



Head of Girls' Sport – Job Description

Line-manager: Director of Sport

Hours: Full-time

Main Purpose of the Job

The Head of Girls' Sport will provide strategic leadership and operational oversight for all girls' team sports across the school (Y3–Y13). The postholder will drive standards of performance, participation, and culture, ensuring that girls' sport is ambitious, inclusive, and nationally competitive where appropriate.

In partnership with the Director of Sport, the postholder will also share responsibility for the delivery and development of mixed-team and individual sports, according to expertise and experience.

The role combines leadership, curriculum design, staff management, coaching philosophy, academic teaching, and cultural development.

The Head of Girls' Sport will:

- Elevate competitive standards.
- Increase participation and retention.
- Create a coherent Y3–Y13 athlete development pathway.
- Strengthen academic–sport integration.
- Shape the identity and ambition of girls' sport within the school.

Duties and Responsibilities

1. Strategic Leadership of Girls' Team Sports

- Provide vision, direction, and identity for all girls' team sports.
- Design and implement a long-term development model for each sport (Y3–Y13).
- Establish performance benchmarks and participation targets.
- Lead the development of competitive standards at local, regional, and national levels.
- Build strong links with external clubs, governing bodies, and performance pathways.
- Ensure a cohesive philosophy across all girls' sport programmes.

2. Shared Leadership of Mixed and Individual Sports

In collaboration with the Director of Sport:

- Oversee agreed mixed-team and individual sports.
- Contribute to strategic planning across the full sports programme.
- Support staff recruitment, development, and deployment.
- Assist in shaping the school's broader sporting identity and competitive calendar.

3. Line Management

- Line-manage all coaches allocated to the sports under your responsibility.
- Conduct performance management, lesson observations, and coaching reviews.
- Lead regular sport-specific meetings.
- Ensure high standards of safeguarding, health & safety, and pastoral oversight.
- Support CPD and professional growth of coaching staff.

4. Curriculum Design & Development

a) Spiral Curriculum Mapping (Y3–Y13)

- Produce a progressive spiral curriculum map for each sport.
- Ensure technical, tactical, physical, and psychological components are age-appropriate and sequenced.
- Align curriculum with long-term athlete development principles.
- Embed performance analysis, leadership, and officiating pathways.

b) Coaching Plans

- Develop annual coaching frameworks for each sport.
- Produce termly and seasonal training plans.
- Standardise session structures and expectations across age groups.

c) Playbooks

- Produce detailed playbooks for each sport including:
 - Core systems of play
 - Tactical frameworks
 - Set plays
 - Role responsibilities
 - Terminology and identity
- Ensure consistency of approach from junior to senior squads.

5. Academic Teaching

- Teach selected modules on the Level 3 Sport & Exercise Science course (Single, Double or Triple pathway).
- Teach selected modules on the Level 2 Sport Science course.
- Contribute to curriculum planning, internal assessment, and quality assurance.
- Support student progression to university, apprenticeships, and elite pathways.

6. Fixtures & Competitive Programme

- Lead the planning and delivery of the girls' fixture calendar.
- Organise tours, tournaments, and performance events.
- Develop meaningful competitive opportunities for all ability levels.
- Ensure appropriate balance between performance and participation.

7. Culture, Identity & Aspiration

- Create a high-performance yet inclusive culture for girls' sport.
- Promote pride, professionalism, and ambition.
- Celebrate success across all levels of participation.
- Develop leadership pathways (captains, sports scholars, student coaches).
- Increase visibility and profile of girls' sport internally and externally.
- Contribute to marketing, communications, and recruitment initiatives.

8. Safeguarding & Welfare

- Ensure all activities meet safeguarding and welfare standards.
- Monitor student workload and wellbeing.
- Maintain safe training environments and appropriate risk assessments.

Qualifications, Knowledge and Experience

Essential

- Degree in Sport, Physical Education, or related discipline.
- Experience leading or coordinating a team sport programme.
- Strong coaching background in at least one major girls' team sport.
- Experience teaching Level 2 and/or Level 3 Sport qualifications.
- Proven ability to lead staff and manage performance.
- Strategic thinking with operational delivery capability.
- Excellent organisational and communication skills.

Desirable

- Postgraduate qualification in sport or education.
- Experience in a high-performance or elite sport environment.
- Experience designing curriculum frameworks.
- Evidence of raising participation in girls' sport.
- Coaching qualifications at Level 2+ (or equivalent).

Key Attributes

- Visionary and aspirational.
- Organised and detail-oriented.
- High standards of professionalism.
- Collaborative but decisive.
- Passionate about girls' sport and female athlete development.
- Committed to inclusion and broad participation.

Other Duties and Responsibilities:

1. Adherence to the General Data Protection Regulations.
2. Promoting and safeguarding the welfare of children and young persons for whom the post holder is responsible, or with whom they come into contact.
3. Adhere to and ensure compliance with the School's Child Protection Policy at all times.
4. Report any concerns to the School's Designated Safeguarding Lead.

5. Comply with all health and safety provisions and systems provided by the school to practically prevent risk to the health, safety and welfare of all.
6. Undertake such other comparable duties as reasonably required from time to time.

Child Protection

Safeguarding and the promotion of our students' welfare, safety, physical and mental health by fostering an honest, open, caring and supportive climate is of paramount importance at Kingsley School. All staff are expected to share in this commitment and to ensure that they are familiar with all policies and procedures related to child protection and security.

Confidentiality and Data Protection

A strict code of confidentiality must be maintained at all times to protect the pupils and their families, other staff and the general business of Kingsley School. In line with General Data Protection Regulations (GDPR), information and other personal data may not be disclosed to third parties.

Cybersecurity

All employees are required to uphold the school's commitment to cybersecurity. This includes adhering to established security protocols, recognising and reporting potential threats, and participating in mandatory cybersecurity training sessions. Employees must practice safe online behaviours, ensure the protection of sensitive information, and actively contribute to the prevention of cyber incidents. Your participation is crucial in upholding our collective responsibility to protect not only the school's information assets but also the privacy and security of our community and ensure a safer cyber space for everyone involved.

Person Specification

See Person Specification for Leadership Role (Section 2)

Mr R J Pavis

Headteacher

September 2026