



HOLMEWOOD HOUSE SCHOOL

Barrow Lane, Langton Green, Tunbridge Wells, Kent, TN3 0EB
Telephone: 01892 860000 Website: www.holmewoodhouse.co.uk



Head of Sport at Holmewood House School

About Holmewood House School

Holmewood House is a prestigious independent Prep School of 400 pupils aged 3-13 years, set amidst 30 acres of the most beautiful Kent countryside, just outside Tunbridge Wells. The School is a happy and supportive working environment, where we pride ourselves on the exceptional provision for our pupils and staff in all areas.

Holmewood House provides a broad, well-balanced curriculum with outstanding teachers in what is very much a family school where the positive relationships between the teachers and children allows staff to get to know and understand the individual needs of each and every child. They foster their talents and nurture their growth through a challenging and exciting curriculum.

The school wholeheartedly believes that emotional and social well-being, self-esteem, happiness and confidence are of prime importance and are in themselves inextricably linked to academic progress. Staff are excited by the curiosity and thirst for learning that each child, regardless of their ability, naturally displays. They work hard to allow each child to ask why, to query and to have the time to develop their thoughts into fresh discoveries and innovations and, in doing so, overcome the challenges faced. The end result is the celebration of learning – a reward in its own right!

The wonderful environment and outstanding facilities provide a strong framework upon which the ethos of 'allowing children to be children' can be achieved. Childhood is full of exciting new experiences which, parents and teachers relive, through the eyes and laughter of the children.

The relationship between home and school is of fundamental importance in ensuring every child is surrounded by the love, care and guidance which they require as they make their way through their educational journey. In short, the partnership allows the children to enjoy the most important journey of all: childhood.

For further information about Holmewood House please visit our website

www.holmewoodhouse.co.uk

Safeguarding at Holmewood House

The school adopts a rigorous safer recruitment process which is adhered to in the appointment of all new members of staff. As part of the safer recruitment process, all applicants must be willing to undergo child protection screening appropriate to the post including, but not limited to, checks with past employers and an enhanced Disclosure and Barring Service (DBS) check.

Purpose of the role of Head of Sport

The Head of Sport provides strategic, inspirational and highly visible leadership of the school's sporting provision. The post-holder will raise the profile of sport across the school, ensuring that every pupil — from beginner to elite performer — experiences high-quality coaching, meaningful competition and a culture of enjoyment, ambition and sportsmanship.

They will lead the full breadth of curriculum PE, Games, co-curricular sport, fixtures, and scholarship pathways, with particular expertise in the school's major sports: rugby, netball, football, cricket and hockey.

The Head of Sport will champion the school's values, promote lifelong participation, and ensure that sport plays a central role in pupils' wellbeing, character development and sense of belonging.

Strategic Leadership

- Sporting Vision — Develop and articulate a clear, ambitious vision for sport at Holmewood House that is understood by pupils, staff and parents.
- Raising Profile — Actively raise the profile of sport across the school community, celebrating success and promoting participation.
- Development Planning — Lead the creation, implementation and annual review of a Sports Development Plan.
- Standards & Improvement — Monitor standards of teaching, coaching and pupil outcomes, driving continuous improvement.
- Whole-School Alignment — Ensure sport contributes meaningfully to the school's wider educational aims, wellbeing strategy and values.

Curriculum Leadership

- Lead and oversee the PE curriculum from EYFS to Year 8.

- Ensure clear progression, high expectations and age-appropriate challenge.
- Develop high-quality schemes of work, assessment and tracking in line with ISI standards.
- Monitor and support excellent teaching across the department.
- Mentor staff and contribute to whole-school professional development.
- Maintain alignment with national guidance and sector best practice.
- Lead the Scholarship Readiness Programme for Sport, preparing pupils for senior school sports scholarships.

Games & Co-Curricular Programme

- Design and oversee seasonal Games programmes in rugby, netball, football, cricket and hockey.
- Ensure provision for all pupils, from participation pathways to elite performance.
- Coordinate before-school, lunchtime and after-school clubs.
- Promote physical literacy, confidence and enjoyment.
- Develop opportunities for inter-house competition and inclusive sport.
- Encourage lifelong participation and positive attitudes to physical activity.
- Promote all aspects of sport to parents and the wider Holmewood community, ensuring the maximum number of people are reached.

Fixtures & Competitions

- Working with the Head of Girls Games, produce and manage the annual fixtures calendar.
- Organise inter-school fixtures, tournaments and festivals, using the SOCS online system.
- Ensure high-quality team selection, coaching and preparation.
- Oversee logistics including transport, staffing and communication.
- Build strong relationships with local schools, clubs and governing bodies.
- Promote high standards of sportsmanship and behaviour.
- To organise and lead UK or overseas sports tours as required.

Staff Leadership

- Lead and manage all staff in the PE & Games department.
- Line-manage specialist and non-specialist staff.
- Oversee staff deployment for lessons, Games and match days and ensure staff are aware of expectations.
- Conduct performance reviews and support professional growth.
- Assist in recruiting, inducting and mentoring coaches and visiting specialists.
- Chair regular departmental meetings.

Health, Safety & Safeguarding

- Ensure safe delivery of all sporting activities.
- Maintain and review risk assessments with the Compliance Officer, ensuring the department is inspection ready.

- Monitor equipment safety and facility standards.
- Ensure safeguarding procedures are followed at all times.
- Promote inclusion, wellbeing and pupil welfare.

Facilities & Resources

- In conjunction with the Head of Estates, manage and develop the school's sports facilities.
- Oversee equipment purchasing, storage and maintenance.
- Prepare and monitor the sports budget.
- Contribute to long-term planning for facility improvement.
- Attend all school meetings as required, such as the weekly operations meeting, representing both the interests and viewpoints of the PE and Games department.

Events

Lead the organisation of major whole-school sporting events, including:

- Sports Days
- Cross-country events
- House competitions
- Swimming Galas
- Festivals and tournaments

Communication

- Maintain strong communication with parents.
- Celebrate sporting success through newsletters, assemblies and social media.
- Liaise with teaching staff regarding pupil progress and pastoral needs.
- Coordinate with grounds, catering and support teams for match days.
- Build positive relationships with external clubs and governing bodies.
- Report on PE and Games at key assessment points.

Inclusion & Wellbeing

- Promote inclusive participation and equal opportunities.
- Support physical literacy and confidence for all pupils.
- Use sport to enhance wellbeing, resilience and character.
- Model and promote positive sporting behaviour.
- Maintain a clear, fair and transparent selection policy.

Teaching Responsibilities

- Teach PE and Games across the prep school.
- Coach school teams in major sports.
- Accompany pupils to fixtures and events.
- Contribute to the pastoral life of the school.

- Undertake duties expected of all teaching staff.

Person Specification

Essential & Desirable Criteria:

Area	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Undergraduate degree with QTS or equivalent Degree in PE/Sport. 	<ul style="list-style-type: none"> • Additional coaching or NGB qualifications – at level 2 or higher. • First Aid; Swimming, athletics or outdoor education qualifications
Experience	<ul style="list-style-type: none"> • Teaching PE in prep/primary. • Leading competitive sport. • Organising fixtures. • Staff leadership. • Budget management experience. 	<ul style="list-style-type: none"> • Experience in independent schools • Experience with ISI/inspection frameworks. • Experience running large events or festivals
Sporting Expertise	<ul style="list-style-type: none"> • High level coaching ability in at least two major prep school sports. 	<ul style="list-style-type: none"> • NGB level 2 qualifications or high levels expertise in rugby, netball, football, cricket, athletics, swimming or hockey. • Experience preparing pupils for scholarships
Leadership & Management	<ul style="list-style-type: none"> • Ability to lead a team. • Driving department improvements. • Managing logistics. • Ability to communicate effectively 	<ul style="list-style-type: none"> • Experience raising the profile of sport within a school. • Experience of using social media to create interest.
Personal Qualities	<ul style="list-style-type: none"> • Passion for sport and education. • Ability to inspire pupils. • Strong interpersonal skills. • Commitment to inclusion and wellbeing. 	<ul style="list-style-type: none"> • Evidence of innovation in sport; Links with local clubs or NGBs • Publication of research into areas of interest in sport.

Confidentiality

All staff must maintain the confidentiality of information regarding the School, its staff and its business as sensitive and confidential materials are regularly handled as part of this role. Information

must not be communicated to other persons either in or outside the School except in the recognised course of their duties.

Salary

A competitive salary will be offered depending on the skills and experience of the successful candidate.

Pension & School Benefits

The successful candidate will be offered a range of benefits including enrolment into the School's Pension Scheme with Royal London, optional Private Medical Insurance, fee-concession, free parking and free lunch/refreshments.

Hours of work

This is a full-time role, whilst the school is in session including staff Inset and training days.

Start date

January 2027. An earlier start would be considered.

Offer

The successful applicant will be offered the role subject to the satisfactory completion of a number of background checks including but not limited to; an enhanced DBS check, the taking up and verification of references, the verification of career history and fitness to undertake the role.

Application

If you wish to be considered for this role, please complete an application form which is available on the [job opportunities page](#) and either complete online or download a word version available on the website and email to: recruitment@holmewoodhouse.co.uk. Please contact us if you require a hard copy application form.

CVs can also be submitted as supporting information to the application form.

The closing date for applications is Monday 6 July 2026, though the school reserves the right to interview and offer the role prior to this date. If you would like more information on the role please contact Ruth O'Sullivan on 01892 860000.