


St Helen's School

Head of Non-Examined PE Curriculum &
Programme Development

Start Date: As Soon as Possible



A photograph of St Helen's School, a two-story brick building with large windows. The school's name is visible on a sign above the entrance. In the foreground, several students in school uniforms are walking along a path next to a low hedge. The entire image has a green color overlay.

Thank you for your considering St Helen's
School in the next step of your career. We're
excited to share this role with you.

St Helen's School

WELCOME TO ST HELEN'S

St Helen's School is a large, thriving all-through school and many of the girls who leave us at the end of Year 13 have been with us since Nursery or Reception. We are ambitious for every single girl: that she achieves her potential; that she leaves us to embark upon an exciting and fulfilling future, able to deal with whatever life throws at her with resilience and courage; that she possesses inner confidence, strong personal integrity, and a sense of fun; that she is ready to go out into the world and make a difference.

St Helen's has a long tradition of academic excellence which encourages girls to pursue intellectual curiosity beyond the curriculum. We are exceptionally proud of our 2025 results where 85% of A Level students obtained A*-B grades and 80% of GCSE awards were graded 9-7. Sixth Formers go on to established, high-ranking universities including Oxford and Cambridge, with more than a third studying STEM subjects. However, we give our girls much more than just academic success; our Co-Curricular programme is rich and varied, and our pastoral care ensures that every girl is known, valued, and cared for.

Within easy reach of central London, our school is set in 21 acres of grounds and, just as we are proud of our students' academic achievements and their personal development, we are also proud of our facilities and buildings. We have invested significantly in developing our facilities over the last ten years.

St Helen's has a warm and lively atmosphere that makes it a rewarding and exciting place to work. Our staff and our pupils look out for each other and encourage each other to be the best possible version of themselves. As such, you will play a vital role in supporting the school in the next stage of its journey. We look forward to receiving your application.

Bridget Ward
Head



THE SCHOOL

St Helen's is an academically selective independent girls' day school for over 1100 students aged 3-18, set in beautiful green space in Northwood, London.

It draws pupils from a wide area of north-west London, Buckinghamshire, and Hertfordshire with easy access by Underground from central London.

We want our students to be ever intellectually curious. They will believe they can do anything. They will want to explore how they can best interact with the world around them and make a difference for the better in their own way. They will be ready for whatever the future brings.

Our aims are:

- To provide each and every girl with the opportunity and means to achieve academic excellence.
- To provide our students with the personal skills, emotional resilience, and the confidence to achieve their full potential through a varied, rich and challenging Co-Curricular programme.
- To know, value and respect all girls as individuals so as to best support them on their journey through the school.
- To ensure that the girls are ready to play a full and active part in their communities and in an interconnected digital world.

Our students achieve high academic standards, and we encourage them to develop lifelong skills in a diverse range of areas, both within and outside the curriculum, and to pursue their individual ambitions. The school is proud of its tradition of providing a balanced and forward-looking education through which its pupils can become confident, independent learners and leaders in their fields, their professions, and their communities. Attention to the individual child is at the heart of everything we do and shapes the pastoral care, teaching and learning and the co-curricular opportunities on offer at St Helen's.





The Post - Head of Non-Examined PE Curriculum & Programme Development

St Helen's is looking to appoint a Head of Non-Examined PE Curriculum & Programme Development, to lead the design, mapping, quality assurance and development of the school's PE curriculum (non-examined), ensuring it is coherent, inclusive, sequenced, and aligned with the school's strategic vision for physical literacy, wellbeing, and participation.

The postholder will ensure high-quality delivery, robust assessment practices, and consistent standards across all PE and games activities. This role focuses on curriculum leadership and pedagogical coherence, rather than the academic examination PE. This role is ideal preparation for a Director of Sport position in the future.

Core Information

Line Manager:

- Director of Sport.

Salary:

- Competitive, depending on experience.

Benefits

- 50% fee remission for staff children subject to spaces and entry examinations (pro rata for part time staff).
- A strong culture of professional development.
- Access to the School's swimming pool and fitness suite.
- Free on-site parking and excellent public transport links.
- Electrical Vehicle Charging Scheme.
- Free lunch and refreshments (term-time).
- Generous occupational sick pay.
- High Street Discounts.
- EAP with 24/7 GP access.
- A beautiful working environment – the school is set in a conservation site in excess of 21 acres.



Key Responsibilities

Curriculum Leadership and Development:

- Lead the strategic development of the PE curriculum from early years through to Senior School.
- Design a sequential, concept-driven curriculum that develops physical literacy, movement competence, tactical awareness, teamwork, wellbeing habits and enjoyment.
- Map units of work, learning objectives, progression pathways, and assessment frameworks.
- Ensure pedagogy and that resources remain current, research-aligned and inclusive.
- Oversee quality assurance: learning walks, peer observation, student voice, delivery standards.
- Maintain and update curriculum documentation and digital platforms.
- Ensure consistency across all staff delivering PE.

Programme Coordination and Staffing:

- Lead planning for PE lessons and games sessions including staffing, groups and rotations.
- Manage day-to-day running of the curriculum, including cover and timetable adjustments.
- Liaise with the Director of Sport regarding facilities planning and equipment.
- Work closely with the Head of Games to ensure alignment between curriculum and fixtures.

Monitoring, Assessment and Reporting:

- Oversee assessment of physical competency, engagement and progress.
- Ensure accurate reporting to parents and students.
- Use data to refine curriculum pathways.

Staff Development

- Deliver CPD, coaching and induction for new staff.
- Provide ongoing professional development support for assistants and coaches.



Key Responsibilities (Continued)

Leadership Expectations

- Promote enjoyment of physical activity for all ages and abilities.
- Contribute to strategic development of the School's sport and wellbeing vision.
- Deputise for the Director of Sport on curriculum (non-examination) matters.
- To co-chair department meetings (in collaboration with the Director of Sport) and deputise in the absence of the Director of Sport.
- To plan and lead a fun and competitive House Sports programme.

The Person

Essential:

- Qualified Teacher Status.
- Degree in a related subject.
- Strong knowledge of PE pedagogy, coaching methodology, or physical literacy development.
- Experience in curriculum design or programme development.
- Excellent communication, organisation and leadership.
- Ability to motivate and support a diverse team.
- Strong IT competency (SOCS, Microsoft Office).
- Passion for inclusive physical activity.

Highly Desirable:

- Postgraduate degree
- Experience in schools, clubs or sport environments.
- National Governing Body coaching qualifications.
- Experience with QA or staff development.
- First Aid and safeguarding training.



Application Process

Closing date: Midnight on Saturday 3 January 2026

Please apply as soon as possible as shortlisting/interviews will progress up until the closing date. Should a suitable candidate be appointed, we reserve the right to close the advert early.

Due to the volume of applicants we receive, if you do not hear from us within 4 weeks of the closing date, please assume we will not be progressing your application further on this occasion.

Shortlisted candidates will be invited to the school for interview, including members of SLT where appropriate. They may be asked to complete a task and will take a tour of the school and meet other members of the Department and wider Faculty.

St Helen's school is committed to safeguarding and promoting the welfare of children and young people, as detailed in Part 3 (Safer Recruitment) of the KCSIE 2025 guidance document. Applicants will be asked for proof of right to work in the UK and undergo child protection screening, including checks with past employers and the disclosure and barring service.

If you have any queries about this position, please contact the school at recruitment@sthelens.london, we look forward to hearing from you!



St Helen's School Eastbury
Road Northwood Middlesex
HA6 3AS

admissions@sthelens.london

enquiries@sthelens.london

01923 843210

www.sthelens.london

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