



**REED'S**  
S c h o o l

## Candidate Information Head of Hockey

*Reed's School*

Sandy Lane | Cobham | Surrey | KT11 2ES

[www.reeds.surrey.sch.uk](http://www.reeds.surrey.sch.uk)

Registered Charity Number: 312008

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Reed's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



# An Introduction to Reed's School

Reed's School is a leading HMC independent day and boarding school, providing an education for around 800 pupils. We accept boys between the ages of 11 and 18 years, with girls joining in the Sixth Form. Reed's is predominantly a day school with approximately 10% of pupils boarding, spread throughout the year groups.

Although primarily day, the School benefits from all the facilities of a boarding school which provide the welcoming community feel that embodies our ethos and character.

Reed's is well-known for its innovative approach to learning, outstanding Arts and Music provision, and national and world-class Sports teams.

Our staff are recognised for their inspirational and dynamic approach to learning. The vast majority of pupils go on to attend their first-choice universities, with Russell Group universities being the most popular destinations. The ISI awarded the School "excellent" in all categories during its most recent inspection.

Situated in over forty acres of countryside in Cobham, Surrey, Reed's benefits from excellent transport links by rail, road and air. The School is a ten-minute walk to Oxshott Station, with a forty-minute journey into Central London while the A3 is a four-minute drive away with excellent links to Gatwick and Heathrow airport and the M25.



# The History of Reed's School

Reed's School was established in 1813 by the prominent philanthropist and social reformer Reverend Dr Andrew Reed as a school for orphaned children. His belief that philanthropy and education have the power to transform the lives of children remains central to the ethos of Reed's. Through our Foundation the School continues to offer bursaries to approximately 10% of the pupils who have lost the support of one or both parents, be in need of pastoral care and financial assistance.

Although much has changed since the School was founded, our values-driven approach to education has remained the same. Through our core values of Integrity, Compassion, Curiosity, Resilience, Responsibility and Independence we are able to create a dynamic, exciting, and friendly environment where our pupils and staff thrive.



# Support Staff Benefits

Reed's School enjoys notable demand for places and is backed by strong financial planning that enables all departments to be very well resourced.

## SALARY

- A competitive, bench-marked salary commensurate with experience will be offered for this role.

## PROFESSIONAL DEVELOPMENT

- The School commits to support on-going training and professional development for all of its employees.
- In addition to this, the School offers INSET days delivering a range of further training such as highly-practical First Aid qualifications.
- There is an annual cycle of appraisal as well as myriad opportunities to reflect on professional practice and development opportunities.

## PENSION SCHEME

- The School pays an employer's contribution to its selected Pension Scheme.

## EMPLOYEE ASSISTANCE PROGRAMME

- Health Assured provides expert free and confidential support with personal and professional difficulties, 24/7.

## MEALS & REFRESHMENTS

- Lunches and other refreshments are provided free of charge during the school day (breakfast and dinner available should staff work earlier or later than normal).

## PARKING

- Free, onsite parking is available for all staff.

## REED'S SCHOOL SPORTS CENTRE

- Free membership of the School's Sports Centre, with access to squash courts, gym, swimming pool and other sports facilities at agreed times.

## COMMON ROOM

- All members of staff belong to the Common Room. There are opportunities to participate in a number of Common Room activities such as social events, sports teams etc.

## CYCLE TO WORK SCHEME

- Employees can apply to the Cycle to Work Scheme, linked with Evans Cycles

## HOLIDAY CAMPS DISCOUNTS

- Discounts are available to all permanent staff on some holiday camps and activities hosted at Reed's School.

*Reed's School is strongly committed to inclusion and is an equal opportunities employer. We aim to create a welcoming, respectful and safe environment for all members of our community from every ethnicity, gender, sexual orientation, age, ability/disability, religion and background. We want our pupils to understand the importance of a diverse community by recruiting from the widest possible pool of talent, removing barriers that can prevent people from showing their full potential, and fostering a fully-inclusive environment.*

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





# The Role & Department

The Head of Hockey will be responsible for the planning, development, and delivery of coaching within all areas of the Reed's hockey programme.

The role-holder will be responsible for planning the development of pupils of all standards to maintain Reed's position at the forefront of school hockey.

There will also be a requirement to assist with other sports, where required, throughout the academic year.

This role will be full-time, term time only, including the expectation to attend hockey and sports fixtures at weekends, as well as tours and trips.

The role is well suited to a highly qualified coach, and preferably an individual who has experience of running a school sports programme. The ability to teach an academic subject is desirable, but not essential. There will also be the opportunity to take on a tutor group.

This role will report into the Director of Sport.



# Main Duties and Responsibilities

- Implement a strategic vision for Reed's Hockey to provide opportunities for all pupils, as well as aiming for success of our competitive teams.
- Lead and inspire the team of hockey coaches across the boys' and girls' programmes.
- Coach hockey throughout the school, to all ages and ability levels.
- Promote Reed's hockey through leading a programme of tours and social events.
- Develop links and manage partnerships with outside agencies and clubs.
- Oversee a programme of pre-season and after-school training.
- Manage and coordinate the hockey fixtures programme, in liaison with the Director of Sport and Head of Girls' Sport.
- Ensure, as far as reasonably practicable, that the balance of fixtures played allow participation for as many pupils as possible.
- Aim for ALL pupils in The Close to have experience of external fixtures.
- In liaison with the Head of Strength and Conditioning, manage the players' workload.
- Oversee the co-ordination of all match arrangements including hospitality, catering, transport and umpires.
- Enhance the professional skills of all involved in hockey and appraising their performance.
- Maintain positive and effective communication with all members of the Reed's community including pupils, parents and staff.
- Maintain the upkeep of spreadsheets, SOCs and Firefly on fixture information, squad selection & results.
- Produce risk assessments for hockey and ensure that the School adheres to directives and guidelines issued by England Hockey.
- Oversee the administration of hockey matters, including management of the hockey budget and development of equipment and facilities.
- Oversee the effective use of facilities, both internal and in communication with RSE for any external lets.
- Co-ordinate a briefing for all hockey staff at the beginning of the relevant term.
- Overall responsibility for developing a programme for high performing players within hockey.
- Engage with outside bodies and professional coaches to enhance provision for high performing players.
- Devise, review and implement a plan for the recruitment and retention of high performing players.
- Use video and statistical analysis to enhance the hockey programme for teams and individuals.
- Undertake such other comparable duties as the Headmaster requires from time to time.
- Promote and safeguard the welfare of children and young people for whom you are responsible and with whom you come into contact.





# Person Specification

## QUALIFICATIONS

### Essential

- Qualified to a minimum of a level 3, or equivalent coaching qualification, as well as strong background in performance coaching.

### Desirable

- Other qualification or experience in second sport.

## EXPERIENCE

### Essential

- Previous experience of working with children in school context.
- Experience of working co-operatively as part of a team.
- Running a programme and experience working with high performing athletes.

### Desirable

- Ability to demonstrate creative and innovative approaches to enthusing and challenging pupils.

## SKILLS

### Essential

- Excellent planning and organisation skills.
- Excellent communication skills.
- Ability to set effective, realistic and challenging lesson objectives.
- Ability to use video analysis software to enhance players understanding and development.
- Ability to gather, evaluate and analyse assessment data to inform coaching.

## KNOWLEDGE

### Essential

- Excellent hockey knowledge and passion for sport.

### Desirable

- Insight into pupil learning needs.

## PERSONAL COMPETENCIES AND QUALITIES

### Essential

- Motivation and enthusiasm to work with young people.
- Ability to act as a role model for pupils and staff through demonstrating high standards of personal and professional conduct.
- Ability to form and maintain appropriate relationships and person boundaries with children and young people.
- Positive attitude to use of authority and maintaining discipline.
- Ability to maintain consistency and fairness.





# Application Process

If you would like to find out further information regarding the role, please contact the HR department by email at [hr@reeds.surrey.sch.uk](mailto:hr@reeds.surrey.sch.uk) or by telephone on 01932 869044.

Applicants should apply online via the link in the Vacancies page on our website: [www.reeds.surrey.sch.uk/4401/vacancies](http://www.reeds.surrey.sch.uk/4401/vacancies)

## Safeguarding & Child Protection

Reed's School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions & cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

## ISI INSPECTION REPORT JANUARY 2025

*In our latest ISI Inspection (Jan 2025) Reed's were judged to have met all required standards. We were also delighted that the inspectors acknowledged a 'significant strength' (a rare plaudit reserved for an aspect of a school that is unique on a national basis) for our use of feedback to raise academic standards.*

*"Effective leadership ensures that the school provides a nurturing, inclusive environment where pupils thrive academically, socially and personally."*

*"Pupils are supported by a rich curriculum, dedicated pastoral care and extensive extra-curricular opportunities."*

*"Pupils are motivated learners who are eager to succeed"*

*"Pupils enjoy positive relationships with their teachers and articulate thoughtfully their opinions and views."*

*"Teachers plan challenging and meaningful lessons which engage pupils and spark their curiosity."*