

# PE GAP ASSISTANT (HOCKEY)

REQUIRED FOR SEPTEMBER 2026

CANDIDATE PACK

  
jags

James Allen's Girls' School

# JAMES ALLEN'S GIRLS' SCHOOL

With its distinctive heritage as the oldest independent girls' school in London, James Allen's Girls' School, JAGS, provides a forward-thinking and contemporary education for over 1200 girls aged 4 to 18.

Located in the London borough of Southwark, JAGS has a diverse school community and is committed to inclusive recruitment and inclusion in the workplace. The school has entered an exciting new phase in its development and this post presents the opportunity to work in a community without barriers to full participation. JAGS recognises that celebrating the full diversity of staff and students has a positive impact on all and invites applications from candidates from a broad range of backgrounds.

Awarded the title of London Independent School of the Year 2024 by the Sunday Times, the school has entered an exciting new phase in its development. Your input will help to bring a bold educational vision to life for all students and colleagues as we work together to develop this already exceptional school in its next chapter.



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James Allen's Girls' School 144 East Dulwich Grove London SE22 8TE

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# PE GAP ASSISTANT (HOCKEY)

## MESSAGE FROM THE HEAD

I am delighted that you are interested in joining the JAGS community. As Head, it's absolutely my belief that all girls should be given the opportunity to grow and flourish in an environment where there is no limit to their ambitions.

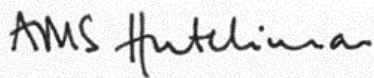
At JAGS you will find a happy, diverse and dynamic community, rooted in academic excellence and yet fully committed to the breadth of a holistic education both in and out of the classroom. Compassion and commitment are central to our ethos, in this environment that values individuality and inclusivity.

Our school aims, both in and out of the classroom, are clear:

- To celebrate our diverse and inclusive community
- To champion social awareness and sustainability
- To empower courage, creativity and compassion in each student
- To inspire aspirational and authentic lifelong learners and leaders
- To nurture respectful, resilient and kind individuals

It is an enormous privilege to lead this exceptional school, where all members of our school community share a passion for life and learning.

I hope that this matches your educational vision and look forward to welcoming you soon.



MRS ALEX HUTCHINSON, MA (OXON) PGCE



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## WORKING AT JAGS

Working at JAGS is about more than just working. JAGS is a community and a family that nurtures a warm and supportive environment for both the students and staff who come to learn and work here. From your first day at JAGS you will have access to some of the best educational facilities in the country and will be encouraged to take part in the many shared activities here.

JAGS works hard to attract the best staff from both the independent and maintained sectors and the benefit package is both generous and competitive. Candidates are welcome to visit JAGS prior to application should they wish to gain a greater sense of the school community.



### We offer:

- The opportunity to join our outstanding school where public examination results consistently place JAGS amongst the leading schools in the UK
- A community of considerate, creative and compassionate students and staff
- A highly diverse and inclusive school community, committed to our bursary provision
- An inspiring and enthusiastic team of colleagues across the teaching and support staff
- Excellent facilities, including the latest resources to support learning
- A diverse benefits package including:
  - Competitive salary
  - Support Staff Pension scheme with 10% employer contributions
  - Enhanced sickness, maternity and paternity pay
  - Free onsite parking and bicycle storage
  - Free gym membership with discounted family rates
  - Employee Assistance Programme
  - Free lunches, teas and coffee all year round
  - Free access to the Dulwich Picture Gallery
  - School fee discount
  - Cycle to work scheme
  - Interest-free computer loans
  - Interest-free transport season ticket loans

# PE GAP ASSISTANT (HOCKEY)

## JOB DESCRIPTION

### **JOB TITLE**

PE Gap Assistant (Hockey)

### **TERMS & CONDITIONS**

Permanent, Full Time

Term time only

On average 40 hours per week; some weeks may be less, and some weeks may be more.

### **SALARY**

Actual Salary - £17,510 - £21,199 for working an average of 40 hours per week for 35 weeks per year, depending on qualifications and experience

### **RESPONSIBLE TO**

Director of Sport

### **Overview**

This is an exciting opportunity for a PE Gap Assistant (Hockey) to join our outstanding Physical Education (PE) Department. The role will suit an enthusiastic sports person who is passionate about Hockey and will provide an exciting opportunity to gain extensive and worthwhile experience of working in a large independent School. This role would be particularly attractive to individuals considering a career in education, especially within the PE field.

The purpose of the role is to support all PE teaching staff in a range of activities across PE Department, weighted toward supporting the delivery of Hockey classes, supporting Hockey teams throughout the academic year and ensuring the smooth delivery of the PE curriculum and Co-Curriculum.

The ideal candidate will be hard-working, have a keen interest in sport, able to work unsupervised, and carry out duties with a responsible attitude, be adaptable, and be flexible in their approach to duties.

### **Main Responsibilities**

- Support the PE department to deliver the highest standard of teaching by setting high, clear and consistent expectations, creating an environment which allows all students to thrive
- Assist and support PE teachers and coaches with the delivery of the PE curriculum and co-curriculum as directed
- Demonstrate a passionate commitment to PE and Games and a pursuit of excellence in collaboration with colleagues and pupils
- Set high, clear and consistent expectations, to create an environment which allows all children to thrive and make contributions
- Support PE lessons across all areas of the School, across Key Stage 1 to Key Stage 5
- Take responsibility for a representative sports team in each term including on match days
- Support the organisation of sports teams and sports equipment for PE lessons across a range of sports

- Support with the preparation, coaching and umpiring of Hockey as a main sport - but also assisting with all other sports offered as part of the School curriculum
- Ensure that all activities undertaken comply with good practice in relation to Health and Safety
- Assist in the upkeep of display boards
- Assisting with the administrative running of the PE Department, including the preparation of class lists and registers
- Prepare equipment and resources for lessons and co-curricular activities
- Ensure the safety, welfare and good conduct of pupils
- Undertake any other duties commensurate with the role as required by the Director of Sport from time to time
- To participate in other such duties as may be reasonably required.

# PE GAP ASSISTANT (HOCKEY)

## PERSON SPECIFICATION

### **Operational Excellence**

- Educated to at least level 6 at GCSE in Mathematics and English, or equivalent experience
- A keen sports person with experience of taking part in a wide range of sports, including hockey
- The ability to carry out administrative tasks accurately and efficiently to meet deadlines
- Articulate in all forms of communication; fluent and accurate written and spoken English
- Excellent digital literacy
- Experience of coaching in a variety of sports including hockey (Desirable)
- Ability to umpire hockey matches (Desirable)
- Experience in the organisation and management of school hockey teams (Desirable)

### **Personal Behaviours**

- Kindness and open-mindedness
- Intellectual curiosity, enthusiasm and a personal ethos of lifelong learning
- Resilience and optimism; someone who is willing to go the extra mile in the busy life of the school
- Team-working abilities and a keenness to enable all colleagues to contribute ideas and be part of positive change

### **Ethos and Whole School Values**

- The enthusiasm to assist in a strong co-curricular programme
- An individual with a genuine commitment to the wellbeing of the staff and students in their care
- Committed to operating as part of the School community
- Committed to equality, diversity, inclusion and anti-racism in the School community
- Committed to sustainability within the School community

### **Safeguarding and Pastoral**

- Committed to safeguarding and promoting the welfare of children and young people
- A satisfactory Enhanced Disclosure from the Disclosure and Barring Service

# PE GAP ASSISTANT (HOCKEY)

## HOW TO APPLY

If you are interested in joining us, please [click the link to our website ([www.jags.org.uk/day-to-day/vacancies/](http://www.jags.org.uk/day-to-day/vacancies/)) and follow the instructions to] complete the online application form via MyNewTerm.

Please note that applications must be submitted via MyNewTerm. CVs and covering letters sent via email will not be accepted.

All candidates must read our [recruitment policy and safeguarding \(child protection\) policy](#) before applying for any position within the School.

For further information please contact [recruitment@jags.org.uk](mailto:recruitment@jags.org.uk) or call the recruitment team on 020 8693 1181.

**Closing Date: Midday on Tuesday 9 June 2026**

**Interview Date: Week commencing Monday 15 June 2026**

We recognise that celebrating the full diversity of staff and students has a positive impact on all and invite applications from candidates from a broad range of backgrounds.

To enable us to make any reasonable adjustments, please let us know when you submit your application whether you have any special requirements.

If you would like to request alternative application formats, please do get in touch with Recruitment at [recruitment@jags.org.uk](mailto:recruitment@jags.org.uk) or 020 8693 1181.

Michael Golding; Director of Sport, ([Michael.golding@jags.org.uk](mailto:Michael.golding@jags.org.uk)) will be happy to answer any questions you may have regarding the role.

If you would like to visit the school prior to applying, please contact the Recruitment Team via ([recruitment@jags.org.uk](mailto:recruitment@jags.org.uk)) who will be able to arrange this.

*Interviews may be held at any stage after applications are received. Interested candidates are advised to apply as soon as possible. We reserve the right to close this vacancy earlier than the specified deadline, if a suitable candidate is found.*

*JAGS is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers, the Disclosure and Barring Service, and overseas police and regulatory authorities where relevant.*

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# James Allen's Girls' School

Ages 4-18

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