



CHELTEMHAM
COLLEGE

*Head of Sports Science
Cheltenham College*



If you would like more information about the role, please contact Amy Cook in the HR Department at recruitment@cheltenhamcollege.org

The closing date for applications is: **10am on Monday, 1 December 2025**

Interviews are likely to be held on: **Friday, 5th December 2025.**

College is committed to safeguarding and promoting the welfare of children and young people in its recruitment and selection of job applicants and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an enhanced DBS check.

Message from the Head of Cheltenham College, Nicola Huggett



I am delighted that you are considering a role here at Cheltenham College. I hope that you find this information helpful and we would welcome your application.

The College lies in the heart of one of the country's most beautiful Regency spa towns, only a few short miles from the rural delights of the Cotswolds. This means that as a place to live and work, you truly have the best of both worlds; a cosmopolitan centre with wonderful restaurants, shops and of course, four major cultural festivals a year, in addition to easy access to walks, country pubs and the great outdoors. Having recently moved to Cheltenham myself just a few years ago, with my husband and four children, I can assure you that there is something for everyone here.

Cheltenham College is a thriving community, with over 1100 pupils from the Prep and Senior Schools combined, cared for by 600 support and academic staff. We have high class facilities for academic development, boarding, sport, music and drama, as well as a truly awe-inspiring chapel. We are a 24/7 operation, working a six-day week with Saturday school. With our focus on full boarding (80% of our pupils are boarders) we are able to get to know our pupils very well and that makes inspiring them in and outside the classroom all the more enjoyable.

As staff, we enjoy the very wide range of activities that our pupils enjoy, with access to wonderful sports facilities for you and your family, a beautiful Common room, full IT provision, a thriving staff consultation committee and many staff social events. You will also have a tailored professional development programme and extensive support from our dedicated HR team.

Whilst we may seem a large organisation, we operate very much as a close community with a family feel. I know that as a new member of staff you will find that our focus lies very much in developing you as an individual. Just as we expect you to go the extra mile for your pupils, we will engage with your own professional and personal development from the start. We will ensure that you enjoy and feel valued in your new role as quickly as possible.

With best wishes

Nicola Huggett.

Head of Sports Science

The Appointment

A well-qualified and experienced teacher of Sports Science is required to lead this well-established department. The successful candidate will provide vision for the development of the subject, strong leadership and skilful team management.

The Department

The Department, which consists of 4 members of staff, is characterised by a real sense of confidence, enthusiasm, and enjoyment. There are excellent working relationships amongst the staff, there is abundant sharing of resources and ideas, and innovation is both welcomed and facilitated. Classrooms are equipped with up-to-date ICT equipment and class sizes are small, averaging around 10 per set at A Level and 18 at GCSE.

Pupils study: AQA GCSE PE, AQA A Level Physical Education and OCR Level 3 Extended Certificate in Sport and Physical Activity (CTech). Pupils also take part in the Junior Sports Leadership Award to support the CTech course. To maximise outcomes, the department collects practical video footage for both GCSE and A Level pupils which creates more time for practical and theoretical learning within the subject. The practical element supports the theoretical specification giving each pupil a variety of learning opportunities. Beyond the core curriculum, pupils learn the importance and value of all that sport offers. Delivery of the courses at both Key Stages is complemented by College's prolific and highly successful co-curricular sports and activities programme.

Job Specification

The Head of Sports Science is line-managed by the Deputy Head (Academic) and is responsible to the Head, *via* the Deputy Head (Academic), for the teaching, leadership, administration and development of Sports Science in the Senior School. The HoD is a member of the Heads of Departments' Committee. He or she will demonstrate the following skills and characteristics:

- Outstanding subject knowledge;
- Inspirational teaching skills;
- Strong leadership skills
- Excellent administrative and organisational abilities;
- Ability to innovate and inspire colleagues;
- Desire to share best practices within not only the Sports Science Department, but within College as a whole.

Beyond this, the HoD will bear the following responsibilities:

Leadership, Management and Development

- Ensuring that teaching and learning are excellent, specifically through lesson observation, appraisal, continuing professional development and departmental audit;
- Overseeing effective assessment in the GCSE, A Level and CTech;
- Analysing tracking data in order to monitor pupil progress and plan effective interventions, where required;
- Fostering a delight in the subject, an excellent work ethic and a culture of high expectations, achievement and success amongst staff and pupils, and setting the highest academic standards;
- Encouraging independent learning specifically using formative assessment and through imaginative schemes of work;
- Develop links with schools in the community, along with the development of outreach partnerships;

- Maintaining excellent communications with the department about departmental and College matters, and relaying College policy to the department;
- Keeping up to date with subject developments;
- Developing the appropriate use of ICT as a tool for teaching and learning;
- Determining staffing requirements in consultation with the Deputy Head (Academic); assisting in appointing new staff; providing opportunities for responsibility to be assumed by members of the department;
- Managing the performance and supporting the professional development of all departmental teachers;
- Representing the department within the College and promoting College Business in the wider academic community including feeder schools;

Administration

Teaching and Learning:

- Monitoring and recording the learning of pupils in the department, and overseeing the support of those with additional learning needs;
- Writing and updating schemes of work and programmes of study;
- Coordinating the recording and editing of pupils' practical footage, liaising with videographers and departmental staff, and attending fixtures / activities, as required;
- Liaising with colleagues in order to organise and run any live moderation required by exam boards;
- Monitoring and supporting the progress of both new and established staff;
- Organising lectures and talks by outside speakers, as required;
- Providing curriculum information, as required;
- Dealing with syllabus enquiries, updating, investigating alternatives and changing syllabuses as necessary;
- Establishing and overseeing subject enrichment within the co-curricular programme;
- Researching, updating and ordering resources;
- Arranging departmental displays;
- Managing and organising trips, where appropriate;
- Providing information for 3rd Form pupils making GCSE choices and 5th Form pupils making sixth-form choices;
- Meeting and communicating with parents when required;
- Preparing and presenting the annual Departmental Review and supplementary documentation;
- Keeping up to date with subject developments.

Universities:

- Assisting with university applications in accordance with the arrangements made by the Head of Upper College;
- Collating and disseminating up-to-date university and UCAS information;
- Providing comments for UCAS references as well as other relevant details as required;

Examinations:

- Oversee the setting and marking of 16+ Entrance and Scholarship examinations;
- If required, coordinating the practical endorsement components of examinations;
- Organising internal examinations, including setting and marking papers, collating statistics and publishing results;

- Organising entries for public examinations;
- Dealing with examination boards, including complaints, re-marks and appeals;
- Handling public examination results, including answering parental enquiries, and providing comments, data and statistics as required.

General:

- Managing the departmental budget;
- Reviewing and updating the departmental handbook;
- Provide occasional reports for College publications on departmental developments;
- Organising and chairing departmental meetings (at least fortnightly);
- Attending HoDs' meetings, departmental meetings and other meetings as required;
- Making arrangements for cover of absent members of the department;
- Taking responsibility for the Health & Safety of their Department with annual updating of all Risk Assessments.

Expectations

Members of Common Room are expected to teach their subject[s], to act as tutors, to be attached to day or boarding Houses, to make a substantial contribution to the co-curricular programme and to support the boarding ethos of the College.

Although hours of work are not specified precisely, the working day begins with a registration period at 8.30 am and will often include evening commitments during term times. Members of Common Room are expected normally to be on site throughout the working day and to be available even when they have no formal commitments. Saturdays begin at 8.30 am and all full-time members of Common Room are expected to be in College whether or not they are teaching. There are College and/or House-based activities at weekends in which they are encouraged to play a part. Outside of the formal term times they are expected to be in College for College or departmental INSET and to be available to fulfil any reasonable duties.

Chapel is central to College life reflecting its Christian foundation. On weekdays, all members of Common Room are expected to attend the brief morning service.

Terms and Conditions:

- The Head of Department is expected to teach up to 22 periods of forty minutes per week (out of 39 weekly periods), to undertake duties and to play an appropriate part in the co-curricular life of the College (two responsibilities).
- College has its own salary scale.
- College offers a defined contribution Workplace Pension Plan plus a Flexible Benefits Pot. The scheme offered is through APTIS: Aviva Pensions Trust for Independent Schools and includes a generous College contribution.
- Permanent members of staff are entitled to a substantial reduction in fees for their children.
- Members of staff may use the College sports facilities (at staff allocated times).
- Subsidised health scheme membership (Benenden).
- Discounts and offers for College staff from local businesses and retailers.

Nov 2025