

Director of Sport

Candidate Brief



Halliford
School
SHEPPERTON

Awarded a Significant Strength for Pupil Leadership - ISI November 2025





Come as you are. Go as all you can be.

About the Role

This is an extremely exciting role, which seeks to build on the outstanding reputation for Sport at Halliford School and to ensure that our future provision is ambitious, forward thinking and caters for the needs of all students in line with our ethos of 'Sport for All'.

The Physical Education and Games Department at Halliford School is a dynamic and exciting place to work. There are currently four full-time members of staff along with a graduate assistant and a group of specialist coaches who work closely to provide students with an inspiring and varied programme from Year 7 through to the Upper Sixth.

All students have an afternoon of Games each week with the main sports being Rugby, Football and Cricket. In addition, students in Years 7 – 9 also enjoy a double lesson of Physical Education. For GCSE the department delivers the Edexcel course. A large number of students opt for the subject each year and results are impressive. Many students also select Physical Education at A level, studying the AQA specification. A significant number of students then proceed on to choose sports related courses at university and indeed several have then opted to teach the subject! The Director of Sport is currently also responsible for the leadership of academic PE, however there may be the possibility to look at this responsibility differently depending upon the candidate's skill set.

The school is renowned for its sporting achievements. A and B teams regularly take part in a challenging and diverse fixture list and there are frequent opportunities for C and D teams. Student engagement comes as a result of inspiring and well-prepared coaching sessions that lead to success on the pitch or court. Pre-season training in all sports allows preparation and focus ahead of the start of the competitive season. These

sessions are always popular and well attended by our students.

A diverse co-curricular programme allows for growth of interest and engages a wider student audience. The focus may range from recreational to performance based activities and is constantly reviewed to meet the needs of the individuals. Many other members of staff are involved in lunchtime supervision of co-curricular activities such as Badminton, Basketball, Volleyball, Tennis, Golf, Indoor Climbing and Table Tennis club to name a few.

The department runs a series of inter-house sporting competitions each term such as Rugby, Football, Cricket, Basketball, Golf and Cross-Country competitions. These allow each student opportunity to represent their house, to contribute and feel valued. The culmination of this is the annual Sports Day event where every student takes part in at least one athletic discipline.

Halliford School benefits from some excellent sports facilities with a large sports hall equipped with cricket nets and a climbing wall, a newly refitted state-of-the-art fitness suite, outdoor basketball courts and on and off-site playing fields. The school also has links with local sports clubs allowing further fixtures to be hosted. We regularly use the facilities at; Weybridge Vandals Rugby Club, London Irish Rugby Club, Shepperton Cricket Club and the Xcel Leisure Centre which also offer a welcoming environment for visiting teams.

We are proud to have representation from students at academy, county, national and international level across many sporting disciplines. The school prides itself on developing student's potential and striving for excellence in performance whilst maintaining the sense of involvement and opportunity for all.



Role Description

Salary

The post holder will be paid on the appropriate point of the Halliford School Teacher's Pay Scale. We have our own pay scale, which is highly competitive and well above the maintained sector.

Lines of Responsibility

The Director of Sport is responsible to the Headmaster for the overall strategic direction of Physical Education at the School, but in line with all other Heads of Department they will be responsible to the Deputy Head (Academic) on curriculum matters and the Deputy Head Pastoral for pastoral and operational issues.

Management Responsibilities

- Overall responsibility for the professional leadership, management and promotion of Games and Physical Education within the life of Halliford School
- Responsible to the Headmaster via the Deputy Head Academic for the vision, policies, and culture of their department and for establishing these within the larger framework of Halliford School and our strategic plan, particularly in relation to teaching and learning
- Provide strong academic leadership. They should lead, manage and develop the department to ensure it achieves the highest possible standards of excellence in all its activities enabling students to progress to the highest levels in their subject
- Ensure students experience an educational programme that is personalised to their individual needs, identified through a robust assessment system
- Rigorously monitor learning outcomes, standards and attainment to ensure teaching and learning is consistently excellent
- Use school policies and procedures to monitor, evaluate and develop the outcomes for their department, including observations, performance review and development, book looks and reporting
- Take responsibility for budgeting and expenditure within the department. The PE and Games Department has a generous budget to enable a vibrant and extensive programme of opportunities for our students
- Promote the department to students and parents in its widest sense and liaise regularly with the Marketing Manager to provide opportunities to celebrate student success within the department
- Organise and promote departmental co-curricular activities, trips and visits with the support of the Assistant Head Co-Curricular, including Saturday morning sporting opportunities in all three terms



- Ensure the sports facilities are attractive, safe, productive and inspiring for all learners, including liaison with our Grounds Team
- Maintain connections with those leading the subject area at university level to support student progress to further education
- Maintain and build connections with local and national sports organisations to ensure our students have access to the very best sporting opportunities and facilities
- Use self-evaluation to inform practice and strategic planning
- Develop and update a Department Development Plan and Self Evaluation document annually
- Day-to-day management of the Physical Education Department and wider Games Department staff
- Encourage as many staff as possible to engage with the sporting programmes on offer at the school and to organise sufficient staff to ensure all teams are suitably coached and supported

Performance Management

- Line management responsibility for teachers in the Physical Education Department
- Develop their own leadership skills to ensure the confident management of the performance of the department
- Act as a role model for other members of staff in the pursuit of academic excellence
- Ensure the performance of individual staff is managed appropriately and offer as much support as is needed to enable each member of the department to contribute fully and develop their skills and experience, liaising with SMT as required
- Put in place the necessary evaluation and monitoring procedures to ensure improvement including termly work scrutiny, moderation of marking, monitoring attendance and regular lesson observations
- Meet with the Headmaster and Deputy Head Academic at the start of the academic year to review the performance of the department over the previous academic year and to present specific targets for the current academic year

- Engender a culture of excellence, cooperation and respect within the department
- Responsible for providing appropriate induction to all staff joining the department, including acting as an ECT mentor as necessary
- Contribute to the professional review and development programme, identifying training needs and encourage departmental staff to undertake INSET and other forms of professional CPD as appropriate
- Termly review of the fixture programme to ensure sporting experiences remain wide, varied and pitched at the appropriate level for students

Students & Parents

- Ensure all students develop as strong learners, make good progress and ensure the appropriate use of IT within the department to allow students to use MS Go devices positively in support of their learning
- Ensure the department adheres to the school's assessment and marking policy and students develop good learning behaviour in the classroom
- Ensure students are taught according to their educational needs and abilities, organising appropriate setting and overseeing good student discipline in the department
- Respond in a timely manner to any queries or concerns from parents and seek to keep them informed of any concerns about their child in good time
- Use of SOCS and email communication to ensure parents have clear Information on a weekly basis regarding sporting co-curricular opportunities midweek and at weekends

Teaching & Learning

- Keep abreast of developments in the department's subject and take appropriate action to update the curriculum as necessary
- Keep detailed records to show long, medium and short-term planning that establishes a culture of strong student progression
- Take responsibility for examination specifications, schemes of work and the departmental handbook, keeping such matters under constant review
- Overseeing entry procedures according to the instructions of the Examinations Officer and meet all the requirements of examination boards in respect of such items as non-examined assessment work and estimated grades
- Ensure students are prepared for public examinations by monitoring the teaching of the current syllabus, providing resources and guidance to allow students to revise effectively, and communicating appropriate academic information to parents
- Develop a stimulating and inspiring scheme of work for

Physical Education across the year groups that seeks to develop a lifelong love of the subject

- Maintain departmental resources and an inventory of items in the department
- Promote this popular subject to students in Year 11 as well as to external students looking to join the Sixth Form and liaise with the wider community and professional bodies
- Chair regular departmental meetings to ensure that clear actions and development plans are discussed, recorded and implemented against the Departmental Development Plan
- Attend school on the days when public examination results are published in order to provide guidance for students and professional advice for colleagues

Pastoral

- Ensure you deliver the very highest levels of Safeguarding and Child protection at all times and that these high standards are monitored within the department

Co-Curricular & Whole School

- Take a full and active role in the co-curricular programme on offer at the school including Saturday mornings in term time
- Organise and participate in educational visits, departmental events, school Open Days and Entrance Examination Day
- Participate once a week as a member of the staff duty team
- Foster strong links with feeder schools and appropriate sporting clubs and organisations
- Liaise with the Marketing Manager to promote the achievements of individuals and teams

Conditions of Employment

The post-holder must uphold the School's policy in respect of all matters related to Safeguarding and Child Protection. The above responsibilities are subject to the general duties and responsibilities in the written statement of conditions of employment (The Contract of Employment). The post-holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Headmaster and Governing Body. The post-holder would also be expected to carry out any other duties that are reasonably assigned by the Headmaster.

The Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and this must not be construed. This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification at any time after consultation with the post-holder.



Subject Delivery

Essential

Desirable

Primary means of assessment

Have a good Honours Degree	●	Application Form
Evidence of qualification to coach Rugby, Football and Cricket with at least one of these sports to a high level	●	Application Form
Evidence of qualification to teach Physical Education to A Level	●	Application Form
Ability to communicate a clear vision for Sport in a small school where sport is a key factor in attracting students	●	Interview
Demonstrate they have maintained an up-to-date knowledge of subject and teaching methodologies	●	Supporting Letter / Application Form
Have a good understanding of assessment and public examinations	●	Supporting Letter
Have Qualified Teacher Status / PGCE or be willing to undertake this qualification at the School	●	Application Form
Have high expectations of students	●	Interview
Be able to communicate effectively with students age 11 - 18	●	Interview
Be able to communicate effectively with colleagues	●	Interview
Work well as part of a small and dedicated team	●	Interview
Have a good range of teaching strategies to foster excellence and the ability to motivate and instil a love of Sport in all students	●	Interview
Be able to effectively use data to help students achieve their full potential	●	Supporting Letter
Demonstrate knowledge of how to plan for effective learning with a range of teaching strategies	●	Interview
A professional approach, which inspires confidence in students and parents	●	Interview
Mark effectively and provide developmental feedback	●	Interview
Excellent written and ICT skills (Microsoft Office) to gain participation and encourage learning	●	Interview
Evidence of excellent behaviour management strategies and the ability to set a culture of high expectations for students	●	Interview
A track record of successful student outcomes in a subject you have led	●	Supporting Letter / Interview



Management

Essential

Desirable

Primary means of assessment

Ability to lead and manage a team



Interview

Ability to support and develop the work of colleagues within the department



Supporting Letter

Ability to work effectively with the Senior Management Team in developing the department in line with whole-school and departmental priorities



Supporting Letter / Application Form

Demonstrate a clear understanding of the importance of professional development for all members of the department



Ability to organise and coordinate a departmental assessment plan, including suitable moderation



Supporting Letter / Interview

Whole School

Essential

Desirable

Primary means of assessment

Evidence of a commitment to promoting the health, welfare and safeguarding of young people at all times



Interview

Understanding Special Educational Needs and an ability to Implement education plans as required to enable all students to successfully access the curriculum



Supporting Letter / Interview

The ability to deal effectively and sensitively with the needs of parents / guardians



Interview

A commitment and willingness to engage in the wider co-curricular life of the school



Supporting Letter / Interview

Ability to coach a team sport



Interview

A positive motivation to work with young people



Supporting Letter / Interview

Emotional resilience and a good sense of humour



Interview

How to find us



**Halliford
School**
SHEPPERTON

Independent Senior Day School
Boys 11-18 Years • Girls 16-18 Years

Russell Road Shepperton TW17 9HX

Tel: 01932 223593 Email: hr@hallifordschool.co.uk

www.hallifordschool.co.uk   

