SEVENOAKS SCHOOL

SPORTS COACH (GIRLS' FOOTBALL SPECIALISM)





THE SCHOOL

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for over 1200 students from ages 11 to 18.

Sevenoaks is one of the world's leading IB schools, having taught the International Baccalaureate for over 40 years. For nearly 20 years, all Sixth Form students have taken the full IB Diploma with consistently outstanding academic results which are testament to the school's experience and commitment to the programme.

Sevenoaks is the top large-cohort IB school in the UK and among the top five globally. In recent years it has been the second highest achieving large-cohort IB school in the world. Sevenoaks is also the top fully co-ed all-IB boarding school in the UK, according to Best Schools (Education Advisers Ltd). The Sunday Times named Sevenoaks School Co-educational Independent Secondary School of the Year in 2023.

The school is one of the largest employers in the local area, employing staff in a wide variety of roles, and aiming to be an employer of choice for top staff from around the world. We offer our staff a competitive range of benefits and are in the process of developing a range of progressive employment policies and opportunities for personal and professional development. All Sevenoaks staff are encouraged to enjoy facilities such as our sports centre and pool, attend performances at our performing arts centre, and get involved in service activities within the local community. We strive to promote the positive mental and physical health of all staff. We believe that diverse coaching teams provide valuable perspectives and role models for our pupils. We welcome applications from individuals of all backgrounds and are committed to creating an inclusive environment where everyone can thrive.

THE CAMPUS

The school is situated in the Kent market town of Sevenoaks and has a prime position at the top of the high street. The 100-acre site, which includes several listed buildings and attractive gardens, is beautifully landscaped and adjoins the medieval deer park of Knole. London is only a 30-minute train ride away and the school is in commutable distance from several Kent towns including Orpington, Tonbridge, Tunbridge Wells, Bromley, Kings Hill and Dartford.

Recent developments on campus include a superb sports centre, a state-of-the-art performing arts centre, a world-class Science and Technology Centre and a Global Study Centre for the Sixth Form. Our campus has earned several architectural awards, including two RIBA National Awards (2019, 2022).

With eight distinctive and comfortable boarding houses, our boarding community is fun, friendly and busy.



THE SPORTS CENTRE (SENNOCKE CENTRE)

The Sennocke Centre is a multi-million pound sports venue. Its primary purpose is the provision of sports facilities and specialist coaching to the students of Sevenoaks School. When not in use by the school, the resources and facilities of the centre are available for commercial and community use for membership activities, performance coaching and courses. Membership is available to staff, parents and alumni of Sevenoaks School.

The facilities include a 25m six-lane swimming pool, fitness suite and weights room, studio, three glassbacked squash courts, three indoor tennis courts, an eight-court sports hall, rock and rope climbing area, physiotherapy room and a servery/ meeting room. Outdoor amenities include an athletics track, tennis courts, floodlit hard courts and astro and grass pitches with pavilions.

The facilities are built and maintained to the highest specification, enabling athletes and players to maximise their performance whilst actively reducing impact on the body and limiting injury.

The centre is a perfect location for achieving fitness and wellbeing goals or supporting athletes with high-level performance training and coaching.

Our aim is to provide opportunity and excellence for all and we want every user of the Sennocke Centre to feel inspired and motivated to achieve their sporting best.

THE ROLE

Are you passionate about helping young people develop confidence, resilience and a love of sport? We are seeking an enthusiastic Sports Coach to join our successful Sports Department and play a key role in delivering and developing our growing girls' football programme. This is an exciting opportunity to inspire and support pupils of all abilities, helping them to develop their skills, confidence and enjoyment of the game.
The successful candidate will be a positive role model who is committed to increasing participation and fostering a supportive, inclusive and empowering environment for girls in sport.
Due to the continued growth and popularity of girls' football within the School and our local community, we are seeking a part-time Sports Coach to support the delivery and ongoing development of the programme.

REPORTING TO

This role reports to the Director of Sport.

MAIN DUTIES AND RESPONSIBILITIES

Please note this is a non-exhaustive list and serves to indicate the type of roles that the successful candidate would be required to undertake:

- To be present at scheduled coaching/training sessions.
- To deliver coaching in accordance with recognised NGB and school standards within their specialist sport.



- Create an inclusive, positive and supportive sporting environment where all pupils feel encouraged to participate and achieve their potential.
- Act as a positive role model, supporting pupils' personal development, confidence and wellbeing through sport.
- To ensure all activities are conducted in accordance with the Health & Safety and Child Protection policies laid down by Sevenoaks School, the PE Department and the Sennocke Centre Manager (as appropriate).
- To ensure satisfactory conduct of pupils during the instruction periods.
- As appropriate, to give feedback to the Director of Sport on the progress of pupils.
- To accompany school sports teams to away fixtures.

PERSON SPECIFICATION

ESSENTIAL

- Coaching and/or teaching qualifications.
- Passionate about encouraging participation and development through sport.
- Experience coaching young people in one or more sporting disciplines.
- Coaching experience in one or more of the following sports: Athletics, Badminton, Basketball, Cricket, Cross-Country, Football, Hockey, Netball, Rugby, Swimming, Tennis, Volleyball.
- A proven track record of demonstrating an understanding of protocols, safety systems and regulatory requirements in a number of sports/disciplines.
- Strong IT and administrative skills.
- Dynamic, engaging and able to lead change.
- Ability to develop strong relationships with all stakeholders including pupils, staff, parents and the community.
- Creative and resourceful with a strong attention to detail.
- Collaborative team player.
- Organised, innovative and proactive.
- We recognise that great coaches come from a variety of backgrounds. If you are excited about this opportunity but do not meet every requirement, we would still encourage you to apply.

DESIRABLE

- Experience coaching girls' and/or women's football and a commitment to supporting the continued growth and development of girls' football within the School.
- Coaching experience in football, particularly within girls' or women's programmes.
- The ability to take a leading role in coaching girls' football teams and inspiring greater participation in the women's game.
- Experience leading initiatives, programmes or activities that have successfully increased participation and engagement in sport, particularly amongst girls and young women.



NOTE

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principle expectations of the school in relation to the post holder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role.

HOURS

This is a term-time only position, on a fixed term contract for the remainder of the academic year. The Sports Coach will be required to work between 20 - 25 coaching hours per week during term time. Typical timings are Monday to Saturday, between 13:00pm and 18:00pm.

We recognise the importance of achieving a healthy work-life balance and welcome applications from candidates seeking a part-time coaching opportunity within a supportive and collaborative environment.

SALARY

The FTE salary for this role is £41,600 per annum, the pro-rata figure based on the hours above will be between £15,715.62 and £19,644.52.

BENEFITS

- Pro-rata holiday entitlement of 27 days per annum, increasing to 30 days per annum after 3 years of service (excluding bank holidays). As this is a term-time role, payment for the pro-rata annual holiday entitlement of 27 days excluding bank holidays will be included in the salary offered.
- School lunch
- Free parking (subject to availability)
- Membership of the school's defined contribution pension scheme is available
- Cycle to work scheme
- Membership of the school's fitness centre
- Employee Assistance Programme
- Free or reduced price tickets to events in The Space, our Performing Arts Centre
- Access to Sevenoaks School Savers, a retail discount scheme
- Optional Benenden Health membership (employee funded)
- Fee remission policy (terms apply)

CHILD PROTECTION

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Safeguarding Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

OFFER CONDITIONS

Sevenoaks School is committed to safeguarding and promoting the welfare of children,



therefore, the offer of employment is subject to the satisfactory completion of a number of background checks including but not limited to an enhanced DBS check with Children's Barred List check, the taking up and verification of references and the verification of career history and fitness to undertake the role. The complete list of required checks will be provided to the successful candidate.

HEALTH AND SAFETY

Under the Health and Safety at Work Act 1974 and subsequent legislation, the school is obliged to provide you with a workplace and working conditions which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.

APPLICATION

If you wish to be considered for this role, please complete the online support staff application form at https://www.sevenoaksschool.org/work-at-sevenoaks/.

The closing date for applications is 03/12/2026 at 23:59.

The form must be completed in full and submitted electronically. CVs can also be submitted but cannot replace any information on the application form, which should be submitted in full.

Applications will be reviewed on a daily basis and interviews may occur at any stage. The school reserves the right to appoint at any stage of the recruitment process. We therefore invite interested candidates to apply as soon as possible rather than working to the closing date.

At Sevenoaks School our mission is to ensure that students secure their full potential. We prepare young people for life in a modern, global society and seek to provide every student with excellent role models. Having a diverse staff enhances our school community and we warmly welcome applicants from all backgrounds.

Please contact the Human Resources Office at humanresources@sevenoaksschool.org or by telephone on 01732 467740 if you have any questions about a completed application.