



# King Edward's

## W I T L E Y

---

### Job Description – Head of Football

---

#### **Overall Purpose**

To assist the Director of Sport by providing strategic direction, leadership, oversight and management of girls and boys football at King Edward's School. To safeguard and promote the welfare of children.

Reporting to: Director of Sport

Location: King Edward's Witley

Hours of work: Part-Time

Contracted coaching hours

- Tuesday, Wednesday, Thursday 2pm – 5.30pm
- Saturday fixtures (usually a morning or afternoon)
- Admin hours can be flexible and will be discussed at interview

---

#### **Main duties and Responsibilities**

##### **Managing the School's Football Programme, specifically;**

- To provide strategic direction, leadership, oversight and management of girls and boys football at King Edward's School
- Work closely with the Director of Sport and with other colleagues leading other sports
- Work closely with other colleagues to nurture elite performance in sport
- Build a culture of respect and sportsmanship at all levels throughout the School
- Ensure provision of a programme that caters for pupils of all abilities
- Provide opportunities for pupils to attend referee and coaching courses where appropriate.
- Organising and managing minor and major football tours
- Organising and managing the pre-season training programme during August ahead of the season.
- Organising and confirming fixtures, national competitions and annually reviewing the fixture list
- Administration of home and away matches (arranging transport, catering, equipment, referees etc.) in conjunction with the departmental administration team.
- Organising and managing the Inter-House Football Programme
- Liaising with the Director of Sport to ensure effective use of budgets and resources
- Pre-empting, resolving and adhering to Health and Safety rules and regulations
- Liaison with the Medical Centre regarding injuries and post-injury training programmes

- Liaison with the Head Groundsman regarding pitches, fixtures etc.
- Embed a programme of football competitions using the grounds that are aimed at Prep and Primary schools.

### **Coaching**

- The Head of Football will coach the Boys' and Girls' 1<sup>st</sup> XI for all School matches but will be expected to coach all teams as part of their training programme.
- Create and implement a coaching programme across the School
- Provide support and training to coaching staff
- Develop and implement a school policy on coach education and qualification
- Make a significant contribution to other major sports as required

### **Co-curricular**

- To contribute fully to the wider academic, co-curricular and pastoral life of a busy boarding school according to skills and enthusiasm be that in sports, arts, community and other activities.
- To contribute to the wider academic life of the school via enrichment activities, subject clinics and revision groups.

### **General**

- To make a positive contribution to the department by attending departmental and staff meetings wherever possible
- To make a positive contribution to the School and strengthen the partnership with parents by attending meetings as required i.e. 'whole school' INSET days, chapel services and parent conferences.
- To use the school's information system, currently ISAMS, according to school policy to keep accurate attendance and assessment data, as well as a record of Rewards and Sanctions.
- To maintain own continuing professional development, keeping up to date with legal requirements.
- To maintain appropriate confidentiality of information relating to the School and its staff and maintain compliance with the General Data Protection Regulation (GDPR).
- To adhere to the School's Company Health, Safety and environmental Policy at all times.
- To actively promote the School's safeguarding Policy and beware of personal responsibilities.
- To carry out any other reasonable duties as required.

### **Person Specification**

#### **Essential**

- Possess a high-level coaching qualification (UEFA B minimum) and/ or play, or have played, at a high level of football. Enthusiasm and commitment to high quality, inspiring teaching
- Demonstrate enthusiasm and passion for football.
- Will be willing to contribute fully to the wider academic, co-curricular and pastoral life of a busy boarding school
- Knowledge of the legislation regarding schools related to the role of the post holder.
- Excellent verbal, written and numeracy skills.
- Ability to work on own initiative.
- Ability to manage workload and priorities as well as tracking progress on a wide range of tasks.

- Ability to prioritise and work to deadlines with a 'can do' attitude.
- Excellent interpersonal and communication skills, be that written or oral.
- Unflappable and highly flexible, a team player with a good sense of humour.
- An appreciation and dedication to the importance of the safeguarding agenda.
- Enthusiasm for the sympathy with an educational environment and the aims of KESW in particular.

#### Desirable

- Willingness to coach another sport to support the sports department when out of the football season. Ability to create and develop new initiatives.

#### **The Department: -**

Football is the major boys' sport at King Edward's School, Witley, with girls' football being developed at pace. We envisage girls football becoming a major focus at the school in the coming years. The Boys 1<sup>st</sup> XI, U16A, U15A, U14A and U13A teams compete in ESFA, ISFA and County Cup competitions. The School has an impressive history of pupils representing the ISFA Teams and we have recently successfully pushed pupils through to trials at professional clubs leading to contracts for some pupils. The girls U13, U15 and 1<sup>st</sup> XI have recently begun entering these competitions also as we look to build a highly successful programme.

The School has enjoyed a successful period in regional and national competitions. In the past 8 years the boys sides have reached an ISFA Final, have won the ESFA U16 Small Schools' National title, become Surrey County Futsal Champions, been South of England Futsal Finalists and won the ISFA Futsal Championship. In addition to A team School fixtures there is an Inter-House Football programme as well as an abundance of B, C and D teams which caters for pupils of all abilities

#### **The Post:-**

The Head of Football role at King Edward's is an exciting and wide-ranging position and the post holder will have a strong coaching background and a proven track record in management and administration. They will be willing to recognise areas to develop in football programmes and actively work to improve those areas for the benefit of the pupils at the school.

#### **FURTHER INFORMATION:**

**The School:** Founded in 1553 by Royal Charter in the City of London, King Edward's is the operational arm of Bridewell Royal Hospital, a charitable foundation with assets in excess of £30m which provides for children in need of a boarding style of education. In 2019-20 the Foundation provided support to over 52 pupils to attend the School.

King Edward's Witley is a co-educational boarding and day school for around 400 pupils, around 35% of whom board. Main entry points at 11+, 13+ and Sixth Form.

Around 30% of pupils are from abroad, from over 40 different countries. There is a Sixth Form of generally more than 100 pupils, most of whom go on to highly-regarded universities in the UK and abroad, including Oxford and Cambridge. The School is, and intends to remain, lightly selective. The curriculum is deliberately broad and suitable for pupils who encompass a wide range of abilities. The School offers the IB Diploma alongside A-levels to allow pupils to pursue different routes through the post-16 curriculum. We are proud of our heritage and longstanding engagement with the City of London through the Bridewell Foundation, a significant endowment from which allows us to provide boarding places to pupils with a clear boarding need – our Foundationers. The Head is a member of

HMC. Further details of the School are to be found in the Independent Schools' Year Book, or on our website [www.kesw.org](http://www.kesw.org).

**The Area:** King Edward's Witley occupies 100 woodland acres on the edge of Witley, a village on the borders of Surrey, Sussex and Hampshire. It is about twelve miles from Guildford and four miles from Godalming. Witley station is on the Portsmouth to Waterloo railway line and the journey from London takes just under an hour by train. The School is 45 minutes by car from both Heathrow and Gatwick airports. The area is a noted beauty spot and the School is surrounded by woodland, heathland and commons. Local amenities include the Yvonne Arnaud Theatre in Guildford and the School is within close proximity of London and the south coast. There are good shopping facilities in Haslemere, Godalming and Guildford.

**Child Protection:** King Edward's Witley 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.