



COTTESMORE SCHOOL



Director of Sport

Cottesmore School is inviting exceptional candidates to apply for the position of Director of Sport. We are seeking an inspiring leader with strong management skills and a clear vision; a talented sports player who motivates both coaches and pupils to aim high. The successful candidate will be a role model who cultivates a culture of kindness, respect, and sportsmanship, both on and off the pitch, and a natural competitor who embraces innovative approaches to coaching and strives for excellence in sport at Cottesmore.

A supportive and inclusive attitude towards all ages and abilities is crucial, ensuring that every child at Cottesmore not only achieves their best but also finds joy and pride in both individual and team efforts.

The Director of Sport will be responsible for delivering a high-quality sports programme that meets the expectations of parents and pupils while enhancing the school's reputation. With all pupils participating daily in PE, swimming, or games, it is essential to offer a relevant and engaging programme that promotes health and fitness across all year groups. A commitment to inclusivity, broad participation, and high performance is key.

Clear communication with parents and staff, marked by empathy, openness, and good humour, even under pressure, is essential. The Director is expected to model high standards of conduct, punctuality, and appearance, while ensuring that coaches deliver top-tier coaching.

This role demands a dynamic and encouraging management style, alongside excellent organisational and delegation skills. The successful candidate will maintain strategic oversight of all department activities, logistics, objectives, and needs.

Principal Duties

Management:

- Manage staff, ensuring efficient use of their time, and providing appropriate training and guidance regularly;
- Promote an inclusive and balanced programme for pupils of all abilities;
- Develop a strategy for the future of Cottesmore Sport, ensuring clear communication to SMT and the teaching team;
- Develop and maintain methods of evaluating pupil progress for the purpose of informing teaching, guiding pupils and communicating with parents;
- Organise staffing of games sessions and matches;
- Ensure team selections are made according to school policy;
- Promote fair play, good sportsmanship, good conduct and smart appearance throughout sport;
- Chair a Games committee according to set terms of reference;
- Communicate as necessary regarding administration and logistics, including transport, catering, and facilities management;
- Assist the Head in the recruitment, appraisal and retention of Sports Staff.

Administration:

- Produce and annually update a Departmental Handbook and Development plan;
- Attend Heads of Department meetings;
- Produce and maintain a scheme of work for the teaching of games and P.E. to children from Reception to 13 years.
- Oversee a co-ordinated fixture programme in association with the coaching staff that is appropriate to the needs and levels of respective teams and year groups;
- Keep a central record of results and share them promptly with the Head and the Head of Marketing; ensure coaches put their team's results on the Results board in a timely manner.
- Organise photography of matches and other Sports events, and share the photographs promptly with Head of Marketing; organise end-of-season team photos;

Promotion of Excellence:

- Encourage an interest in and love of Sport in all children in the school;
- Promote and encourage excellence in team and individual sports, thereby developing confidence through improvement and success;
- Encourage and promote talented players;
- Foster and maintain links with local clubs as appropriate to provide access to elite coaching and training opportunities;
- Develop age-appropriate and curriculum-linked plans for Early Years and Pre-Prep children;
- Encourage and facilitate pupils' participation in external team events and individual competitions;
- Oversee the allocation of internal sports awards, colours and prizes;
- Prepare children for Sports scholarships, liaising with Senior School Directors of Sport;
- Support the coaches and assist them in their personal and professional development through the appraisal and INSET programmes;
- Ensure a uniform approach to sports kit, match-day clothing, team shirts and the overall presentation of pupils and coaches;
- Ensure consistency of approach in all aspects of sport and match preparation, in both coaches and pupils, in line with the Cottesmore Sports policy and philosophy.
- Oversee the organisation of coaches for away matches with the school office.

Links and Marketing:

- Represent the school at external meetings on sport-related matters;
- Foster links with senior schools and appropriate sport-related organisations;
- Foster links with local primary schools and other sports clubs;
- Inform parents about sports events, fixtures and tours in a timely and helpful manner;
- Apprise the office staff of any arrangements affecting pupils;
- Assist with communicating the School's sports strategy and policy to parents and senior schools.

Finance:

- Manage the Sports Department budget within agreed limits;
- Pay subscriptions to appropriate professional bodies, journals and for affiliations. Facilities:
- Maintain a timetable of usage for the gravel, swimming pool, astro and grass pitches;
- Ensure that all sports equipment is properly maintained and regularly serviced, keeping appropriate records of servicing;
- Liaise with Grounds Team to ensure preparation of playing areas;
- Liaise with the Bursar over maintenance of Sports facilities as necessary.

Health and Safety:

- Communicate with Medical team over medical issues;
- Ensure the staff are informed about pupils' relevant medical information;
- Ensure that staff have undertaken risk assessments and are aware of their obligations and school policies regarding the discharge of those obligations;
- Ensure the appropriate training/professional development for coaches of contact sports in particular and all sports in general.

Training:

- Keep records of staff coaching and umpiring/referee certificates;

- Check that staff have the required and recommended First Aid certificates;
- Maintain own sport, medical and safeguarding certificates, according to School policy.
- Help to ensure all members of the department attend INSET or other Health & Safety or Safeguarding training as required by the School.

Discipline, Health and Safety:

- Maintain good order and discipline among the children and safeguard their health and safety in accordance with the school's policy, on school premises and when on authorised activities elsewhere;
- Be aware of individual dietary and medical needs, including allergies, and of the procedures in case of emergency;
- Be aware of your department's Risk Assessments and adhere to the conditions thereof;
- Maintain condition of all equipment used, and alert the office (for photocopiers) or Bursar when attention is needed.

Safeguarding Responsibilities

All staff have a key role to play in identifying concerns early and in providing help for children and are expected to act in accordance with the School's Safeguarding & Child Protection Policies:

- Safeguard and promote the welfare of children;
- Foster a culture of openness, safety, equality and protection;
- Provide a safe and welcoming environment where both children and adults feel secure, able to talk and believe that they are being listened to;
- Play a key role in the prevention of harm and an equal responsibility to act on any suspicion or disclosure that may indicate a child is at risk of harm;
- When concerned about the welfare of a pupil, acting in the best interests of the pupil.

Desirable Qualities and Experience

- Proven ability to lead and manage people through change towards a common goal.

- Proven ability to solve problems and accountability of decisions.
- Proven ability to work collaboratively with others.
- Proven ability to influence key stakeholders, achieve buy-in, make points clearly and understand the views of others.
- The ability to promote all aspects of sport in school, outside school and beyond school with evidence of the impact on the outcomes
- Ability to contribute significantly to the coaching of at least two of the school's main team sports.
- Have the ability to develop strong, financially sound business cases in support of proposed development for PE
- Proven ability to use data to assess the development needs of the department and the school, implement appropriate plans for improvement and assess their impact.
- Proven ability to plan time effectively, organise oneself well.
- Significant experience performing at a high level in key school sports.
- Excellent professional knowledge and understanding.
- Understanding of national and examination curricular requirements of the subject.
- Up to date with professional developments in the subject and other aspects of education.
- Qualified teacher status (desirable).
- Sound experience of Sport as a player or coach.
- Experience of developing a successful program of extra-curricular Activities.
- Significant successful experience of managing colleagues as a subject leader or head of department.
- Willingness to contribute to the wider Prep School curriculum and community.
- Ability to communicate warmly, positively and authentically with parents about their child's progress and potential.
- Maintain a positive, flexible and good-humoured approach.
- Consistently exhibit high standards of conduct including punctuality, professional appearance and discretion.

Application Process and Safeguarding

To apply, please complete our application form which can be applied for from office@cottesmoreschool.com Interviews of selected applicants will be held the in the coming weeks. We reserve the right to make an appointment at any time prior to the closing date. If you would like to make enquiries, please call 01293 520648.

Cottesmore is committed to safeguarding and promoting the welfare of children. An offer of employment will be subject to an enhanced DBS disclosure, satisfactory safeguarding interview and preemployment references, verification of ID, medical fitness and relevant qualifications, and other security checks including Overseas and Teachers Barred lists.