



Dear Applicant,

Thank you for your interest in the role of Head of Sport at Edge Grove. This is a full time position starting on 1st September 2026.

The School seeks to employ an inspiring, child-centred and dynamic individual who will work collaboratively and proactively to celebrate and promote the excellence of Edge Grove's Mission, its Core Values and its pupils' remarkable progress and outcomes.

The successful candidate will place children at the centre of their thinking and work with teaching and non-teaching colleagues alike to ensure the best possible outcomes for each child. They will be solution-focused, be a strong communicator both when writing and speaking and will recognise and celebrate our community's unique cultural diversity. They will be critical, creative and original thinkers able to use their initiative. They will demonstrate excellent teamwork and leadership skills and be passionate about influencing communities for the better. They will be resilient and flexible in approach to problems and possess outstanding reasoning, problem-solving and ideation skills. They will lead by example in all of these skills in pursuit of an outstanding future career in education

The successful candidate may have previous experience of working in independent schools, but this role is equally open to applicants who have never worked in independent schools. They will enjoy engaging with prospective, current and former pupils, teaching and non-teaching staff, parents and governors. They will demonstrate excellent administration, leadership, organisational and communication skills, be able to multitask effectively in a busy and demanding environment, have a high level of emotional intelligence and empathy and be able to work effectively with all stakeholders at all times.

'Knowing and growing each child through a love, life and learning approach' is the Edge Grove mantra, which articulates the warmth and strength of our diverse child-centred community in which children are at the centre of our thinking. Edge Grove provides children with 48 acres of beautiful estate, heritage buildings, wonderful facilities and the educational space for children to grow and develop. Our pupils feel a strong sense of belonging and pride in our community and devised the 16 Core Values of the School, living within them. They develop independence and confidence as they move up through the School and develop the ten core skills identified by the World Economic Forum as those which will future-proof them for a future life and love of learning and fulfilment. We want children to develop their own unique character and creativity in pursuit of future happiness and success and in doing so to make their prep school days the best they can be.

The candidate specification which follows identifies the scope of the role, including the breadth of activities and personal specifications, but is not exhaustive. I hope that it provides you with all of the information that you need about the role. If you have any further questions, please do not hesitate to contact me or refer to the School website at www.edgegrove.com. If the words above strike a chord and you would like to play a part in the School's educational development, please read on!

I look forward to receiving your application and meeting you.

With best wishes



Richard Stanley
Headmaster

JOB DESCRIPTION

Head of Sport

Purpose of the Role

The Head of Sport will play a key leadership role within the Sports Department, taking responsibility for the high-quality delivery, organisation and day-to-day leadership of sport and games across the school.

The Head of Sport will work with the Head and the Deputy Head (Academics and Co-curricular) to provide vision-setting, long-term strategy and overarching direction. In addition, they will take responsibility for the implementation of the sports curriculum with additional focus on implementation, operational excellence and educational impact. The Head of Sport will work closely with the Assistant Head of Sport and the Head of PE to lead the department effectively and cohesively.

The successful candidate will be an outstanding all-round sports practitioner, an excellent organiser and a skilled educator who is passionate about bringing learning to life through sport, inspiring young people and managing pupils with warmth, clarity and high expectations.

Line Management

- Reports to: Deputy Head (Academics / Co-curricular)
- Works in close collaboration with:
 - Assistant Head of Sport
 - Head of Physical Education
 - Senior Deputy Head (Pastoral)

Key Responsibilities

Departmental Leadership & Collaboration

- Provide day-to-day leadership of the Sports Department, ensuring unity, teamwork, clarity, consistency and high standards.
- Work collaboratively with the Assistant Head of Sport and Head of PE to:
 - Lead staff effectively
 - Coordinate games, PE and co-curricular sport
 - Maintain a unified and collegiate departmental culture
- Implement the strategic vision and priorities set by the Director of Sport, Deputy Head (Academics and Co-Curricular) and Headmaster.
- Act as a visible, supportive and professional leader within the department.

Coaching & Games Delivery

- Coach all recognised school sports and games at required age and performance levels.
- Deliver engaging, purposeful and well-structured games lessons and training sessions.
- Prepare teams thoroughly for fixtures, festivals and tournaments.
- Promote enjoyment, skill development, teamwork and sporting values across all levels of participation.

Educational & Pastoral Impact

- Use sport as a powerful educational tool to:
 - Develop character, resilience and confidence
 - Encourage collaboration, leadership and self-discipline
- Demonstrate excellent child management skills, combining warmth, consistency and high expectations.
- Build strong, positive relationships with pupils, inspiring them to commit fully and enthusiastically to sport and physical activity.
- Support the wider pastoral life of the school through sport.

Administration & Organisation

- Take responsibility for the efficient administration of the sports programme, including:

- Fixtures, timetables and logistics
- Communication with staff, pupils and parents
- Calendarising of the upcoming term's sports fixtures
- Risk assessments and safeguarding compliance
- Work closely with the Assistant Head Operational Logistics to ensure that systems and processes are well-organised, accurate and fit for purpose.
- Support departmental record-keeping, reporting and evaluation.

Staff Support & Development

- Support and guide sports staff and coaches through effective communication and leading by professional example.
- Contribute to staff meetings, planning sessions and departmental reviews.
- Encourage reflective practice and a shared commitment to continuous improvement.

Communication & Community Engagement

- Communicate clearly, confidently and professionally with parents, colleagues and external partners.
- Represent the department positively at fixtures, events and meetings.
- Promote the school's values and ethos through sport.

Person Specification

Essential

- Proven experience as an excellent games teacher and coach in a school environment.
- A recognised UK teaching QTS qualification.
- Coaching qualifications and evidence of professional development and training that align to sport, PE and coaching
- Ability to coach across all core school sports to appropriate standards.
- Strong organisational and administrative skills.
- Outstanding child management skills and a deep understanding of how young people learn.
- A genuine passion for education and for bringing learning to life through sport.
- Ability to work collaboratively within a leadership team.
- Strong commitment to safeguarding and pupil wellbeing.

Desirable

- Experience in a leadership or coordination role within a sports department.
- Experience in a prep or all-round games school environment.
- Experience in the specialist coaching of cricket, football, hockey and rugby.

What is set out above amounts to a statement of what may be regarded as minimum expectations, not an exclusive summary and may be amended at the reasonable discretion of the Head and Bursar to meet the changing needs of the school.

CHILD PROTECTION

In the context of his/her employment the member of staff will frequently be in the presence of children and will therefore have to have appropriate levels of training in child protection. All members of staff must comply with the School's Safeguarding Policy which is posted on the School's website. 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 and welfare of our pupils, these concerns must be reported immediately in accordance with the policy.

HEALTH & SAFETY

The School takes its obligations under the Health & Safety at Work Act seriously and the post holder will be required to comply with all aspects of the School's Health & Safety policy, particularly in relation to safe working practices. All staff must keep up to date with the School's Health and Safety policies which are regularly updated and posted.

SALARY AND BENEFITS

Edge Grove offers its staff attractive salaries and pay progression. We reward experience and responsibility and will discuss the salary for this position with candidates at the interview.

Other benefits include:

- ❖ Access to a group personal pension scheme;
- ❖ Income protection scheme;
- ❖ Free school lunch and refreshments during term time whilst the kitchen is operating;
- ❖ Staff room refreshments; tea, coffee, snacks ;
- ❖ Parking on site in designated areas at no cost, although all vehicles are parked at the driver's risk;
- ❖ Access to an Employee Assistance Programme;
- ❖ Onsite Flu vaccination
- ❖ Cycle to Work Scheme;
- ❖ Possibility of staffing accommodation at a reduced rate.

TERMS & CONDITIONS OF EMPLOYMENT

- ✓ All appointments are subject to an enhanced check with the Disclosure and Barring Service and at least two references from past employers, including any school employment during your career.
- ✓ All staff comply with the School's Child Protection and Safeguarding Policy.
- ✓ All staff set an example to pupils and dress appropriately at all times;
- ✓ The School operates a no smoking and no vaping policy;
- ✓ The School takes its obligations under the Health & Safety at Work Act seriously and the post holder requires all staff to comply with all aspects of the School's Health & Safety Policy, particularly in relation to safe working practices;
- ✓ All staff keep up to date with the School's current policies and posted on the staff shared drives;
- ✓ The School reserves the right, for operational reasons, to transfer you to alternative duties. For this reason, it is a condition of employment that you are willing to do so, if requested, from time to time.

DATA PROTECTION

The School collects personal data during the recruitment process, which it adds to the successful candidate's employment record. The School retains application information on unsuccessful candidates for six months after the completion of the recruitment process; after this, it will securely destroy it. For further information on how we use your information and with whom we share it, please refer to the Staff Data Protection Privacy Notice available on our website.

RECRUITMENT & SELECTION

Edge Grove School Trust Limited is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All applicants undergo child protection screening. This post is exempt from the Rehabilitation of Offenders Act 1974. The School carries out pre-employment checks, seeks references and conducts an Enhanced DBS check and other relevant checks with statutory bodies on the successful candidate.

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders as part of our Recruitment, Selection and Disclosures Policy. If you are shortlisted, you will declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account. Guidance will be provided when you are invited to interview.

Please read the Recruitment, Selection and Disclosure Policy which is available on our website and should be read before making your application.

Please fully complete an application form which can be found on the About Us / Job Vacancies page on our website www.edgegrove.com or MyNewTerm. Please email the completed form and an accompanying letter of application addressed to the Head, to hr@edgegrove.com. Applications must arrive prior to the closing date and time. CVs are not accepted.

Please refer closely to the 'Notes for Applicants' page in the application for employment and ensure that you are aware of your responsibilities relating to the declaration of criminal convictions and cautions for a position within the School.

Please note that due to the volume of applications we receive, we are unable to provide individual feedback except to those candidates who are invited to interview.

The School is committed to being an equal opportunities employer. To enable us to make any reasonable

adjustments please let us know at application stage if you have any special requirements.

To arrange an informal visit to the School or to discuss the role in confidence, please contact the Headmaster via hr@edgegrove.com or 01923 855724.