

THE · QUEEN'S · SCHOOL



CANDIDATE INFORMATION PACK

Senior Sports Coach

Full Time | For immediate start or as soon as available |
Closes 9am on Monday 2 November 2026

Unlock *Her* Future



Join one of the *highest performing* all-girls' school in the North West

Thank you for your interest in the position of Senior Sports Coach at The Queen's School. This is a wonderful and exciting opportunity to work in a thriving school with ambitious plans.

The Queen's School is an all-girls', academically selective independent school. By joining the PE department's dynamic team, the successful candidate will play a pivotal role in developing our pupils' sporting abilities, confidence and passion for sports. As a Senior Sports Coach, you will help lead and deliver an outstanding sports programme, coach school teams, support sports scholars, deliver curriculum lessons, oversee fixtures and inspire pupils to achieve their full potential. You will possess excellent communication, organisational and pastoral skills with a strong commitment to safeguarding and pupil welfare, and a desire to contribute fully to the vibrant sporting life of the school, including Saturday fixtures.

As a small school for girls, we are big and brave in attitude and ambitious in all we do which is why the school and the girls thrive. It is the amazing sense of community that flows through our School, right from Reception to Year 13 when pupils leave us ready and prepared to take on the world, that makes Queen's such a supportive, vibrant, and wonderful place to learn and work.

To learn more about what makes our school unique, I encourage you to take a look at our website, www.thequeensschool.co.uk.

We hope that having read this brochure you will be encouraged to apply.

Joanne Keville - Head

“A wonderfully empowering environment in which girls flourish academically but also personally, with bountiful opportunities on offer to pursue extracurricular passions and interests of every variety.” – Good Schools Guide



Job Description: Senior Sports Coach

Responsible to:

Head and Head of PE

The key objectives of the role:

- To assist in the running of the PE department, leading and delivering an all-round sports provision and assisting and enhancing all sport offerings.

Key responsibilities:

- To work cooperatively with the Head of PE and the rest of the PE department to operate a well-structured sports programme.
- To provide a high-quality coaching programme for all teams from Lower School to Senior School, contributing to the leadership of the sports provision alongside colleagues.
- To maintain and recommend equipment and supplies needed for the implementation of the sports programme.
- To foster among the players a desire to win, an attitude of good sportsmanship, personal pride, and pride for their school and community.
- To support and lead the administration of fixtures processes.
- To support in the delivery of the Sports Scholars programme.
- To deliver curriculum lessons and assist with the delivery of other lessons within the curriculum.
- To carry out specific duties designated by the Head of PE.
- To commit to all sports fixtures, including Saturday fixtures.
- To be responsible for the welfare, health and safety of pupils in their care, reporting any concerns or breaches of guidelines or behaviour to the appropriate person.

Carry out other associated duties as are reasonably assigned by the Head or other appropriate senior members of staff.

The post holder may also be required to perform any other duties as may be reasonably required as far is relevant to the post holder's grade and level of responsibility, for which the post holder has the necessary experience and/or training. Responsibilities may be subject to review from time to time and amended to reflect changing circumstances.



Person Specification: Senior Sports Coach

	Essential Qualities without which the Applicant could not be appointed	Desirable Qualities which may be used to choose between candidates who meet all our essential criteria
Qualifications /Attainment	<i>Level 2 coaching award, or equivalent</i>	<i>Level 1/2 umpire/referee award Good honours degree</i>
Experience	<i>Coaching experience of multiple age groups Pastoral experience</i>	
Knowledge	<i>Strong knowledge of sports Strong knowledge of the coaching of sports at different age groups from year 3 to year 13. Knowledge of how to differentiate coaching sessions for different abilities and age groups</i>	<i>Knowledge of SEN requirements</i>
Skills and personal competencies	<i>Strong pastoral skills Excellent interpersonal skills Excellent communication skills Ability to fully utilise technologies available to improve learning Ability to motivate pupils to realise their full potential Strong organisational, personal time-management and planning skills Commitment to maintaining the caring and supportive ethos of the school Commitment to the highest standards of education, safeguarding and pastoral care for all pupils</i>	

BENEFITS

The successful candidate will be offered an attractive and competitive package reflecting the significance of this role. The package has several other benefits including:

- A strong sense of community
- Supportive colleagues
- Pension Scheme
- Discounted school fees
- Subsidised meals and refreshments available
- Access to 24/7 online GP and other health and well-being experts
- On site parking if required
- Regular social events
- Small teaching classes

NOTES

We hope that this brochure provides you with plenty of detail about the role and the School in general. If, however, you have any other specific questions you would like answered before deciding whether to make an application, please email the Human Resource Department at recruitment@thequeensschool.co.uk.

APPLICATION PROCESS

Please read all the information provided before completing your application. All applications should be made electronically.

Key Dates:

- Closing date: **9am on Monday 2 November 2026**
- Start date: Immediate or as soon as available
- Interview date: W/c 9 November 2026

When completing your application, you should submit:

- The School's official application form – available on the School website.
- Please note that applications will only be considered on the School's application form.
- A letter of application, (no more than one side of A4) which should include your reasons for applying for the position. This becomes particularly crucial if your situation involves significant factors such as a notable change in pay, a shift in career, or relocation. Please address to the Human Resources Department and submit by 9am on Friday 30 January 2026 by emailing: recruitment@thequeensschool.co.uk
- Please do not send testimonials, certificates, or examples of work etc.
- **It is The Queen's School policy that feedback will not be given following application.**

Guidance for the completion of the 'Personal Statement' section

This is an important section of the application as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements. You should give clear examples of impact rather than simply stating that you possess certain skills and abilities or simply outlining all your experiences whether relevant or not. It is also important that you use this section of the application form to outline how you would contribute to The Queen's School co-curricular programme.

References

Shortlisted applicants are advised that references will be taken up prior to interview. All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of the references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children. If you are or have been employed within a school, then one reference must be from the Head of your current school, or the last school at which you worked. Neither referee should be a relative or someone known to you solely as a friend.

Online Checks

In line with statutory requirements and KCSIE guidance, the School will undertake relevant checks on publicly available online and social media presences. Any concerns or issues arising from the checks will be discussed as part of the Safer Recruitment processes as appropriate.

Shortlisting and Interviews

If you are shortlisted, your visit will involve a brief session with our Human Resources Department, to undertake several checks we are required to carry out by the Department for Education (DfE). These include the requirement for a satisfactory criminal records check at enhanced level through the Disclosure and Barring Service (DBS); and checks to verify your identity, address, right to work in the UK (you will be asked to produce your passport and/or visa before commencing work), qualifications and overseas checks (if relevant). A list of valid identity documents will be sent to you in advance of your interview.

During your visit with our Human Resources Department, if you have not done so already, you will be required to sign your application form to declare that the information you have given is accurate and true.

Please notify the School if you have any disability for which special arrangements need to be made for either the interview or if the position is offered.

All interviewees must bring original documents confirming qualifications and professional training, and three identification documents:

- at least two of the following: passport, driving licence photocard, birth or marriage certificate (evidencing change of name)
- and one document evidencing address: driving licence, council tax bill, or recent financial statement or utility bill dated within the last three months.

If you are unsuccessful, please be assured that photocopies of documents taken will be destroyed. Should you have any other questions relating to the post, please contact the School at

recruitment@thequeensschool.co.uk.



Conditional Offer of Appointment

At Queen's we are committed to safeguarding and promoting the welfare of children and young people. Any offer to a successful candidate will be conditional upon the following:

- Verification of identity;
- Verification of qualifications and professional status;
- Satisfactory criminal records check at enhanced level through the Disclosure and Barring Service (DBS);
- A check against the Barred List;
- A Prohibition from Teaching check;
- A Prohibition from Management check;
- Where the successful candidate has worked or been resident overseas for three months or more in the previous ten years, such checks and confirmations as the School may require in accordance with statutory guidance;
- Verification of the right to work in the UK;
- Receipt of at least two satisfactory references;
- A check for gaps in your employment history;
- It is our practice that a successful candidate must complete a pre-employment health questionnaire;
- Satisfactory completion of the probationary period.

It is the School's policy to employ the best qualified team and to provide equal opportunity for the advancement of our team, including promotion and training, and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age.



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