



MAIDSTONE  
GRAMMAR SCHOOL

FOUNDED 1549

# Appointment of Director of Sport

September 2025



# Letter from the Head

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Dear Candidate,

Thank you for your interest in Maidstone Grammar School. I am delighted that you are considering applying for a position in our school and hope that this information booklet will provide you with the information you require.

Maidstone Grammar School has a long and proud history, with roots that can be traced back to the 14th century. While much has changed since our founding in 1549, we continue to strive to provide our students with the best in modern education.

With a long-standing reputation for academic success and outstanding results at GCSE and A Level, we have a consistent record of providing our students with the qualifications and skills required to go on to destinations that meet their interests. Our broad and varied co-curricular and personal development programme, combined with our ethos, values, and commitment to academic rigor, produces well-rounded students.

Maidstone Grammar School is a wonderful place to live and work. In staff surveys, at least 95% of our staff express that they enjoy working here. We are committed to developing our staff and invest heavily in providing access to appropriate and bespoke professional development opportunities and accreditations. We take pride in our low staff turnover rate and are honoured that many of our staff have dedicated numerous years of service to the school.

The role of Director of Sport is a key and strategic position on the Extended Senior Leadership Team (ESLT), available due to the promotion of the current post holder to Director of Sport at Harrow School.

The successful candidate will serve as both Director of Sport and Head of our popular, high-performing PE & Games department. They will also hold overall responsibility for sport across the school, with direct oversight of rugby and cricket. As a visible and influential figure within the school community, the Director of Sport will be expected to inspire students, staff and parents alike.

This role comes at an exciting time for the school as we open our state-of-the-art fitness suite, following the earlier development of our 3G pitch. Academic PE is currently the highest performing subject at both GCSE and A Level, and our co-curricular sport programme remains ever popular, with impressive levels of participation across a wide range of sports and all year groups. Nearly 500 fixtures have taken place so far this academic year, with notable success in national competitions - our 1st XI squad reached the final 16 in the national cup, and several of our teams have secured Kent Cup victories across various sports and age groups.

If this role sounds like a challenge and opportunity which excites you, and you believe that you have the necessary skills and experience, then we would be pleased to receive your application.

I hope to meet you in due course.

Your sincerely,

Mark Tomkins  
Headteacher







# An Introduction to Maidstone Grammar School

*Maidstone Grammar School has a long and proud history. Since our founding in 1549, much has changed, but we remain grounded in the values enshrined in our original Charter as we strive to provide our students with the best of modern education.*

The school has a long-standing reputation for academic success, consistently achieving outstanding results at GCSE and A Level year after year. In Summer 2024, 45% of all subject grades were graded 7-9, with 24% graded 8-9. Additionally, 95% of students achieved five grades between 9 and 4, including English and Mathematics. At A Level, 60% of all grades were A\*-B, with 21% at A\*-A. Notably, eleven students achieved at least three A grades or better. Moreover, 55% of students gained places at the UK's Top 30 universities, including 42% at Russell Group institutions, while four students secured Oxbridge and medicine places.

However, MGS is more than just exam results. We offer a broad co-curricular and personal development programme. The school takes pride in its Combined Cadet Force (CCF), one of the oldest in the country, founded in 1906, with Army, Navy, and RAF sections. The school also has a national and local reputation of excellence in Sport and the school caters for the performance athlete and the enthusiastic participant.

The performing and visual arts also have a high profile at MGS. Music is integral to school life, encouraging all students, whether experienced performers or complete novices, to explore their musical talents. Drama encourages students to see themselves as budding actors and performers, with opportunities to audition for productions, participate in clubs, or showcase their talents. Art at the school emphasises diversity, focusing on individual student interests and abilities without adhering to a single house style.

Together, these elements, combined with our ethos, values, and belief in academic rigor, develop well-rounded students and uphold the school's legacy over 475 years.

To find out more about Maidstone Grammar School, please visit our website: [www.mgs.kent.sch.uk](http://www.mgs.kent.sch.uk)

Or, find us on social media:

Linkedin: [maidstone-grammar-school](https://www.linkedin.com/company/maidstone-grammar-school)

X: [@MGS1549](https://twitter.com/MGS1549)

Facebook: [MGS1549](https://www.facebook.com/MGS1549)

Instagram: [MGS\\_1549](https://www.instagram.com/MGS_1549)





## Sport at MGS

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*Maidstone Grammar School both a national and local reputation for excellence in sport. Our performance athletes benefit from opportunities to compete at House, school, county, divisional, and national levels, while we also nurture the development of all Maidstonians.*

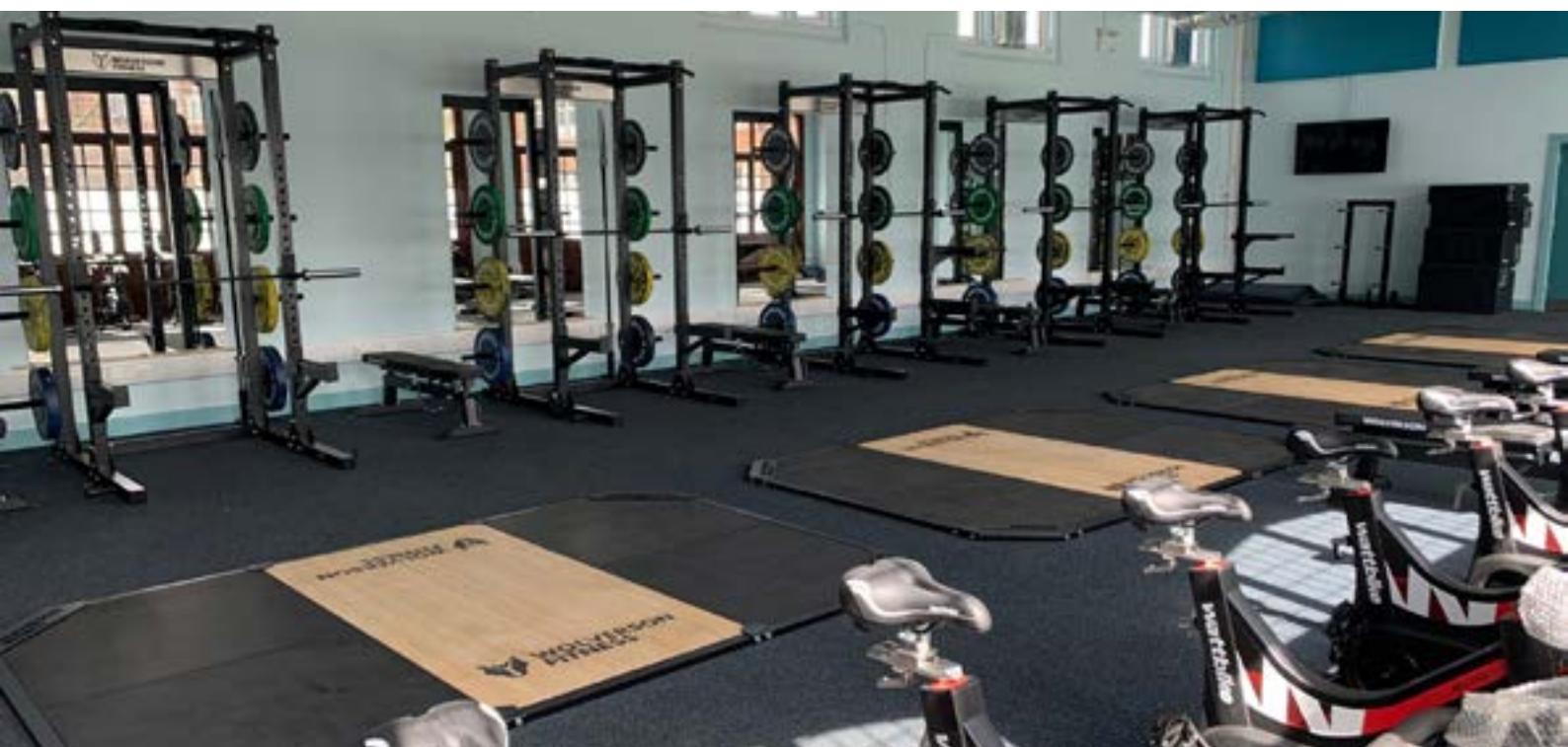
Sport is an important part of life at MGS, and we cater to both performance athletes and enthusiastic participants. Our dedicated team of PE and Games staff ensures maximum participation and opportunity for all students. Full-time specialist PE & Games teachers manage teams across a variety of sports, supported by a number of external specialist coaches who help us achieve excellent results. Recent seasons have been particularly successful in rugby, football, cricket, and athletics, with many league and cup trophies secured.

We offer an extensive co-curricular programme for sport. Inter-house competitions, clubs, and team practices run before school, at lunchtime, after school, on weekends, and during holiday periods.

The school boasts outstanding sporting facilities, including a new all-weather 3G pitch and a pavilion equipped with five spacious changing rooms and dedicated teaching spaces. Additional facilities include a sports hall, rowing suite, three rugby pitches, a football pitch, cricket nets, an athletics track and three basketball courts.

Most recently, the school opened its state-of-the-art fitness suite, designed specifically to support our bespoke strength and conditioning programme - not only for our top-performing athletes, but for all students. This facility is unparalleled in the state sector and is a jewel in the crown of our exceptional sporting provision.





## Facilities

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Over the last decade, we've invested heavily to provide PE and Sport facilities that are among the best in the state sector. These include:

- A 3G all-weather pitch
- A new pavilion equipped with five changing rooms
- A state-of-the-art fitness suite with squat racks, barbells, plates, and dumbbells
- A resurfaced playing field
- An athletics track
- Multi-bay cricket net cages
- A rowing shed
- A sports hall



# Job Description

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**Job Title:** Director of Sport

**Salary:** Leadership Scale L5 – L9

**Line Manager:** Deputy Head (Staff & Development)

**The post holder will:**

- Report to the Deputy Head (Staff & Development).
- Be a member of the Extended Senior Leadership Team and be required to carry out the professional duties as set out in the current Teachers Pay and Conditions document issued under the Teachers Pay and Conditions Act 1991.
- Provide professional leadership and management within the PE & Games department in order to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all students.
- Be responsible for the leadership, management, development and coaching of PE, Games and Sport at MGS, with direct oversight of rugby and cricket.
- Integrate Sport into our academic and wider co-curricular programme.
- Promote wide participation in and a lifelong love of Sport among our students, including female students, and support those with high sporting potential to achieve excellence.
- Be committed to professional self-development in order to carry out the job successfully.

**Leadership & Management:**

- To be a member of the Extended Senior Leadership Team of the school.
- Promote high standards of performance and participation in all school sports.
- Arrange and promote sports tours, and host events and competitions that make the most of the school's sporting facilities and create a programme attractive to all students, including female students.



- Oversee all external fixtures ensuring a suitable balance in the number of fixtures and standard of opposition.
- Line management of the PE & Games department, including specialist sport coaches.
- Ensure that sporting events are published in the calendar, and updated on SOCS, and that staff are monitoring and reporting on sporting progress and attendance through SOCS.
- Oversee the smooth running of activities and appropriate maintenance of the facilities, liaising with the School Business Manager and Site Manager on the upkeep of the games fields and sports facilities, ensuring high standards.
- Creating and maintaining clear departmental documentation for PE.
- Managing and organising resources.
- Evaluating Schemes of Work, including the Games Programme and Strength and Conditioning Programme.
- Initiating and managing change to raise standards.
- Leading departmental meetings and ensuring that appropriate guidance and training are available for staff and sports coaches.
- Setting targets for PE, Games and Sport and monitoring those targets against student performance.
- Co-ordinate PE, Games and Sport's contribution to the School Development Plan and create the Departmental Evaluation Form.
- Provide a link between the PE, Games and Sport and the leadership team. Feedback results of all monitoring activities.
- Liaising with colleagues in other departments and the leadership team.
- Responsibility for the PE, Games and Sport department budget.
- To attend governor meetings where necessary.
- To support the ESLT in the strategic development of the school.

### **Teaching & Learning:**

- Ensuring that teaching within the PE & Games department is of the highest standard through differentiated Schemes of Work, appropriate deployment of staff, use of targets and implementation of the Teaching and Learning Policy.
- Monitoring, formally and informally, teaching and learning in the PE & Games department.
- Reviewing regularly all aspects of the PE & Games department's work.

### **Assessment:**

- Oversee the assessment and recording of students' performance in PE & Games. This should include regular testing and practical assessments, end of year examinations and other methods.
- Monitor the performance of students across the school in PE & Games through the use of departmental and whole school data.
- Monitor and track student participation in Sport across the school, with a focus on promoting even greater involvement from all students - including increased participation among female students in the Sixth Form.
- Ensure that whole school assessments are in place by the published deadlines and that moderation procedures are completed before being passed to the relevant member of the senior leadership team.
- Track student progress over time within PE & Games.

### **Formal Monitoring:**

- Formally observe all teaching members of the department in line with the performance appraisal policy.
- Provide feedback to staff, monitor improvements and keep line manager informed.
- Check books and performance (frequency and quality of formative feedback, quality of student work, SoW coverage, etc) in line with school policy. This should also include monitoring the teaching records of staff (planning, record keeping, etc).
- Track student progress and use predicted grades to report, on a termly basis, whether or not the PE & Games department is 'on track' to achieve public examination performance targets.

### **Student Support:**

- Identify students who are under achieving in PE & Games and liaise with the relevant member of the senior leadership team as necessary.
- Intervene with those students identified as having problems or underperforming in the subject to help them attain their full potential in the subject(s).

**Relationships:**

- Able to inspire students, staff and parents alike.
- Act as an appraiser in the Performance Appraisal Cycle.
- Develop the role of members of the PE & Games department, in particular TLR post holders and sport coaches, by providing support and challenges for all aspects of their work.
- Induct new staff in the PE & Games department and new coaching staff to the school.
- Manage serious issues of behaviour management within the PE & Games department in line with school policy.
- Provide feedback to parents and carers where appropriate and as directed by the school.
- Maintain and build links with relevant external organisations, such as sports clubs and universities.
- Foster links with primary and secondary schools by, for example, hosting events, visiting schools and coaching CPD workshops.
- Liaise with the School Business Manager over potential lettings of benefit to the school.
- Liaise with and support the Deputy Head for Staff and Development to ensure an appropriate online presence.

**Health & Safety:**

- Implement the Health and Safety Policy of the school, including the production of subject specific Health and Safety Policies where relevant.
- Ensure that risk assessments for each sport are up to date and that health and safety issues are properly managed, in line with current legislation and school policy.
- Ensure that the appropriate level of medical and first aid support is available on match days.
- Monitor all facilities, rooms and stock cupboards for faults, deficiencies, damage, cleanliness and hygiene.
- Include Health and Safety on the agendas of PE & Games department meetings.

*Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.*







# Application Process

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Apply via our online application form: <https://forms.office.com/e/bn2pTH5RWL>

The closing date for applications is **midday on Friday 2 May 2025**

Candidates interested in this post are encouraged to visit the school prior to submitting an application. Visits can be arranged by contacting the PA to the Headteacher, Mrs L Mantle, at [lmantle@mgs.kent.sch.uk](mailto:lmantle@mgs.kent.sch.uk). We reserve the right to interview and appoint prior to the closing date for applications, so early applications are encouraged.

It is the post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and so to adhere to and ensure compliance with the school's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's Designated Safeguarding Lead or to the Headteacher.

The selection process will typically involve:

- Teaching a lesson.
- A tour of the School.
- An interview with the Headteacher.
- An activity appropriate to the role.

If circumstances dictate, interviews may be conducted virtually.

If you require any reasonable adjustments to assist you in the selection process, please advise us of these so that we can make appropriate arrangements.

Please contact the Headteacher's PA, Mrs L Mantle by e-mail [lmantle@mgs.kent.sch.uk](mailto:lmantle@mgs.kent.sch.uk) if you require further support.

Maidstone Grammar School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to any post, including checks with past employers and the Disclosure and Barring Service. Maidstone Grammar School is an Equal Opportunities Employer.



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Founded in 1549 | Headteacher Mr M Tomkins BSc NPQH

