



# Dance Coach



ST HELEN &  
ST KATHARINE

# Welcome to St Helen and St Katharine

St Helen and St Katharine is one of the UK's leading independent girls' schools – a place where students thrive, and our brilliant staff use their expertise and enthusiasm to go above and beyond.

Our students achieve significant academic success each year, much of which is due to our teachers' ambition and passion, but the students and their parents are very aware that it is the whole staff group that makes St Helen's 'tick', and all staff are valued for their contribution to the school community.

When people start working at St Helen's, they are joining a vibrant community of 700 students and 225 members of staff. Whether as one of those expert teachers or as one of our skilled support staff, there are many opportunities to become fully immersed in life at St Helen's – from coming along to watch one of the outstanding school productions to taking part in the range of activities we have to support staff well-being and our sense of community.

We are fortunate to be able to offer a range of training and professional development opportunities to support staff growth; our staff training budget is generous and allows for both departmental initiatives and individual development. We look to get outstanding speakers to address both the whole staff and specific groups; we have been delighted to welcome Tom Sherrington, David Didau and David Weston to talk to our teaching staff in recent years and all staff have benefitted from the work we have done with Executive Coach, Simon Scott, as we look to keep life and work and wellness in balance. There is an active Joint Staff Consultative Committee and a regular staff e-zine that shares ideas for things to do in the local area.

St Helen's is an outstanding place to start your teaching career, and we provide comprehensive support for teacher induction. We encourage talented graduates interested in teaching to join us directly and have plenty of experience of guiding them to gain their qualified teacher status through the school-based PGCE from the University of Buckingham.

We are also an excellent school for newly qualified teachers to complete their 2-year Early Careers induction, guided by experienced subject mentors and our Initial Teacher Training Coordinator.

We look to connect both trainee and early career teachers with their peers in our immediate network of both independent and maintained sector schools in Abingdon.





## The School

Recently named Independent Girls' School of the Year, ranked the top 5 girls' school in the Southeast (*The Times Parent Power 2026*) and among the top 20 schools for sport in the UK (*School Sport Magazine*), St Helen and St Katharine is one of the leading independent schools in the country. It is an exciting place to work, and appointing the very best staff is integral to our success.

St Helen's School was founded in 1903 and was then joined in 1938 by St Katharine's in Wantage. The School is located on a single campus-style site of beautiful Edwardian and modern buildings set in 22 acres of grounds, on the outskirts of Abingdon, some six miles from Oxford. An extensive school bus network facilitates a large student catchment area that includes Oxfordshire, Gloucestershire, Wiltshire, Hampshire Berkshire and Buckinghamshire.

Unapologetically focused on girls – their needs, their ambitions and their voices – St Helen's is where futures are shaped *on her terms*. Our students achieve excellent academic results, and our goal is to ensure that every girl achieves success as she defines it, so that she can believe in herself, her talents and abilities, and so that she will feel prepared and equipped for life beyond school.

The School is a thriving community of girls and young women aged 9 to 18, from our Junior Department (Year 5–6) through to Sixth Form. St Helen's offers students an outstanding academic education and a rich and varied life beyond the classroom including excellence in sport, the creative and performing arts and a superb range of co-curricular clubs and societies.

We enjoy collaboration with a range of local partner schools, including Radley College, Abingdon, Larkmead, John Mason and Fitzharrys, providing opportunities to enrich the developmental journeys of our students and build positive connections across genders and experiences.

In 2023, we opened the doors to our new Sixth Form centre, the Benedict Building. The Benedict Building is a physical articulation of the School's vision for Sixth Form – to create an environment for our students that will spark their intellectual spirit and imagination – and provides students with the space and opportunity to grow their academic and co-curricular interests in readiness for the future.

# The staff

St Helen and St Katharine is a very special place to work.

Our students are at the heart of everything we do, we celebrate our powerful sense of community, and we take pride in our very high standards and the strength of our performance. We enjoy a working environment and a culture within the School which focuses on development, inclusion and the pleasure of working all together.

We are always looking at ways to develop our people – students and staff. We look to be progressive, imaginative and respectful; we combine the best of long tradition with a commitment to readying our people for the challenges of the 21st Century. We also firmly believe that a diverse workforce is a better workforce which will help us develop ideas, solve problems and ultimately grow St Helen's. Our campus is beautiful and an inspiring place to work. The young people we work with are remarkable and the staff community is welcoming, committed and compassionate.

Every day is different at St Helen's. It's fast-paced but never loses sight of the value of individualised conversations and the need for support. We take our commitment to the well-being of staff very seriously and we offer the resources and training to allow people to flourish professionally.

The contribution of every member of the staff team is valued at St Helen's, and teaching and support staff work closely together, appreciative of the positive difference everyone can make in their varied roles.





## The role

We are seeking to appoint a professional Dance Teacher to become a part of the St Helen and St Katharine PE department as a Casual Dance Coach. The post-holder will assist teaching in lessons, lunchtime and after school clubs, attend Dance events and competitions. A full commitment to involvement in our extracurricular programme is essential; this includes after school and occasional Saturday events.

The successful candidate will have a high knowledge and understanding of teaching dance from year 7 to sixth form and would benefit from having experience of teaching GCSE dance and/or A level.

All staff share the responsibility for promoting and safeguarding the welfare of the students, in accordance with the School's Safeguarding policies.

## The department

The department currently comprises six specialist Physical Education teachers (with varying specialisms including netball, hockey, lacrosse, gymnastics, swimming and tennis and cricket), a Head of Athletic Development and Health, and a PE Administrator. A number of other staff and external coaches also run sports clubs such as lacrosse, netball, fencing, tae-kwondo, sailing, tennis and dance.

We are very proud of our students and they are a joy to teach. They are very keen to be involved in sports of all kinds, interested in being fit, having fun and wish to play both in teams and to enjoy clubs. Teams and squads are very well supported both by the students and by parents on the sidelines.

## Facilities

Our on-site facilities include a fully equipped sports hall with cricket nets, indoor hockey facilities, badminton courts; six all-weather netball/tennis courts and a large field that is used for lacrosse and football (2 pitches) in the winter and for cricket and athletics in the summer. The main sports facility includes a specialist gymnasium, fully equipped fitness suite, ergo suite, group cycle suite, dance studio, dedicated teaching room, plus changing areas and staff facilities. Our Church Farm playing fields of 12 acres are used for lacrosse and football (4 pitches). Students are able to walk to the pitches (10 minutes).

Facilities locally are used for whole school sports day, athletics training and football fixtures on the 4G pitch. We use local pools for recreational and team training, as well as other facilities such as the climbing wall.

# Subject details/curriculum

We aim to provide a broad and balanced curriculum across the age groups, that motivates and inspires the students. The curriculum in Years 7 and 8 includes netball, lacrosse, gymnastics, dance, swimming, cricket, athletics and tennis.

The Junior Department (Years 5 and 6) follow a similar curriculum with modified activities as appropriate.

To maintain motivation in Year 9, we incorporate basketball, football, badminton and rugby as well as use of the fitness suite.

The curriculum in Years 10 and 11 is based on a broader choice for the students, incorporating areas of PES (personal, social and emotional wellbeing), fitness and team games.

PE in the Sixth Form includes a wider range of activities that are selected by the students such as basketball, dance, badminton, tennis, fitness training, spin suite and more using staff expertise and outside providers. Physical Education is offered as an examination subject at both GCSE (AQA) and A level (OCR).

There is an extensive extracurricular programme of activities, clubs and team practices and the PE department enjoys consistent success in a range of sports. Currently our biannual dance and gymnastics production and the choreography competition in alternate years regularly involve over 140 students. The main sports in the summer term are tennis, cricket and athletics. There are two dance squads and these enter local and national competitions.

Tours and trips are very popular. The department regularly takes a group skiing at Easter. Senior school sports tours are frequent with the most recent destination, Spain for netball and tennis, Sri Lanka for cricket and Sweden for football. Day trips to conferences and other sporting events are enjoyed by many students.

A full extracurricular programme and fixtures list is in place, including occasional Saturdays.





# Key responsibilities

Reporting to the Director of Sport, the Dance Coach is responsible for:

- Teaching dance in lessons, taking small groups/aspects of the lesson as appropriate.
- Teaching dance activities and clubs during lunchtimes and after school sessions.
- Attending competitive events and organising the School's Dance show.
- Providing occasional curricular/extra-curricular support to the Drama department as part of the School's wider performing arts provision by agreement.
- Evaluating performance and providing suitable feedback, balancing criticism with positivity and motivation.
- Assessing strengths and weaknesses in a participant's performance and identifying areas for further development.
- Adapting to the needs and interests of group or individual participants.
- Producing personalised training programmes where appropriate.
- Communicating instructions and commands using clear, simple language.
- Demonstrating an activity by breaking the task down into a sequence.
- Encouraging participants to gain and develop skills, knowledge and techniques.
- Ensuring that participants train and perform to a high standard of health and safety at all times.
- Inspiring confidence and self-belief.
- Acting as a role model, gaining the respect and trust of the people you work with.

## Supervision of students

- keeping up-to-date registers of attendance at each session.
- if running an after school session, ensuring that all students are collected by parents at the end of the session before you leave the School premises.

## Planning and administration

- Preparing for and attending appropriate competitions, tournaments, matches, trials and qualifying events; including a dance show.
- Maintaining registers (as detailed above) and records of student performance, submitting these to the Director of Sport/sports administrator after each session
- Liaising with relevant PE Department staff for team selection where appropriate.
- Ensuring up to date medical information is held for all students attending coaching sessions.
- Ensuring the PE administrator is updated on all hours worked to allow timesheet creation to instruct the Bursary to make payment via the payroll.

## Professional standards

- Acting in accordance with the key school policies as specified in the Casual Worker Agreement between the coach and the School and as informed at Induction.
- Working to high legal and ethical standards at all times, particularly in relation to issues such as child safeguarding and health and safety requirements and in accordance with the School's Safeguarding Policy.

You may be required to undertake such other reasonable duties from time to time as the School may reasonably require.



# The person

## Skills/abilities

- Ability to motivate and inspire students across the age and ability range.
- Ability to teach Dance.
- Ability to relate well to young people.
- Ability to work well on a day-to-day basis in a supportive and collaborative manner as part of a departmental team.
- Ability to contribute to the development and implementation of departmental policies and goals.
- Effective communication skills – oral and written.
- Excellent teaching and classroom management skills.

## Experience, knowledge and qualifications

- High level of current knowledge and understanding of teaching dance.
- Proven dance experience at a high level.
- A good honours or higher degree in a relevant discipline is desirable.
- An ability to teach graded ballet lessons would be desirable.

## Personal attributes

- Enthusiasm and passion for Dance and the ability to convey this to students.
- High level of personal and professional integrity.
- High degree of self-confidence, dynamism and personal warmth, so able to develop a good rapport with students, colleagues and parents.
- High expectations for student attainment, personal development and conduct.
- A commitment to involvement in an extracurricular programme which meets the needs of all students, including Saturdays where appropriate.
- A reflective practitioner; ability to self-appraise and manage continuous professional self-development.
- A commitment to safeguarding our students in line with the School's Safeguarding policies.

# Terms

Sports Coaches are engaged under a casual arrangement and are not employees of the School; the School will provide the Dance Coach with an Agreement giving full details of the terms of engagement.

The Dance Coach Casual agreement has no obligation on the School to offer work and, if offered, there is no obligation on the individual to accept it. There is an anticipated need for up to 10 hours of work per week to support Dance teaching and clubs during the school term (approx. 34.6 weeks per year). Working hours are to be agreed with the Coach in advance but are expected to routinely cover clubs during lunchtimes and after school (12.05pm – 1.05pm and 4.15pm – 5.15pm) and also providing lessons during the school day. This may be scheduled over 3 or 4 days per week and will be a regular pattern. There may be occasion where work offered falls on evenings or weekends.

The hourly rate for the Dance Coach is £33.33 per hour and is to be paid via the School payroll upon submission of timesheets. In addition to the hourly rate above payment for rolled up annual leave will be paid at the rate of 12.07%, bringing the overall hourly pay received to £37.35.

Sports Coaches are entitled to a free school lunch on the days on which they are in School and working over the lunch period.

There is free car parking on site.

St Helen and St Katharine 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, the Disclosure and Barring Service and overseas Police checks, if applicable. Employment is subject to these checks.



# The process

These job details should be read in conjunction with our Safeguarding policies, available within the vacancies section of our website.

Please then complete an application form (available within the vacancies section of our website). The completed and signed application form, along with a brief supporting letter addressed to **Mrs Sarah Rollings, Head**, should be submitted via email ([recruitment@shsk.org.uk](mailto:recruitment@shsk.org.uk)) in the first instance and then sent to:

Human Resources Department  
St Helen and St Katharine  
Faringdon Road  
Abingdon  
Oxfordshire  
OX14 1BE

Please note that any application form submitted electronically must be completed in the existing application form format, within Adobe.

The closing date for this post is **Monday 11 May 2026 at 9.00am**.  
Interviews will take place during the **week commencing 18 May 2026**.

Please note that due to the volume of applications we receive, we are unable to provide individual feedback.

We look forward to receiving your completed application.



[www.shsk.org.uk](http://www.shsk.org.uk)

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Independent day school for girls aged 9–18  
Faringdon Road, Abingdon, Oxfordshire OX14 1BE

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