

Exceptional Breadth | Individual Focus

Candidate Information Pack
Hockey Professional – Full-time or Part-time Opportunity





From the Headmaster

Thank you for your interest in working at Cokethorpe School.

As Headmaster, I am tremendously proud of the work that is done here on a daily basis; I lead a dedicated and talented Common Room who, together with our committed support staff, have helped to create a dynamic learning environment, undoubtedly enhanced by the stunning parkland in which the School is set.



I describe Cokethorpe as being a 'restless' school. This does not mean that we are itching to change for the sake of it but rather that we are constantly reflecting on what we do to ensure that it is as effective as possible. This models the behaviour we expect of our pupils - always looking for ways to improve their learning.

I hope you find everything you need in this brochure and on our website to help you decide if Cokethorpe is an environment in which you would like to work.

We hope that you will wish to apply for this role once you have found out more about us.

Damian Ettinger
Headmaster, Cokethorpe School

About Cokethorpe

Cokethorpe is an HMC and IAPS, independent day school providing a liberal education to boys and girls from the age of four to eighteen. Situated in beautiful parkland just ten miles outside Oxford, the School has a strong reputation for providing a rigorous, broad curriculum underpinned by a firm belief in the principles of a liberal education, and a knowledge that all pupils have the capacity for excellence if encouraged to be ambitious and take responsibility for their learning.

The School is proud of the fact that its admissions process credits pupils who show a wide range of skills, leading to a dynamic and diverse learning environment. Students leave Cokethorpe to study at a range of different institutions, including Oxbridge, Russell Group and other equally reputable institutions. Results at GCSE and A Level are very positive, with a strong emphasis on the value that is added to pupils through excellent learning and teaching.

Success at Cokethorpe is bolstered by the Leadership Programme, which runs throughout the School and encourages pupils to develop particular traits: integrity, courage, empathy, judgement, ambition and responsibility. The aim is for pupils to take ownership of their own development.

The School has a strong extra-curricular programme and, whilst excellence in the classroom is paramount, all members of the Common Room are encouraged to see themselves as playing a role in this wider curriculum. It is a busy, purposeful school in which positive relations develop, and exciting and varied opportunities arise.





About Cokethorpe Sport

Sport is an integral part of school life at Cokethorpe. Excellence at the top end is underpinned by an ethos of commitment, ambition and participation throughout. In addition to Physical Education, which is taught as part of the curriculum, there are numerous opportunities to take part in a wide range of sporting activities. Pupils of all abilities are encouraged to play meaningful and competitive sport, at representative, School, inter-House, or purely at a recreational level. We also look to celebrate the development of all pupils by promoting the success of our C and D teams, looking to support the pupils into higher teams as their confidence grows.

Through sport we aim to develop pupils' responsibility and resilience by exposing them to physical, technical and mental challenges, giving them the opportunity to develop strong teamwork and leadership skills. We provide a breadth of sports, employing specialists who deliver quality coaching. To ensure a stimulating programme of extracurricular opportunities, we harness the talents of our staff and offer many additional sporting activities as part of the AOB activities programme.

At Cokethorpe we are justifiably proud of the achievements of our pupils and of the programmes that we offer. The School's numbers provide a rich source of sporting talent resulting in frequent and varied high profile sporting success.

Around 80 pupils represent their county, region or country in a range of sports every year. The School actively encourages pupils to attend county trials to further develop their playing experiences. In recent years there has been national representation in rugby union, football, hockey, show jumping, horse racing, climbing, weightlifting, sailing, rowing and kayaking.

Sports Department

The Sports Department delivers a core PE curriculum and a comprehensive games programme. The school boasts a full-sized sports hall, a strength and conditioning suite, a small golf course, an outside climbing wall, clay pigeon shooting area, three cricket squares, six major sports pitches, two hard and twelve seasonal tennis, and netball courts plus two full sized 'astro' surfaces. The games programme covers three afternoons a week with extra sessions at lunchtimes including a Junior School activities programme on Friday afternoons. The Department has seven full time staff, including a Director of Sport, Head of PE, Head of Netball, Head of Rugby, Head of Football, and an Assistant Director of Sport managing the Hockey programme.

To assist the Director of Sport in the quality games provision there are approximately ten part-time sports coaches and over thirty additional academic staff who contribute to the sports on offer.

Hockey is Cokethorpe's premier girls sport, having enjoyed success at both local and national level in recent years. Our U18 girls' team were both indoor and outdoor county champions in 2023 and have qualified for the Regional Championships every year for the last 5 years. Further hockey success further down the school came from our current U14 girls who qualified for the Southern Regional Hockey Finals at Reading Hockey Club at the start of March 2024. The girls were in action against Pipers Corner, Cheam School, Thorngrove and Headington with three extremely competitive games ensuring qualification.

In August, our senior hockey and rugby teams consisting of 40 students and 6 staff, embarked on our biennial two-week tour of South Africa. Based on the Western Cape, both the 1st XI hockey and 1st XV rugby had four competitive fixtures against a range of schools in Cape Town, Stellenbosch and the Paarl area.

The girls won two of their games against De Kuilen and Milnerton High School, whilst the 1st XV had victories against Stellenbosch High School, Paulus Joubert and Connect Rugby Performance academy.

In other sporting success, our senior boys football teams were double champions in the U16 and U18 Society of Heads tournament in 2024. The 1st XI won a pulsating final against Concord College 6-1 whilst the U16s were 3-1 victors over Oswestry School.

For the first time this year, Cokethorpe entered a sailing team to compete in Cowes Week. This involved a week of multiple races against a wide range of junior and adult sailing teams on the Solent, with the team finishing second overall in the Mini Slam.





Job Description

Hockey Professional

Reporting to Assistant Director of Sport, Sarah Naylor

Purpose

The postholder is responsible for driving the engagement and performance of girls hockey as well as boys hockey, developing the coaching delivery across staff, and supporting the high standards of our sports programme.

Key Responsibilities

- Planning and coaching hockey sessions, for pupils of all ages and abilities.
- Promoting professional standards of punctuality, kit, discipline and sportsmanship with all the pupils.
- Giving due consideration to the needs of individual pupils and thus ensuring that all pupils are working and developing at their own pace on the hockey programme.
- Leading the coaching team – supporting and developing staff to ensure quality delivery throughout the entire hockey programme.
- Developing an effective coaching structure and schemes of work for other coaches to use accordingly across the programme.
- Planning Individual Development Plans for talented and elite players with diligent communication to players' parents and Housemasters/mistresses.
- Helping develop strong relationships and partnerships with key external agencies, including Prep Schools, Universities, hockey clubs, England Hockey franchises and governing bodies.
- Supporting the administrative aspect of both Prep and Senior hockey including fixtures, tournaments, budgets, staffing and coaching plans.
- Supporting hockey tours appropriate for various player groups, providing opportunities for the players to expand their experiences both in the UK and abroad.
- To coach and lead on hockey AOBs (activities) as required.
- To establish a Development Plan for the overall infrastructure of School Hockey to cover performance, coaching and facilities at all levels.
- To support the promotion of the Sports programme internally and externally.

Person Specification

Essential

- A track record of elite hockey coaching, success and leadership is vital. We have no preferred criteria for the professional background of the appointee.
- The successful candidate will have considerable experience playing hockey. This might be at an elite/international level, have worked in club, county, regional or national setup or come from the education sector.
- Whatever their background, our new Hockey Professional needs to convince us that they are an inspirational coach and an outstanding role model.
- The ability to get the best from others, communicate well, think flexibly, be robust, and to lead and work as part of a team are essential.
- We are looking for someone who can communicate effectively with pupils, staff and parents.

Desirable

- Ability to coach other sports, including outdoor education activities.
- Driving Licence minibs (D1).
- Marketing experience to support promotion of events, recruitment days and admissions.

Additional Requirements

- Be committed to safeguarding and promoting the welfare of children and adhere to and ensure compliance with the School's Child Protection Policy
- Promote fundamental British values
- Comply with the requirements of the Health and Safety at Work Regulations. Taking reasonable care for their Health and Safety and for others affected by their works and to cooperate with the employer in ensuring that Health and Safety responsibilities are carried out.
- Duty of confidentiality towards the School. To acknowledge that in the course of employment you will have access to confidential information. You agree that you shall not divulge or communicate to any person, corporation, company or other organisation; use for your own purposes other than those of the School; or otherwise disclose or make use of any confidential information relating to or belonging to the School.





Appointment of Staff

To Apply

Interested and qualified candidates should submit electronically (as separate PDF documents in one email) the following to Mrs Sophie Crossley, Head of Human Resources, on recruitment@cokethorpe.org before the closing date. We reserve the right to interview prior to the closing date:

- A covering letter addressed to Mr D Ettinger, Headmaster.
- A completed Cokethorpe School application form.

Personal CVs are not required.

Please note that for candidates invited to interview, referees will be contacted prior to the interview date where possible.

Deadline for applications: Midday on Thursday 22 May. Early applications are encouraged.

Interviews will take place in the week commencing Monday 2 June. Interviews may take place before the closing date for suitable candidates.

Terms of Appointment

Shortlisted candidates will be interviewed and written documentation recorded. Any gaps in employment history will be fully investigated. Safer recruitment procedures are followed and members of the Senior Management Team are accredited by the Oxfordshire Safeguarding Children Partnership/NSPCC for recruitment. Child protection awareness is an integral part of the induction programme for new members of staff.

Following acceptance of an offer of appointment, a formal contract of employment will be drawn up. The following notes provide guidance, without prejudice, on the likely main provisions of the agreement.

Salary: Competitive salary based on qualifications, skills, and experience.

Hours: Full-time or Part-time, Term time, plus additional hours during school holidays as required.

Appointment Date: September 2025.

Medical Fitness

Any offer of employment will be conditional upon the appointee's fitness to carry out the role. New employees will be asked, following an offer of employment, to complete a questionnaire regarding medical fitness.





Recruitment Checks

The School is committed to safeguarding and promoting the welfare of children. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances and background of the offence. Our policy on the employment of ex-offenders is available on the vacancies section of the School's website.

All employees are expected to undergo child protection screening and appointments are subject to a satisfactory enhanced Disclosure and Barring Service check and other pre-employment screening. This includes receipt of at least two references satisfactory to the School, medical fitness, qualifications check where relevant for the post, the right to work in the UK, an identity check, online searches, and an overseas police check if the applicant has worked abroad within ten years from the date of appointment.

All appointments are made in accordance with our Equality policy and applicants should let us know of any special needs they may have so that adjustments can be made if required.

Benefits of Working at Cokethorpe

- Financial support for professional development and outdoor training courses
- Enrolment in the Aviva APTIS defined contribution Pension Scheme for support staff
- Fee discount for children of permanent staff subject to Cokethorpe's admissions criteria and means testing
- Training: An extensive training/CPD programme
- Personal Accident Insurance
- Employee Assistance Programme via Aviva
- Salary Sacrifice EV Car Scheme
- Cycle to Work Scheme
- Free use of the School's sporting facilities (including the Gym, Tennis Courts and Golf Course)
- Free Meals and Refreshments during term time
- Free use of the School's Coffee Shop in association with Ue Coffee Roasters
- Free parking on site
- A number of subsidised social events
- Annual Flu Vaccination.





Cokethorpe

SCHOOL

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