

DIRECTOR OF SPORT (MATERNITY COVER)



Information for Candidates



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Introduction from Ruth Sullivan, Head

Working at Sherborne Girls is an exciting opportunity. As a full boarding school we are able to offer a varied and creative academic curriculum supported by a full co-curricular programme. We place a great deal of importance on appointing the right staff, and we look for those who are able to make a genuine difference to the lives of our pupils. We are fortunate to be able to attract a high calibre of staff to our wonderful school. We really value the contribution made by all our teachers and support staff and in turn we offer a full programme of continuous professional development tailored to individual needs.

We are privileged to work in the attractive market town of Sherborne, which includes a beautiful Abbey, is steeped in heritage and has good connections by road and rail. We work closely with the other schools in Sherborne, particularly Sherborne (boys) School, to make this a unique educational experience.



Most of all we are proud of our girls, who leave us as at the end of their time at Sherborne as adaptable, courageous, compassionate and curious young women.

If you would like to be part of this thriving community then we would love to hear from you.

Ruth Sullivan, Head

Sherborne Girls

The School

Sherborne Girls is an independent, full-boarding and day school founded in 1899. It is situated on a beautiful campus on the western edge of the historic Abbey town of Sherborne and has an excellent academic record combined with first-rate facilities. It aims to give its pupils (aged 11 - 18) a broad and balanced academic, physical, social and moral education. The school has an Anglican foundation. Academic results are excellent at GCSE and A Level.

Neighbouring Schools

In July 2024, Sherborne Girls formed part of the Sherborne Schools Group alongside Sherborne Boys, Sherborne Prep and Hanford Prep. Drama, music, social and academic life are greatly enhanced by shared activities and resources. The range of subjects offered in the Sixth Form are increased by working in partnership with Sherborne Boys. A Level courses are available for our Sixth Form of over 180 girls.

Boarding

The boarders live in seven purpose-built houses: one for Years 7 and 8, five mixed-aged houses for Years 9 to 12, and an Upper Sixth House. Each house has a pastoral team comprised of a teaching Housemistress or Housemaster, resident and non-resident tutors and matrons. Girls eat all meals in their houses and the Personal Tutor system is house-based.

Academic Achievement

We are proud of our academic achievements and strive to give all our students the best opportunities for them to develop their unique potential. The curriculum is enriched by appropriate use of technology. We are a Microsoft Showcase Incubator school and all staff are provided with a pen-enabled Microsoft device for teaching. We offer an extensive co-curricular programme, a range of study days and external trips. However, our aims are broader than just to achieve excellent examination results, and although our pupils make progress significantly above expectation, we also want them to develop independence and other life-skills, talents and interests, along with respect for one another.

School Aims

- Full boarding School - To deliver the highest standard of boarding provision through exceptional facilities, resources, care and experiences.
- Aspiration and Ambition - To engender a culture of excellence in all aspects of school life and with all members of the community.
- Technology - To ensure our pupils are equipped for the future, developing their digital literacy and familiarity with latest technologies, as well as fostering essential and emerging skills for the future workplace.
- Sustainability - We aspire to enhance our position as a leader in the sector for environmental sustainability, setting clear targets for the School to achieve Net Zero, as well as driving an innovative and pioneering educational programme that develops the pupils' awareness and commitment to sustainability and the world around them.
- Community - Community is the bedrock of our School and the town of Sherborne. The history of the town, Abbey and the honey-stoned buildings add to this very special ethos and deep sense of tradition. We are privileged to live and work in Sherborne which is a centre of educational excellence.
- Staff - In order to nurture inspiring and effective role models for our pupils, we will continue to strengthen our people-first culture. We recognise the expertise of our staff and are committed to supporting and empowering them to contribute to the future development of the School.

The Department

Developing an understanding and appreciation of the health-related benefits associated with physical activity and a healthy lifestyle are very important at Sherborne Girls. The School teaches Physical Education (PE) as part of its core curriculum offering to pupils from Year 7-11 as well as offering Sport Science at A Level. There are many opportunities for pupils to participate in a wide variety of fitness activities, together with a comprehensive competitive sports programme which utilises the Schools excellent sporting facilities, including a 25m six-lane swimming pool, 27 tennis courts (including grass courts), a floodlit Astro pitch, lacrosse pitches, climbing and bouldering walls, a superbly equipped fitness suite, spin zone and a high performance gym. All of these facilities are located on site at the Oxley Sports Centre and pupils are full members with access to the facilities throughout the day, evening and weekends.

Whilst participation in sport is very important at Sherborne Girls, we also value highly our links to local clubs and provide support for pupils to excel in their chosen sport through recognised performance pathways. On average over 40 girls a year are successful in achieving county, regional or national representation in their chosen sports, including hockey, lacrosse, cross-country, netball, athletics, cricket, equestrian and golf, with a further 275 pupils receiving private tuition in tennis.

The Role

The Director of Sport will work in conjunction with the Deputy Head Operations & Co-curricular to ensure the smooth running of the extensive sports and activities programme at Sherborne Girls, both in curriculum and co-curricular time. They will have a clear understanding of the department’s vision and strategy for the development of sport, providing dynamic and inspirational leadership, and fostering the department’s truly unique, female-focused approach to sport. They will maintain an environment in which all girls participate enthusiastically, and recognise the value of a healthy, active lifestyle.



Main Duties and Responsibilities

Sport and PE

- Oversee the structure, implementation and delivery of an inclusive sports and PE programme at Sherborne Girls for all pupils.
- Ensure the creation of a balanced and challenging fixtures list at all levels, for all sports, in conjunction with staff in-charge of Sports.
- Monitor the professional standards of all coaches, including delivery of training, match day preparation and team management.
- Chair the department weekly operational meeting and oversee the allocation of staff, facilities, transport and catering for all fixtures.
- Chair the department staff meeting ensuring that there is a free exchange of ideas, a clear communication of strategy and priorities, and a culture of collaboration and support.
- Be present on match days, including Saturdays, to oversee the smooth running of fixtures, including hosting visiting teams and spectators, as required.
- Take responsibility for the promotion of achievements and experiences of pupils in Sport.
- Coach and/or teach a number of agreed periods in the week.
- Organise and promote activities to enhance enrichment in Sport through the co-curricular programme at both performance and participation level.
- Promote the development and use of technology within Sport.
- Lead on developing links with clubs in the local area to create performance pathway opportunities for players.
- Explore ways of opening up new opportunities for pupils to sample sports.
- Work with the Head of Athletic Development on the integration of strength and conditioning within the sports programme for all pupils.

Performance

- With the assistance of the Head of Athletic Development, take responsibility for performance athletes and the sports scholars programme, developing systems for identification and assessment of candidates, liaison with prep schools and monitoring of current scholars.
- Work with performance athletes and scholars to develop and deliver a programme of improved skill level, increased fitness, improved decision-making, injury prevention and education.
- Work with staff to ensure skills progression in individual sports.

Physical Activity

- Offer a full programme of physical activities to ensure all girls are kept engaged throughout the year.
- Work closely with Oxley Sports Centre to provide a breadth of opportunities for girls to sample different sports and activities.
- Work with Oxley Sports Centre staff to ensure pupils are supported and encouraged to participate in fitness related activities.

General

- Promote and safeguard the welfare and health and safety of children and young persons for whom you are responsible and with whom you come into contact.
- Act in a professional manner, maintaining good order and behaviour among the pupils, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- Attend INSET and additional training as required.
- Take part in the School's annual performance management procedure (Staff Development Review) and respond accordingly to set targets.
- Tutoring of pupils and boarding house duties as required.
- Manage communication channels in a timely and effective manner both over email and on TEAMS, to respond to staff, parents and girls as appropriate.

Management of Facilities

- Work with the Sports Administrator to ensure equipment inventories are regularly updated and sports equipment is well maintained and appropriately stored.
- Liaise with the grounds staff to ensure sports facilities are appropriately maintained and prepared for the start of each season.
- Liaise with Oxley Sports Centre to ensure pupils have regular access to facilities during term time.
- Meet with members of Sherborne Boys Sports Department to further opportunities to share resources and open new opportunities for joint activities.

Staff Development

- Line manage a number of PE teachers and sports coaches.
- Complete the annual Staff Development Review (SDR) process for all line managed staff.
- Assist in the appointment of staff to the department and the induction of new staff.
- Lead by example as an outstanding practitioner, including coaching and/or teaching across the age-range, providing for diverse needs within any given group, differentiating and maintaining high standards of discipline, and maintaining a stimulating coaching/educational environment.
- Oversee the effective management of allocated staff, embedding good line management practices and a positive culture across the department focused on:
 - Being open, honest, fair and consistent
 - Promoting a culture of positivity and respect
 - Handling conflict and dealing with people related issues in a proactive and timely way
 - Providing knowledge, clarity and guidance to team members
 - Supporting team members wellbeing, and sustaining positive working relationships
 - Supporting staff development

Administration

- Oversee the Department Handbook and updating of all required evidence for monitoring the effectiveness of teaching and learning, coaching and staff development.
- Produce an annual Department Development Plan.
- Be responsible for the Sports Department Budget, including submitting an annual budget request and maintaining an accurate record of expenditure.
- Produce a termly update for the Deputy Head Operations & Co-curricular on the performance of each sport.
- Be aware of, support, and implement all school policies, including assessment and reporting, rewards and conduct, and those in place to maintain safe working practice.
- Work with the Sports Administrator to ensure that all sports activity is communicated in a timely manner, including monitoring the input and quality of match reports on SOCS, and the timely communication of all areas of success and achievement, including in the write up of a weekly bulletin.

Marketing and Admissions

- Champion the department in achieving national recognition for the school's pioneering work in supporting adolescent females in sport.
- Be an active member of PADSIS and the GSA, representing the interests of the school and wider community as required.
- Contribute to the development of marketing opportunities in sport using the school's website, social media platforms, and improved communication with parents and the wider community.
- Liaise with the Admissions Department regarding opportunities for external prep school engagement.
- Assist the Admissions Department with sports activities in support of boarding taster events and Sherborne Girls at work days.
- Maintain, improve and review the website for Sport to ensure it is fit for purpose and reflective of the current provision.



Person Specification

This exciting position will be suited to a professional experienced in working within education. A sound understanding of the academic demands of a full boarding school would be an advantage, as would experience managing people. The post holder will need to be visible around the school and must continually review and improve our academic provision through maintaining excellent standards and supporting all staff.

| | Essential | Desirable |
|--|--|--|
| Knowledge, Experience and Qualifications | <ul style="list-style-type: none">• Have experience of working in a high-performance sports environment.• Have experience of leading and managing a diverse team of people.• Have coached one of the School's principle sports to a high level in order to take performance teams• Have experience of working with adolescent females.• Hold relevant qualifications in their field of expertise. | <ul style="list-style-type: none">• Experience of teaching academic PE, including A Level AQA Specification.• Qualified minibuss driver.• Qualified first aider.• Hold a suitable degree.• Have experience in sports education.• Level 2 or above coach in one of the sports major games – hockey desirable.• Umpiring qualification(s) in principle sports |
| Skills and Abilities | <ul style="list-style-type: none">• Be passionate about sport within education.• Be able to demonstrate first-class coaching skills and inspire others to embrace new strategies.• Be able to create a supportive competitive environment.• Inspire a high level of engagement and commitment in the various areas of the role.• Demonstrate flexibility when working in a busy school, including evenings, weekends and holidays.• Work effectively both as part of a team and independently.• Effectively manage commitments and deadlines.• Work collaboratively and supportively with colleagues within the Sherborne Schools Group (SSG) and with other organisations.• High standards of written/oral communication and IT literacy. | <ul style="list-style-type: none">• Ability to draw on considerable organisational skills.• A good grasp of Health and Safety legislation and its application in a school setting.• Ability to maintain a sense of purpose and perspective about the co-curricular work being conducted at School.• Knowledge of a high-quality PE and Games programme to ensure it is broad and balanced, meets current trends and appropriate for the needs of the girls. |
| Personal Attributes | <ul style="list-style-type: none">• Ability to plan strategically and delegate effectively.• Highly organised and excellent communication skills.• High level of verbal and written communication skills and ability to share information with a range of audiences.• Ability to demonstrate a high level of personal drive, vigour and ambition to achieve challenging targets.• Able to inspire participation and performance from pupils.• Ability to adapt and problem solve in a fast-paced dynamic environment. | <ul style="list-style-type: none">• Commitment to continued professional development.• Ambitious to secure the highest standards.• Ability to explore new ways of working within a partnership to drive improvements within Sport both within the SSG and external clubs, links and pathways.• A charismatic and highly visible individual who can continue to build on the sporting provision at Sherborne Girls. |

Terms and Conditions

Salary Expectation

A highly competitive remuneration package is available for the right candidate and dependent on experience.

Contract

This is a full time, fixed term position. Work may be required on some of the bank holidays if they fall within term time.

Pre-employment checks and probationary period

The successful applicants' appointment will be subject to successful completion of a probationary period and full pre-employment checks.

Sherborne Girls will conduct online searches for shortlisted candidates. This check will be undertaken based on the requirements set out in Keeping Children Safe in Education 2024. The check will help the us to ensure safe and robust checks on the suitability of individuals to work within our School. To minimise unconscious bias or potential discrimination issues, a person who will not be on the appointment panel will conduct the search and will only share information if and when findings are of concern. A panel may explore any concerns passed to them as part of our due diligence process.

Benefits

- Membership of a suitable Pension Scheme
- Free lunches are provided during term-time
- Free parking is available on the school campus
- Discounted membership of the Oxley Sports Centre
- Use of a Microsoft pen-enabled device for teaching and school administration
- Membership of the School's employee support programme

Application Process

To apply please follow the instructions on the school website or TES. The closing date for applications is 9am on Friday 18 April 2025 and interviews will be held in the week commencing 28 April 2025. We reserve the right to interview and appoint before this deadline so early applications advised. The successful candidate will commence in post from 26 August 2025.

Safeguarding

Sherborne Girls School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and DBS and barred lists checks. The school expects all staff and volunteers to share this commitment. Sherborne Girls School is an equal opportunities employer.

Our Vision, Mission and Values

Vision

To be the leading full boarding girls' school for all-round personal development and academic fulfillment, and to create a community of empowered learners who will be an influence for good in a challenging world.

Mission

To provide a broad and enriching, full boarding education that develops the unique talents of every girl within a supportive community to send out into the world girls of character, commitment and compassion who are able to think clearly and creatively, choose wisely and have the courage to make a difference.

Values

Curious Sherborne girls will be intellectually enquiring and imaginative; they will seek challenge and inspiration in the pursuit of excellence.

Courageous Sherborne girls will be bold and adventurous; they will have the courage to take risks, the resilience to overcome adversity and the inner confidence to lead others.

Compassionate Sherborne girls will be principled, considerate and kind; they will have a sense of responsibility to make a positive contribution to the communities in which they live and work.

Adaptable Sherborne girls will be resilient and flexible; they will be able to adapt to the demands of the modern day and to respect and celebrate the differences of others.

Spiritual Sherrborne Girls understand Christian values, they value reflection and well-being in themselves and others.





Working in Sherborne

Sherborne is, without doubt, one of the most beautiful towns in England. With its abundance of medieval buildings, superb Abbey, world famous schools, picturesque Almshouse and two castles, Sherborne has much to offer. Ideally located on the Dorset and Somerset border it has excellent transport links enabling the town to flourish.

Sherborne is a popular centre of activity for locals and visitors alike. It is known for its cultural events and festivals as well as its attractive high street. Sherborne is surrounded by the beautiful Dorset countryside of Thomas Hardy's Wessex and is close to the spectacular Jurassic coastline.



