



FRANCIS HOLLAND REGENT'S PARK

GENERAL INFORMATION

Francis Holland Regent's Park is an academically selective independent day school for girls aged 11-18, located in the heart of London. Founded in 1878 by the Reverend Canon Francis Holland, it is one of three highly regarded independent girls' schools in the Francis Holland Schools Trust, with senior schools at Regent's Park and Sloane Square, and a preparatory school in Chelsea. For nearly 150 years, the Trust has built a strong reputation for delivering an exceptional, well-rounded, girls' education - shaping futures with purpose. Whilst each of the schools is proudly unique, with its own culture, identity, and community, the schools are united by a shared belief: that education is for life. This approach combines academic excellence with outstanding pastoral care, equipping pupils to flourish, find happiness and lead lives of purpose.

Francis Holland Regent's Park central location makes the school easily accessible. Pupils commute from across the city, supported by excellent public transport links, including numerous bus routes and proximity to Baker Street station. Whilst space in central London is limited, the school is fortunate to have Regent's Park right at the doorstep where pupils make daily use of its outstanding outdoor facilities for both sport and leisure.

While Francis Holland Regent's Park is a Church of England School, we warmly welcome pupils and staff of all faiths and backgrounds.

Entry to the school is competitive and pupils are selected via entrance examinations and interview at 11+ or 16+. Pupils achieve exceptionally good results in examinations at GCSE and A Level, and progress to some of the best universities in the UK, as well as to top global institutions such as those in the US. The School offers means-tested bursaries, up to 100% of fees, with Academic, Art, Music and Sport scholarships awarded upon application.

Moreover, the school offers a plethora of co-curricular activities, with over 90 clubs and societies running before school, at lunchtimes and after school. Music, drama and sport are particularly strong. Community voluntary work and charitable activities are enthusiastically supported by staff and pupils. Achievement beyond academic success is regarded as essential for our pupils and all teachers are expected to contribute fully to co-curricular activities.

The Trust and the School place great emphasis on the professional development of its staff body through CPD programmes, INSET training, and opportunities for upskilling and development into leadership roles.



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Staff who work within the Trust enjoy a significant range of benefits including:

- Wellbeing Scheme – Sparks, WellHub, 24/7 online GP access
- Cycle to Work Scheme
- Life Cover
- Free school lunch during term time
- Interest free travel and computer purchased loans
- A vast range of retail and entertainment discounts with Benefiz
- Generous pension scheme with Aviva: teaching staff contribute a default 10% contribution matched with a 20% employer contribution.
- Enhanced Maternity and Paternity Pay
- 50% school fee remission for own daughters
- Outstanding professional development opportunities
- Accredited ECT induction with reduced timetable and mentor support
- Approximately 20 fewer teaching days per year compared to the maintained sector
- Smaller class sizes compared to most maintained schools

Further information about our benefits package is available in the booklet accompanying this job application pack.

THE PE DEPARTMENT

The Physical Education Department comprises of the Director of Sport, three full-time staff, one part-time staff, a trainee teacher, and two other PE staff members who have higher responsibilities. Given the school's prestigious central location, the PE Department makes use of the tennis, netball, football and cricket facilities in Regent's Park which is located opposite the school. Our athletics and cross-country teams also use this facility. The school has its unique underground swimming pool, which has led the foundation for our successful swimming team. Hockey is taught off-site at Paddington Recreation Ground, where the girls can use these first-class facilities with the backdrop of London. The Department runs an extensive extra-curricular programme, which the successful candidate will be expected to deliver to an excellent level. Teams are trained in hockey, netball, football, cricket, athletics, tennis, swimming, gymnastics and cross country from U12 to U18. Fixtures take place after school and some occasional weekends. Daily training sessions take place before and after school and at lunchtimes.



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ROLE OVERVIEW

We are seeking a dynamic and highly organised leader to take on the role of Second in Department (PE). This position is perfect for someone with a passion for sports and the ability to inspire and coordinate an exciting academic and co-curricular programme that encourages student engagement and promotes school spirit.

The ideal candidate will be a strong leader, with the ability to collaborate effectively with staff and students, fostering a culture of inclusivity, participation, and achievement in sports. They will be proactive and highly organised, with the ability to manage multiple responsibilities and ensure smooth operation across all aspects of sport in the school.

This is an exciting opportunity for a motivated and enthusiastic individual to make a significant impact on the school's sporting culture and help shape the future of both the co-curricular programme and the PE curriculum. While the successful candidate will primarily be involved in overseeing the co-curricular programme, including day tournaments, afterschool training, and the occasional weekend fixture, there will also be opportunities to contribute to the curriculum PE lessons.





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KEY RESPONSIBILITIES

Programme Leadership

- Work with the Director of Sport to develop and oversee all aspects of the Physical Education curriculum particularly the co-curricular sports programme, including recreational and competitive opportunities.
- Use SOCs to effectively plan, manage, and track student engagement.
- Work with the Director of Sport to ensure all aspects of the curriculum and co-curricular program is inclusive and engaging for students of all abilities.
- Sport Colours: Manage the awarding of sports colours, ensuring fair and consistent recognition across all sports. Oversee the ordering of badges and certificates, ensuring everything is prepared ahead of the awards ceremony.

Organisation and Coordination

- Schedule co-curricular sports activities in alignment with the school timetable.
- Organise fixtures, tournaments, and school interhouse events, including logistical arrangements and staffing.
- Communicate schedules and updates clearly to students, staff, and parents in a timely and effective manner.

Coaching and Engagement

- Work with the Director of Sport to inspire students to explore new sports and achieve their personal goals.
- Work with the Director of Sport to identify and support talent, encouraging progression into competitive teams.

Collaboration and Support

- Work with the Director of Sport and other colleagues, coaches, and volunteers to deliver all aspects of Physical Education.
- Act as a mentor and role model for staff involved in co-curricular sport.
- Deputise for the Director of Sport when required.



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Partnerships and Community

- Work with the Director of Sport to maintain relationships with external sports organisations, clubs and schools.
- Encourage student participation in community sports initiatives.

Health, Safety, and Safeguarding

- Work with the Director of Sport to ensure activities are conducted safely and in compliance with regulations.
- Work with the Director of Sport to uphold safeguarding policies and procedures in all sports activities.

PERSON SPECIFICATION

- **Qualified Teacher Status and/or Coaching Qualifications:** This role is ideal for someone with qualified teacher status or the flexibility to take on additional hours as needed, with a commitment to leading sports sessions across five afternoons per week.
- **Extra-Curricular Commitment:** The successful candidate will need to fully commit to the co-curricular sports programme by running either co-curricular clubs or fixtures before and after school. You may also be required to attend daytime tournaments during the week and occasional weekend fixtures.

Desirable Qualities

- **Well-qualified:** A solid background in sport, ideally with specialist knowledge and/or experience in coaching Netball to a high standard. Teaching experience in Hockey or Athletics is also desirable.
- **Enthusiastic:** Passionate about sport and motivating others.
- **Organised:** Strong organisational skills with the ability to manage multiple priorities.
- **Driven:** Ambitious and proactive in driving the co-curricular programme forward.
- **Dynamic:** Energetic, with the ability to engage with pupils and staff alike.
- **Visionary:** Able to see the bigger picture and innovate within the co-curricular sports programme.
- **Approachable:** Friendly and accessible, building strong relationships with students, parents, and staff.
- **Experienced:** A track record of leadership and management within co-curricular sports or related fields.



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ROLE EXPECTATIONS

Detailed below are the main professional requirements expected of all staff at Francis Holland:

- promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact;
- to act in accordance with the aims, policies and procedures of the School and department;
- to foster a disciplined and stimulating learning environment and to encourage enthusiasm for learning, and understanding of the subject;
- to teach and prepare carefully allocated lessons using resources and strategies suited to the age and ability of the girls, in accordance with the syllabus;
- to contribute to planning schemes of work, as appropriate;
- to be responsive to the needs of individual girls and to liaise with the Special Needs Co-ordinator and other staff with specific requirements when necessary;
- to set homework, mark work and keep records as required;
- to monitor the progress of allocated groups and individual students; to assist in invigilating, setting and marking examinations, and in internal moderation;
- to be punctual and to meet deadlines;
- to attend staff and departmental meetings when in school, and to contribute as appropriate to administration and development;
- for example, to contribute to discussion and development of teaching and learning strategies;
- to keep up to date with subject and professional developments;
- to be willing to participate in relevant INSET;
- to participate in staff appraisal; to undertake continuing professional development;
- to attend parents' evenings and meetings with parents, write reports and respond to parental inquiries;
- to take appropriate educational visits; to support/contribute to extra-curricular activities as may be reasonable; to attend church services, certain special events and designated assemblies;
- to take pastoral responsibility as appropriate;
- to follow Health and Safety procedures;
- to share in the provision for cover for absent colleagues and other duties;
- to foster good relations within the School community;
- to carry out any other responsibilities reasonably required or delegated by the line manager or Head.



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JOB APPLICATION

Interested candidates are invited to submit an application via My New Term. As part of your personal statement, please include your vision for a successful co-curricular sports programme.

The closing date for applications is 19 June 2026. Early applications are encouraged and will be considered as they are received. The school reserves the right to appoint at any time during the recruitment process.

Francis Holland Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo our safer recruitment checks and child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). This role is classed as regulated activity with children as it involves teaching, training or supervising children on a day-to-day basis and is exempt from the Rehabilitation of Offenders Act, 1974. Francis Holland Schools Trust champions diversity and inclusion in the workplace and strongly encourages applications from all sections of the community.