

Sports Coach

Responsible to: Director of Sport, Jack Robinson

Purpose

The Sports Coach will enhance the games programme for both girls and boys, while contributing to the wider sports performance and development strategy. This role involves delivering high-quality coaching, supporting staff development, and fostering strong community partnerships to promote a culture of sporting excellence.

Key Responsibilities

- Design, plan, and deliver engaging sports coaching sessions tailored to pupils of varying ages and skill levels
- Uphold and promote professional standards in punctuality, discipline, kit, and sportsmanship among all participants
- Customise coaching approaches to meet individual development needs, ensuring each player progresses at an appropriate pace
- Collaborate with talented and high-performing athletes to create Individual Development Plans, maintaining clear communication with parents and house staff
- Deliver additional sports-related activities and events as required
- Support the promotion and visibility of the sports programme within the School community and beyond.

Person Specification

- A strong background in sport, ideally with playing and/or coaching experience at club, county, regional, or national levels
- Demonstrated leadership and coaching ability, with a passion for supporting athlete development
- Excellent communication skills and the ability to build rapport with pupils, staff, parents, and external partners.

Additional Requirements

- Commitment to safeguarding and promoting the welfare of children, adhering to all child protection policies
- Promote fundamental British values within all aspects of the role
- Comply with health and safety regulations and cooperate with all safety protocols
- Maintain confidentiality and exercise discretion in handling sensitive information.

Hours: Up to 16 hours per week.

Note: We welcome applications from candidates at any stage in their career who meet the qualifications and demonstrate a passion for coaching and performance development.

Appointment of Staff

To apply

Interested 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.

- A covering letter explaining your suitability for the role addressed to Mrs Harriet Stapleton, Bursar
- A completed Cokethorpe School support staff application form.

Deadline for applications: Midday on Wednesday 5 August 2026.
Early applications are encouraged.

Interviews will take place in the week commencing Monday 10 August 2026.
Interviews may take place before the closing date for suitable candidates.

Appointment Date: September 2026.

Application forms can be sent to applicants by post on request or can be downloaded from the School website, www.cokethorpe.org. Please email recruitment@cokethorpe.org with your name and address and the position you are interested in or call Mrs Sophie Crossley, Head of Human Resources, on 01993 892359.

Benefits

- Generous pay scale
- Fee discount for children of permanent staff subject to Cokethorpe's admissions criteria and means testing
- Personal Accident Insurance
- Cycle to work Scheme
- Free use of the School's sporting facilities (including the Gym, Tennis Courts and Golf Course) Free Meals and Common Room 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 organised by the Common Room Committee
- Annual Flu Vaccination.

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.

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.