

Head of Girls' Games and PE

Purpose of the Role

The Head of Girls' Games and PE holds strategic and operational responsibility for girls' sport across the Pre-Prep and Prep, and for the leadership of PE from Early Years to Year 8.

This is a key leadership position shaping the sporting journey of pupils aged 4–13, ensuring a cohesive, inclusive and aspirational programme that promotes participation, character development, performance and enjoyment.

Working closely with the Director of Sport and the Senior Leadership Team, the post-holder will develop and deliver a clear strategic vision for girls' games and physical education, ensuring smooth progression from Pre-Prep to Prep and preparing pupils for the next stage of their sporting development. The role also includes leading and developing the Pre-Prep sports curriculum, managing staff, and raising standards across teaching, coaching and pupil experience.

This is an exciting opportunity for an inspiring, organised and forward-thinking sports professional who is passionate about nurturing young athletes, developing staff and raising standards within a thriving Pre-Prep and Prep School.

Key Responsibilities

Strategic Leadership

- Develop and implement a clear and ambitious strategic vision for Girls' Games and PE.
- Shape a cohesive sports provision across all three terms, ensuring continuity from EYFS to Year 8.
- Lead the strategic growth of sport within the curriculum, including EYFS and PrePrep.
- Represent the department at staff meetings and contribute actively to whole school life.

Curriculum, Teaching and Coaching

- Plan and deliver high quality PE and Games teaching across all age groups, including EYFS, Pre-Prep and Prep.
- Deliver inspiring coaching sessions and oversee weekly Games and PE programmes.
- Lead teams in fixtures from Pre-Prep and Prep on Wednesdays, Thursdays and Saturdays.
- Ensure all sessions are safe, inclusive, challenging and aspirational.
- Bring substantial coaching expertise in at least one major girls' sport (e.g., netball, hockey, cricket, athletics).
- Assess, record and report on pupil progress and attainment.

Fixtures, Events and Competitions

- Manage and create a balanced fixture programme focused on participation, development and sporting excellence.
- Ensure fair team selection and equal opportunity for all pupils.
- Publish termly fixtures in good time and coordinate transport with the Sports Administrator.
- Organise whole school Sports Days, including Early Years Foundation Stage provision.
- Work collaboratively with facilities, events and marketing teams to promote school sport.

Player Development and Performance Pathways

- Track pupil progression and monitor development across year groups.
- Identify emerging talent and support access to County, Regional and Talent Development pathways.
- Play an integral role in the 13+ Sports Scholarship process, including talent identification, assessment and communication with pupils and families.

Staff Leadership and Development

- Lead, inspire and manage a team of teachers and coaches across Pre-Prep and Prep.
- Support recruitment, induction, training and appraisal of sports staff.
- Mentor and guide coaching staff, fostering a collaborative and high performing culture.
- Ensure appropriate staff cover for lessons, fixtures and absences.
- Keep staff informed of procedures, legislation and best practice.
- Oversee accident and injury procedures during sports sessions.

Facilities, Health and Safety

- Liaise with estates and grounds teams to maintain high quality facilities.
- Ensure Health and Safety compliance and maintain up to date risk assessments.
- Oversee the effective management and use of equipment and resources.
- Maintain the Sports Department Handbook, policies and procedures with the Director of Sport.

Administration and Communication

- Manage departmental administration, including equipment ordering and allocation.
- Maintain excellent communication with pupils, parents, colleagues, school leaders and external organisations.
- Liaise with SEND, OT and Physio teams regarding pupils' physical needs.

- Contribute to school publications and attend relevant meetings, including scheduled staff meetings.

The successful candidate will:

- Be an inspiring and organised leader with a strong strategic vision for Girls' Games and PE.
- Have substantial coaching experience in at least one major girls' sport.
- Demonstrate proven ability to engage, inspire and develop pupils aged 4–13.
- Be committed to inclusive sport and equal opportunity.
- Possess excellent organisational, interpersonal and communication skills.
- Show enthusiasm for contributing fully to the wider life of the school.
- Be prepared to support evening and weekend commitments where required.