



## **Candidate Information**

Sports Assistant

Placement Year

September 2025



## Sutton Valence School: one school, many journeys



## The School Introduction

Sutton Valence is an independent, HMC co-educational day and boarding school situated in the heart of Kent for pupils aged 2-18.

At the Senior School, whilst not fiercely selective on entry, its value added statistics are impressive. For those subjects Sutton Valence offers at A Level, the School aims to be in the top 10% nationally for adding value, managing to bring out the academic potential in every pupil. Equally impressive is the breadth of education on offer, which at GCSE is tailored to each pupil's strengths, recognising that academic achievement is only one measure of success.

From Year 7 (First Form), all our pupils work on laptops using Microsoft OneNote which acts as repository for class notes, prep and online textbooks. Pupils also make notes on their devices and store them in OneNote so teachers can mark online using digital ink or recording. It is expected that most lessons will use the device at some point although many will use a combination of paper work and device.

Individuality, confidence without arrogance and the strength of character to meet the complexities of modern living with equanimity are the hallmarks of a Sutton Valence pupil.

The Senior School's roll is currently 575 of which around 120 are boarders. Class sizes are small and the overall pupil-staff ratio of 9:1 enables Sutton Valence pupils to benefit from the close guidance and individual attention of teachers. The academic staff are all highly-qualified subject specialists with a commitment to continuing professional development.

Contained within the 100-acre site, there are dedicated games pitches, an all-weather playing surface, a sports centre, which contains a fitness suite, an all-weather athletics track and field sports arena and an indoor six-lane swimming pool.

Sutton Valence Preparatory School occupies its own site in the neighbouring village of Chart Sutton and currently has 250 pupils between the ages of 2 and 11.

## The Department

Sutton Valence School has a strong sporting tradition and enviable facilities. These include a sports hall, cardiovascular suite, strength and conditioning suite, a superb floodlit Astroturf pitch on-site and a second Astroturf pitch at the Preparatory School site which is a short distance away. There are also netball courts, tennis courts, indoor swimming pool, an eight-lane floodlit athletics track and forty acres of playing fields that house rugby and football pitches, as well as a dedicated cricket ground.

The department is headed by Vince Wells, a former English professional cricketer.

Our games programme is built around our major sports, which are Rugby, Hockey, Netball, Cricket and Tennis. There are also numerous opportunities for pupils to participate in minor sports. Teams are offered in every sport for each age group and many girls and boys have represented county and regional teams in various sports, some going on to national squads.

The Seniors (16-18), specific year groups within the Middle School (14-16) and Juniors (11-13) have games on different days of the week, allowing the heads of individual sports to work with all of them.

Fixtures are played each Saturday, as well as midweek. Hockey fixtures are played in the Michaelmas Term (girls) and Lent Term (boys). There is a very competitive fixture list. Representative honours in Hockey have seen girls and boys gain county, regional and national recognition in recent years; our U16 girls team are national finalists.

We are proud to be the only official Saracens Rugby Academy partner school in Kent and one of only four throughout the Saracens Academy Region of Kent, Essex and Hertfordshire. The partnership started in 2017, with the aim of better aligning our Rugby programme, and will introduce students to the possibility of having a professional rugby career. Rugby is lead by former Bath and England U20 professional, Tom Ellis.

Cricket is the major sport in the Summer Term for boys and girls with tennis and athletics as alternatives.

Games and Physical Education are taught by a dedicated sports department within a weekly timetable. In curriculum Physical Education we offer activities such as Badminton, Handball, Basketball, Athletics, Health-Related Fitness and a Fitness Testing programme.

## The Post

We are excited to offer the opportunity for a student to spend their placement year in this stimulating and exciting school. The ideal candidate will be energetic, have a passion for working with children, and be able to work effectively as a team member with the ability to show initiative when required. The ideal candidate will have the ability to coach sport throughout the year; coaching Netball and Hockey are advantageous. A sense of humour is a distinct advantage.

During your placement, you will take a full and active part in all aspects of School life and so the student will be someone who is completely flexible, have a can do attitude, prepared to be role models for our young people and adopt high standards of personal conduct in order to maintain the respect of parents, pupils and colleagues. The successful candidate will be considered as a member of the academic staff. There is a requirement to live on site during term time.

Outside the classroom and sports fields there is a great deal of scope for involvement in the School's varied programme of extra-curricular activities and the student will be expected to assist in School activities on a weekly basis, supervise the Sports Hall with some evenings on a rota basis and potentially have responsibility for some evening boarding duties.

During your placement you will be given an opportunity to provide support within the classroom, on the sports field and work closely alongside the academic staff in the teaching and learning of a varied age group of children. The successful candidate will be required to take an active role in the pastoral care of our pupils which is based on a house system, with vertical tutor groups.

During your placement you will work closely with the Director of Sport who take responsibility for allocating the duties throughout the year. These duties include:

- Contributing to, and setting, high expectations in the Games and PE Departments or any other Department, that inspires, motivates and challenges pupils;
- Supporting activities in the classroom and throughout the School;
- Overseeing Boarders' use of the Sports Facilities in the evening and providing supervision in the Boarding House;
- Contributing to the planning and evaluation of teaching and learning within the classroom;
- Assisting in the preparation and maintenance of the classroom as a learning environment;
- Working with the Sports Facilities Administrator to facilitate the use of sports lettings.

## The Post

This is a fixed term post starting in September 2025 and ending in July 2026. This post is paid £17,000pa plus up to £1,900 directly to the university for the Placement Fee. The post comes with single accommodation which consists of an individual study bedroom at the School with bathroom, kitchen and washing facilities shared with other staff. During term time, School meals are available, at no charge, as provided for boarders and other residential staff. Staff may use the excellent sports facilities in the evening and during the day, if not being used.

Sport is played six days a week, including Saturdays (AM and PM).

There are approximately 16 weeks when the School is not in session, two weeks at Christmas, three weeks at Easter and about eight weeks in the summer, with Half Term breaks in between. There is a requirement for all weeks during term time, plus a maximum of ten days during the School holidays. If available. There is also in-service training at the start of each term and attendance is compulsory at all relevant sessions.

It will be your responsibility to be enrolled on an educational programme which allows placements/internships of at least six months and able to facilitate the signing of the learning agreement between the School and the University.



## Application Process

Applications will only be accepted from candidates completing the application form in full. CVs will not be accepted in substitution for completed application forms.

Covering letters of application should state particular skills and attributes you can bring to Sutton Valence School and a brief details of how you fit the position, including specific details of skills, experience and achievements.

Do not meet every single requirement? Studies have shown that women and people of colour are less likely to apply to jobs unless they meet every single qualification. At SVS we are dedicated to building a diverse and inclusive workplace, so if you're excited about this role but your past experience does not align perfectly with every qualification or experience in the information provided, we encourage you to apply anyway. You may be just the right candidate for this or other roles.

Further information about Sutton Valence School can be found on our [website](#). To apply please complete the [application and monitoring form](#) and email it with a covering letter to [hadmin@svs.org.uk](mailto:hadmin@svs.org.uk) or post it for the attention of the Assistant Bursar, Sutton Valence School, North Street, Sutton Valence, Kent ME17 3HL.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS), and a declaration of medical fitness. It is an offence to apply for this role if the applicant is barred from engaging in regulated activity relevant to children.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A copy of the School's Child Protection policy may be found on the School's website, which all applicants are expected to read prior to interview.

*Sutton Valence School is an equal opportunities employer.*

***Please apply as soon as possible as School ends the first week in July.***



## Vision, Mission and Ethos

### Vision

Through our community values, broad curriculum, and extensive enrichment opportunities, we believe that all young people at Sutton Valence School will be inspired and supported to fulfil and exceed their potential. We want our students to be open-minded individuals who possess a love of learning, are confident not arrogant, and have a strong set of values reflecting our principles as a Christian Foundation.

**Our Mission** is to have a School where one will find:

- **Care**

A caring, safe, supportive and kind community for the education of children aged 2 to 18, in a day and boarding environment

- **Challenge**

A challenging, relevant and broad curriculum encouraging curiosity, delivered in ways that allow all to achieve

- **Choice**

An outstanding range of creative, cultural, social and physical activities so that all can develop skills such as self-discipline, commitment, leadership and teamwork

- **Culture**

A culture of curiosity and celebration of diversity which promotes excellence, independence and high standards, whilst providing support to all who need it

- **Community**

A grounding in moral and spiritual understanding which promotes respect for others, along with self-respect, enabling all to contribute positively to their School community and the world beyond it

### Ethos

A community where each cares for all and individuality is cherished.



# Benefits to Working at SVS

## Community and Environment

We are very proud of the positive and supportive community we have and staff often comment on this being one of the best aspects of working at SVS. This, coupled with a beautiful physical environment both at School and in the immediate vicinity, make it a highly desirable place to work. Classrooms are well resourced. All teaching staff have their own devices, and our ICT facilities are regularly upgraded to support the latest teaching initiatives. Excellent discipline, support and pastoral systems help ensure successful teaching and learning.

## Fee Remission

All staff with a contract for at least one full term and have children who attend either the Senior or Preparatory School will be eligible to receive a discount in respect of School fees (excluding the Nursery). The current rate of discount is 50% for full-time staff, and for part-time staff the relevant percentage will be calculated on a pro rata basis.

## Staff Development

The School has a strong commitment to professional development with a substantial budget for whole School training and individual courses, support towards degrees, teaching qualifications and apprenticeships.

## Staff Social Events

The School holds social events such as an end of year BBQ, staff drinks and canapes with the Headmaster at the start of the year, regular staff drinks at SVPS and the Support Staff Christmas Lunch.

## School Meals

Lunches during term time are provided at no cost by our excellent caterers. Complimentary tea, coffee and other refreshments are available throughout the day.

## Benenden Healthcare Membership

All staff are welcome to join the [Benenden Healthcare Scheme](#). The cost of joining Benenden is currently £15.50 per month; the School pays up to 80% of contributions, based upon length of service. Further information is available from the Bursary.

## Pension

Academic staff are offered membership to the TPS or to the [APTIS DC Scheme](#). The teacher's gross salary will be dependent on the pension scheme and contribution level chosen.

Support Staff are offered the opportunity to join a [defined contribution \(DC\) scheme TPT](#), and currently offer two levels of contribution. With Option One, the employee contributes 5% of their salary, and the School contributes 3%. With Option Two, the employee contributes 7% and the School contributes 14%.

## Fitness Facilities

All staff may use the Senior School's fitness facilities at designated times. These facilities include an indoor, heated, six-lane swimming pool, a fully equipped air-conditioned Strength and Conditioning Suite, and a Cardiovascular Suite, as well as a large sports hall available for a multitude of sports. The Prep School has both an outdoor swimming pool and play equipment available for staff to use.

## Free Parking

Both the Senior and Preparatory School sites have free, ample parking available for staff. The Senior site has five EV charging points, and both sites have allocated accessible bays.

## Electric Vehicle Scheme

All staff are offered the opportunity to purchase an Electric Vehicle (EV) as part of an HMRC approved Salary Sacrifice scheme; [Octopus Electric Vehicle](#). Basically, this is much like a cycle-to-work, but for electric vehicles. You give up some of your gross monthly pay for a new EV, and can save up to 40% on the monthly cost thanks to saving on National Insurance and Income Tax.

## Press Reader

The School has a subscription to Press Reader which allows anyone on the SVS networks access to over 7,000 news publications from across the world in different languages.

## Eye Tests

If you need to use a computer for a significant amount of time a day for your job, you may be eligible for a free eye test.



**Sutton Valence School**

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[www.svs.org.uk](http://www.svs.org.uk)

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