



FRANCIS HOLLAND REGENT'S PARK

PE ASSISTANT
FULL-TIME | FIXED TERM | JANUARY 2026



GENERAL INFORMATION

Francis Holland School, Regent's Park, was founded in 1878 by the Reverend Canon Francis Holland and is regarded today as one of London's most academically selective girls' independent day schools. The school is situated next to Regent's Park and has a reputation for its friendly, cohesive atmosphere. The ISI Inspection Report in March 2022 assessed Francis Holland as 'Excellent' in all key areas of school life.

Entry to the school is very competitive and pupils are selected via entrance examinations and interview at 11+ or Sixth Form. Girls 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. There are close links with our "sister" school at Francis Holland, Sloane Square, which was founded in 1881. The school offers a large number of bursaries, in addition to music, academic and art scholarships, all of which are means-tested, up to 100% fees.

Moreover, the school offers a plethora of co-curriculum activities, more than seventy clubs and societies are available every week: 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 results is regarded as essential for FHS students and all teachers are expected to contribute fully to extra-curricular activities.

The school places great emphasis on the professional development of its entire staff. Staff at Francis Holland School enjoy a significant range of professional benefits. A comprehensive schedule of continuing professional development and INSET training, both internal and external, is provided for all staff. A three-course lunch is available free of charge to all FHS employees and an interest free loan for travel season ticket is offered to all staff, on application to the Bursar. Daughters of staff are offered a 50% reduction in school fees.

ROLE OVERVIEW

We are currently seeking a motivated PE Assistant to join our PE Department and contribute to our commitment to excellence in education. This is an exciting and varied role within the dynamic, warm, and forward-thinking environment of Francis Holland Regent's Park. The position is fixed for two terms from January - July 2026.

THE PE DEPARTMENT

The Physical Education Department comprises of the Director of Sport, a Second in Department, three full-time staff, two other members of the school who have higher responsibilities and one PE Assistant. 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.

The successful candidate will engage in several different activities including:

- Assist with PE lessons & co-curricular clubs
- Attend fixtures & tournaments during school hours and afterschool
- Support pupils' learning, fostering independence, encouraging technical skills, and ensuring behaviour aligns with teacher's expectations.
- Provide administrative support to facilitate the smooth running of the department. Tasks may include photocopying, production of team sheets, assisting with organising fixture and other easily assigned duties and assisting with general duties around the School.

PERSON SPECIFICATION

1. Passionate about Sports and Physical Education

- A strong interest in sports, fitness, and overall health, with a desire to promote these values in others.
- Experience participating in various sports or physical activities.
- Willingness to learn and be hands on.

2. Good Communication Skills

- Ability to effectively communicate with both children and adults.
- Comfortable speaking in front of groups and delivering lessons or activities in an engaging and motivating way.

3. Organisational Skills

- Strong time management skills, with the ability to prioritise tasks and manage a range of activities effectively.

4. Team Player

- Willingness to work collaboratively with other teachers, staff, and coaches to support a positive learning environment.
- Ability to contribute to team efforts while maintaining a positive and proactive attitude.

5. Adaptability and Enthusiasm

- Flexible and adaptable to different teaching environments, from classroom settings to outdoor spaces.
- Enthusiastic and able to inspire students, encouraging them to enjoy and engage with physical activities regardless of skill level.

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 which may be reasonably be required or delegated by the Head of Department and/or Headmistress;
- FHS is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to DBS clearance.

JOB APPLICATION

Interested candidates are invited to submit an application via My New Term. The closing date for applications is 8.00am on 2 November 2025. Early applications are encouraged and will be considered as they are received. The School reserves the right to appoint at any stage. Longlist interviews will take place week commencing 3 November 2025 with shortlist interviews likely to take place week commencing 10 November 2025.

Our benefits package includes:

- Wellbeing Scheme
- 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
- Enhanced Maternity Pay
- 50% fee remission for own daughters
- Outstanding professional development opportunities
- Approximately 20 fewer teaching days per year compared to the maintained sector
- Smaller class sizes compared to most maintained schools

Further information about the benefits package is available from peopleteam@fhst.org.uk.

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.

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