



THE **Leys**  
CAMBRIDGE



**DIRECTOR OF SPORT**

*candidate information*

# Director of Sport

*full time, permanent post  
Starting January 2025*



We are looking for a well-qualified, ambitious, and dynamic individual to fulfil this important role, from January 2025. The successful applicant will have the administrative expertise and personal skills to lead a large, busy and highly successful department. They will also have coached and/or played to a high level in at least one of the school's main sports.

The Leys is an inclusive and inspiring co-educational boarding and day school offering an incredible learning environment and pupil experience in Cambridge. Putting pupils at the heart of everything we do, our shared values create a strong, caring, and cohesive community. The successful candidate will be joining a dedicated, successful, and welcoming team of teaching and business professionals, committed to working together to combine their skills, experience, and insights to deliver an excellent education to our pupils.

The Leys is an extremely rewarding place to work. We hope you will take the time to look at our website to find out more about us.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Before appointment to any role in the school, checks including an Enhanced DBS Check and workplace references will be undertaken in accordance with current statutory guidance. Evidence of eligibility to work in the UK is required. A six-month probationary period will also apply.

The Foundation is committed to fostering an inclusive culture that promotes and values diversity and celebrates the diverse voice of our community.



# Welcome to *The Leys*



*Life at The Leys*

The Leys is a co-educational boarding and day school for pupils aged between 11 and 18. Set in the heart of the beautiful and stimulating city of Cambridge, one of the world's leading cultural and academic centres, The Leys' unique location allows pupils unrivalled access to the vast array of cultural and educational opportunities that Cambridge has to offer.

Established in 1875, The Leys values its history, yet it blends traditional values – courtesy, tolerance, respect, decency – with a forward and outward-looking approach to education. Dedicated staff and superb facilities combine powerfully to prepare young people for the challenges which lie ahead at university and beyond.

The Leys is a close-knit, engaged, friendly community of around 550 pupils in which pastoral care is seen as the top priority. Academic value-added is impressive and the breadth of the wider curriculum is renowned. The School caters for Boarding, Home Boarding and Day pupils but, with 70% of pupils accommodated in boarding houses, boarding is absolutely central to the ethos of the School and all pupils benefit from the vibrancy and structure which this provides.

# Sport at The Leys

As part of the core curriculum, almost all pupils undertake three games sessions each week. The team sports undertaken are Hockey, Rugby, Netball, Cricket, Tennis, Rowing and Swimming. Competitive fixtures are normally held on a weekly basis which, over the course of the academic year, involve most pupils. From Year 10, pupils not involved in these sports can undertake other individual sports within the “Games Options” programme, such as Athletic Development and Conditioning, Dance, Squash and Badminton. Among the late afternoon activities between 16:30 and 18:15, many sports are available such as Badminton, Basketball, Squash and Volleyball. These can be played competitively against local opposition including the Cambridge University Colleges. In more individual sports such as Athletics and Cross Country, pupils can have the opportunity to participate in district and county competitions.

The main sports complex includes a large sports hall, an up-to-date fitness centre, a projectile range with indoor cricket nets, three squash courts and an aerobics area. The main field at School has the 1st XV pitch and 1st XI cricket square. A full-size floodlit Astro turf pitch on site provides the base for hockey throughout the Autumn and Lent terms. They convert to twenty-one tennis courts for summer games. A 25-metre heated indoor swimming pool is available throughout the year, while the school’s boathouse enables pupils to pursue rowing. It also has three Tennis/Netball Courts. The school’s second playing field at Latham Road - just ten minutes’ walk from the school grounds - has approximately 20 acres of grass fields, a full-size Astro turf pitch, three hard Netball/Tennis courts and a 6-lane enclosed cricket net facility. The ground is jointly used with our Foundation partner Prep School, St Faiths.

The quality of our coaching is excellent, with competitive sport played to a high standard and pupils achieving District, Divisional and National representation. The proximity of Cambridge and its Universities enables the school to enlist the help of a host of peripatetic coaching staff specialising in particular fields. Professional coaches are employed in a number of areas such as rugby, swimming, rowing, tennis and cricket. The Head of the Strength and Conditioning/Sports Academy runs a programme to support the most gifted pupils in setting fitness and performance goals under the guidance of mentors who also act as a link with appropriate clubs and county associations.

The Games Department is made up of five full-time members of staff (The Director of Sport, Head of Rugby, Head of Hockey and Academy, Head of Tennis and Games Professional Coach), six part-time department staff (Head of Netball, Head of Cricket, Head of Rowing, Head of Swimming, Resident Sports Coaches) and two Sports Graduates. The games programme is then supported by many coaches from the teaching staff and a number of external coaches. The department is administered by the Director of Sport.



# Games Staff

Director of Sport	To be appointed	
Assistant Director of Sport	S W Coe	Games
i/c Hockey	S W Coe	Games
i/c Rugby	J G Clark	Games, Sports Science & PE and Housemaster of North A
i/c Netball	H M Cox	Games (part time)
i/c Cricket	R I Kaufman	Games (part time)
i/c Tennis	R A D Hill	Sports Science & PE, Games
i/c Rowing	S J Hames	Games (part time)
i/c Swimming	H Lee	Games (part time)
i/c Badminton		
i/c Squash	P White	Games (part time)
i/c Volleyball	R A D Hill	Sports Science & PE, Games
i/c Football	B C Elston	Head of Sports Science & PE, Games
i/c Sailing	M P Bray	Head of Outdoor Education

## Professional Coaches

Head of Strength & Conditioning and Sport Academy	S W Coe	Games
Professional Sports Coach	D W Rigden	Games and Housemaster of Bisseker
Resident Sports Coach	P X Miller	Games and Assistant of West
Resident Sports Coach	G Williams	Games and Assistant of Granta
Rugby	J Murray	Games (part time)
Tennis	F Roberts	Games (part time)
Swimming	J Freezer	Games (part time)
Sports Graduates	J Oliver	Games/ Sports Science & PE
	O Davies	Games/ Sports Science & PE



# The Role

Reporting to the Deputy Head (Wider Curriculum), the Director of Sport will have the responsibility for driving forward achievement and participation in sport at The Leys.

The Director of Sport has the following responsibilities.

## Management and Leadership

- In consultation with all key parties, produce and implement a five-year development plan for Sport within the School that will impact positively on the pupils, as part of the wider school strategic development plan.
- Ensure that a suitable, high-quality programme of games, activity time sports and extra-curricular activities is provided which covers the needs of all pupils.
- Manage and support Heads of Games in designing and reviewing fixtures, their programmes, provision, facilities, equipment and tours. This ensures that they are working together as a team to create a positive and supportive environment for staff and pupils.
- Engage, develop and maintain effective communication with and between staff in the department.
- Organise and chair the weekly Games Department meetings.
- Collaboration with other departments within the school and the development of links with clubs, societies, professional bodies and people outside the school, for the benefit of the school and its community.
- Produce and update documentation related to sport, in particular the Games Handbook, to include clear policies and procedures to be undertaken, which need to be communicated to all staff on a regular basis.
- Manage the effective implementation of performance management and provide opportunities for professional development (InSeT) to ensure excellent coaching and enjoyable games sessions are being delivered.
- Support Heads of Games and coaches/staff to ensure the highest possible standards of teaching and learning are maintained throughout the department.
- Manage the various Games budgets - equipment, match expenses, external (part time) coaches
- Liaise with the Health and Safety Manager and ensure that games risk assessments are in place and that health and safety standards and governing body rules and regulations are monitored and maintained in all sports
- Liaise closely with the Medical Centre, House staff and First Aid provider in all matters relating to first aid cover, injuries and rehabilitation.
- Be available to meet parents and talk about the provision of sport at the school, on Open Days and at other times (by arrangement)

## Staffing

- Discuss with all those in charge of sports the staffing required for their delivery and identify areas of recruitment need.
- With the Deputy Head (Wider Curriculum) arrange the deployment of staff to the games programme and oversee the employment, management and payment of all external games staff.
- Oversee the induction of all staff involved in games, especially for Health and Safety issues.

## **Pupils**

- To develop a culture of participation in all aspects of sport and exercise through the games and extra-curricular programme, so that the pupils enjoy sport, have a healthy and active lifestyle, and achieve to the best of their individual ability.
- To ensure each pupil's programme is balanced and clashes are resolved in a sensitive and timely fashion, working with key pastoral staff and parents.
- To lead the sports scholarship programme, organising and co-ordinating the selection process for Sports Scholars at 13+ and 6th form entry, and implementing appropriate programmes for them after their entry to the school.
- Oversee the Head of the Sports Academy to ensure the sound running of the excellence programme so that very able pupils have every opportunity to develop to the best of their ability.

## **Administration and Communication**

- Liaise with the Marketing Department over forging links with feeder schools and developing taster sessions, coaching visits and officiating.
- To ensure good communication with the Marketing Department and the timely publication of all matters pertaining to sports news and results on the school's website & social media.
- Collate weekly results and write assembly reports for the Sport Prefect and Head.
- Ensure trophies and information about games is available for Assemblies.
- Organise the termly award of colours and trophies, in consultation with Heads of Games and the Headmaster.
- Ensure appropriate records for all results are kept and maintained.
- Maintain links with Old Leysian sporting clubs.
- Manage the coordination of Sports Tours, in consultation with the Deputy Head (Wider Curriculum) and Senior Deputy Head
- Liaise with the Heads of Games in arranging sports dinners and relevant lectures.

## **Fixtures**

- Determine the level/number of fixtures that need to be organised for each sport, in consultation with Heads of Games.
- Ensure Heads of Games have the support necessary for administering their fixtures.
- Where necessary, coordinate the fixture programmes between different sports.
- Oversee a full fixture programme for Years 7/8.

## **Facilities/Equipment**

- Ensure the facilities are available as needed for all sports.
- Coordinate the use of the facilities between the various sports.
- Liaise closely with the Head Groundsman to ensure the grounds are prepared appropriately for practices and matches.
- Ensure that those in charge of sports have suitable equipment for their needs.
- Liaise with the Catering Manager to ensure appropriate arrangements are made for hospitality to visiting teams and supporters.
- Manage and co-ordinate the selection, purchase and distribution of sports clothing for staff and teams.
- Liaise with those responsible about issues regarding letting of facilities.

## **Personal Teaching Responsibilities**

The Director of Sport will play a substantial part in the implementation of our academic, games and extra-curricular and pastoral programmes. In particular, they will:

- Be involved each term in the major sports we offer, during curriculum time and in the running of teams.
- Undertake teaching in one of the academic teaching departments within the school. This would be approximately 11 40-minute lessons over a two-week timetable. Any academic discipline which the school teaches in its curriculum would be considered.
- Contribute to the late afternoon/evening extra-curricular sports activities.
- Contribute to the pastoral care of the pupils, including weekly duties in houses.

## **Other general requirements of the post**

- To report to break every day and be accessible for staff and pupils.
- To attend staff meetings, assemblies, whole school events, training days, parents' evenings.
- To insist upon high levels of behaviour and respect for others.

## **Safeguarding Responsibilities**

- To have read the School's Child Protection Policy and updates to this policy as required by the School.
- To adhere at all times to the School's Child Protection procedures and to undertake responsibility to safeguard pupils.
- To be aware of and adhere to at all times the School's Staff Behaviour and Code of Conduct and confidentiality.
- A duty to report and discuss any concerns about the safety of children and their wellbeing to the Designated Safeguarding Lead (DSL).
- A duty to report any low-level concerns about colleagues to the Designated Safeguarding Lead (DSL).
- To be informed and trained to an appropriate level and to complete mandatory safeguarding training as required by the School.

## **General Responsibilities**

- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.
- To ensure that a safe / secure environment exists for pupils / staff and customers and meet requirements under the Health & Safety at work Act 1974 and C.O.S.H.H.
- To uphold the provisions of data protection legislation, the School's Data Protection Policy, and other related policies.
- Understand and be mindful of the School Acceptable Use Policy and Staff ICT & Social Media Guidelines.
- To adhere to and maintain School Policies and Procedures and work with regard to the ethics of the School.
- To observe / implement all relevant legislative requirements, maintain and update own knowledge as appropriate for the role.
- To work flexibly as necessary to meet the needs of the role and the School.

**The list of tasks or duties and responsibilities described above is not exhaustive, and the School is entitled to instruct you, at any time, to carry out additional duties or responsibilities, which fall reasonably within the ambit of the job description, or in accordance with operational requirements.**



# Person Specification

Criteria	Essential	Desirable
Qualifications, knowledge and experience	<ul style="list-style-type: none"> <li>Degree level qualification or equivalent</li> <li>Experience of Teaching</li> <li>Experience of Management</li> <li>Experience of coaching sport to a high level</li> <li>Coaching qualifications in sport</li> </ul>	<ul style="list-style-type: none"> <li>Experience of girl's games and sport</li> <li>Experience of playing sport at a high level</li> </ul>
Skills and abilities	<ul style="list-style-type: none"> <li>Outstanding ability to motivate and manage a group of staff</li> <li>Strong communication and inter-personal skills</li> <li>Strong organisational abilities</li> <li>Excellent teaching and coaching skills</li> <li>Ability to motivate and manage pupils</li> <li>Good working knowledge of IT</li> </ul>	<ul style="list-style-type: none"> <li>Ability to work on your own initiative and as part of a team</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>Capacity to be efficient and organized, flexible and adaptable</li> <li>Ability to prioritise effectively</li> <li>The ability to work in a busy environment and meet deadlines</li> <li>Suitable to work with children</li> </ul>	<ul style="list-style-type: none"> <li>A good sense of humour</li> <li>Ambition</li> </ul>
Personal commitment	<ul style="list-style-type: none"> <li>Candidates should be willing and able to commit themselves actively to support the ethos of the school.</li> </ul>	



# How to Apply

If you are interested in applying, please submit a completed application form including covering letter addressed to The Headmaster, The Recruitment Team, The Leys School, Cambridge, CB2 7AD by **09.00am on Tuesday 14 May 2024**. Interviews will be held on Thursday 23 May 2024.

This role has the opportunity for regular contact with pupils and therefore is exempt from the Rehabilitation of Offenders Act 1974.

By applying for this role, you are consenting to The Leys School storing your personal data. Please read our 'Privacy Notice for Job Applicants' for further details.

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Charity no: 1144035.





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C A M B R I D G E