' mindset and the presence and enthusiasm to be an outstanding ambassador for St Albans School Sport.
- An approachable and measured manner, able to set high standards while building strong relationships with pupils, colleagues and parents.
- Reflective and analytical in approach, with a willingness to consider and refine teaching and coaching methods.
- A commitment to ongoing professional development.
- Excellent organisational skills, discretion, flexibility, resilience, and keen attention to detail.
- Outstanding oral and written communication skills.
- A strong commitment to safeguarding and promoting the welfare of children and young people.
- Confident proficiency with Microsoft Office, especially Outlook, Word and Excel.

Desirable:

- Active involvement in high-level sport beyond the school environment.
- Experience in leadership, organisation and team management.
- Postgraduate academic and/or teaching qualifications (e.g. PGCE).
- A successful track record of teaching GCSE and A Level PE.

Safeguarding children

St Albans School is committed to safeguarding young people and promoting the welfare of children. The appointee's responsibility for promoting and safeguarding the welfare of children and young persons for whom they come into contact will be to always adhere to and ensure compliance with the School's Safeguarding Policy and procedures. If in the course of carrying out the duties of the post the appointee becomes aware of any actual or potential risk to the safety or welfare of children in the School, they must report any concerns to the Headmaster or to the Designated Safeguarding Lead (DSL).