



Candidate Information

Prep School Director of Sport

January 2027

SUTTON VALENCE SCHOOL



Broadening Horizons.
Since 1576.



A Warm Welcome

Sutton Valence School (SVS) has been inspiring pupils since 1576. Our greatest strength is our community. Staff, pupils and parents enjoy mutual respect and kinship that allows each individual to embark on a unique educational journey; a journey fuelled by self-confidence, hard work and high academic standards. It is a Co-Educational Day and Boarding School for ages two to 18 and a member of various organisations such as HMC, BSA, IAPS and ISBA. It is a School with a great heart that values individuality and ensures that every pupil enjoys their own, unique journey through formative years of their education.

The **Senior School** is located in the beautiful traditional village of Sutton Valence in Kent. It currently has 560 pupils (11-18), with around 20% boarding either part or full time.

The **Prep School** - just a few minutes' drive or a short walk down a lovely track – has around 260 students aged 2-11 between its three phases – Nursery, Pre-Prep and Prep.

The School is part of the **United Westminster and Grey Coat Foundation**. This enables the School to work collaboratively with other member schools of the Foundation and also provides invaluable professional support, guidance and development. More information about the Foundation can be found [here](#).

The **HIKSVS International School in Tianjin, China**, is the most recent addition to the Sutton Valence School family having opened in August 2017, offering a British style education in a very different cultural setting. The School has been very successful since its opening and it works closely with the Governors and Leadership of Sutton Valence School. More information about HIKSVS can be found [here](#).

The Senior School has excellent facilities both indoors and outdoors. Our Art and DT Departments have enviable facilities and their own buildings in the Village, the Music School has dedicated teaching/practice rooms and a performance hall, the Drama department boasts a professional standard theatre, and our sports facilities include a full-size AstroTurf, Tennis and Netball courts, extensive fields, a superb indoor swimming pool, a sports hall, permanent Cricket nets and an Athletics track.

The Prep School also has excellent facilities which include, as well as a suite of impressive well-maintained buildings, its own outdoor swimming pool, a large sports hall (with a stage and indoor cricket nets), a full sized multi-purpose astro pitch, a vast open space for sports pitches and dedicated spaces for Art, Music and Drama. The Forest School is a jewel in the crown. It also benefits from the use of all the Senior School spaces as detailed in the paragraph above.

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 pupils 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.

Mission

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.



Join Our Team

The Prep School Director of Sport will oversee all PE, Swimming and Games and will be responsible for the smooth running of sport throughout the Prep School. We are looking for a well qualified and outstanding teacher with expertise and experience. Applicants should have high expectations of pupil achievement and behaviour, with excellent organisational and time-management skills. The successful candidate will bring energy, warmth and enthusiasm and a high degree of professionalism to the role. They will work closely and collaboratively with the Senior School Director of Sport and with other colleagues and coaches across the whole School.

Ever mindful that enjoyment is a key factor in children's participation in PE, Swimming and Games, staff in the department strive to instil the foundations of a life-long love of sport, health and exercise. It is important that our pupils benefit not just physically and that they have opportunities to develop teamwork, decision making, respect, humility and social skills. To that end, we run many teams across a wide variety of sports so as to offer all pupils the opportunity to learn new skills, improve existing skills and represent their School, whilst also promoting excellence for county, regional or even national honours. The Director of Sport is supported by an Assistant Director of Sport and visiting sports coaches as well as teachers and other school staff.

Spirited internal House (Castle) competitions foster friendly rivalry whilst offering a supportive arena for all pupils to contribute, whatever their level of ability. Additionally, we host a wide number of tournaments and events in football, cricket, hockey, rugby, swimming, cross country and netball where both prep schools and primary schools are invited to compete. There are also county and regional sporting events that we enter throughout the year and we finish the year with our EYFS and Prep Sports Days. There is also a rich and varied clubs programme before, during and after School in which almost all children participate.

We have excellent facilities on our own site and we are also fortunate to be able to have use of those at our Senior School too. On the Prep site we have a full-size astro turf, tennis and netball courts, extensive sports fields, a heated outdoor swimming pool, a sports hall, permanent cricket nets and a grass athletics track. We also have extensive grounds and play spaces for the children to use. On the Senior School site we have an all-weather athletics track, an astro turf and other indoor and outdoor facilities, cricket pitches and an indoor 25m swimming pool.

In short, this is a fabulous role in a wonderful School.

Key Responsibilities

Leadership and Management

- Develop and implement the sporting strategy including related policies;
- Establish a dynamic environment which promotes all sports, establishing short, medium and long term plans for each sport;
- Manage and maintain teaching areas and equipment to facilitate stimulating learning environments which make effective use of available resources;
- Ensure that resources are accurately recorded and looked after;
- Use the annual budget for the delivery and further development of sport;
- Attend Heads of Department, Health & Safety and Full Staff meetings;
- Contribute to the induction of new staff and the coaching of all staff within the department;
- Ensure that those responsible for taking sports and teams are given appropriate guidance, training and information on their roles;
- Conduct regular meetings with key staff involved in School sport;
- In conjunction with the Marketing Department and School Office, ensure that sports results, sports photography and website information are kept up to date and communicated;
- Stay informed about and respond accordingly to national initiatives in sport and the implications for the School;
- Work closely with colleagues to develop the timetabling arrangements for sports in each term.

Sports Operations

- Be an outstanding and effective communicator, who builds excellent relationships with children and parents through all channels;
- Ensure that the fixture and sporting events timetable is finalised in good time in advance of the termly calendar review;
- Ensure that fixtures are arranged and kept up to date on all systems, with results communicated often;
- Ensure that swimming arrangements are in place, including lessons, clubs and galas (an ability to teach swimming would be helpful);
- Organise inter House (Castle) sporting events;
- Ensure that appropriate transport is arranged for each away fixture or event;
- Run or oversee various sporting clubs across the academic year;
- Liaise with the catering staff regarding the provision of packed meals, early meals and match teas for both home and away fixtures, as required;
- Instil and maintain the highest standard of dress and behaviour from pupils and staff at fixtures and during sports sessions, ensuring that kit is ordered, distributed, consistent and correct;
- Contribute articles to promote sport and wellbeing to the wider School community through the School's weekly newsletter as required, as well as weekly assembly updates;
- Develop a constructive and supportive relationship with the Prep School's SMT, Director of Music and Head of Drama, and with the Senior School Director of Sport and other Schools.

Teaching and Assessment

- Assume overall responsibility for the delivery of a broad and engaging PE, Swimming & Games programme across the School (PE from Nursery-Y6 and Games from Y2-6);
- Regularly review and evaluate teaching and learning within the department;
- Produce reports and assessment grades in line with School model;
- Support Sports Scholarship applications for pupils to the Senior School and other schools;
- Manage, officiate and coach teams directly and guide colleagues accordingly;
- Produce detailed reports of the department's activities and performance for SMT and Governors as required.

Health, Safety and Wellbeing

- Build and uphold an excellent relationship with the grounds staff to ensure that outdoor sporting facilities and pitches are produced and kept to the highest possible standard;
- Liaise with the grounds and maintenance staff and Estates Bursar to ensure that indoor sports facilities are suitably maintained;
- Ensure that all relevant aspects of Health and Safety are understood and procedures are followed;
- Work with the Bursary and SMT to ensure that risk assessments are up to date and regularly reviewed;
- Keep up to date with legislation, guidance and amendments to best practice and rules;
- Maintain good order and promote high levels of discipline among the pupils when participating in sporting activities;
- Safeguard pupils' health and safety at all times when they are authorised to be on the School premises and when they are engaged in authorised School activities elsewhere;
- Ensure that the safety of pupils and staff complies with the School's Health and Safety Policy.

General

- Adhere to all School policies, in particular policies relating to the safeguarding of children;
- Promote, at all times, the general progress and physical wellbeing of all pupils;
- Provide guidance, feedback and advice to pupils and families on educational and social matters such as outside clubs and events;
- Undertake wider staff responsibilities, including covering of lessons and staff duties;
- Contribute fully to the wider life of the school, including but not limited to evening engagements and the sporting fixture programme;
- Possess a track record of coaching and teaching excellence and management experience;
- Teaching other subjects would be an advantage;

- Support the pastoral life of the School as a Form Tutor if required
- Have proven communication and interpersonal skills including a high level of literacy and attention to detail;
- Inspire pupils of all abilities including children with SEND and optimise pupil learning for each individual;
- Be adaptable, use initiative and find solutions to problems that arise;
- Be committed to continual professional development (CPD);
- Effectively manage commitments and deadlines and line manage staff and club providers within the department;
- Be ICT competent and willing to learn and use new technologies;
- Work collaboratively and supportively with colleagues at School and in other organisations;
- Respect and value different experiences, ideas and backgrounds;
- Motivate and encourage participation in activities both inside and outside the classroom and willing to take part in / organise trips and visits;
- Possess a generosity of spirit towards the demands of a busy prep School as the role requires flexibility;
- Demonstrate high standards of behaviour and model the School values;
- Possess emotional resilience to cope with and learn from challenging situations;
- Carry out any other roles as reasonably requested by the Head.

How to Apply

To be considered, applicants must complete the official application form in full. Please note that CVs will not be accepted as a substitute.

Your covering letter should highlight:

- The skills and attributes you would bring to Sutton Valence School;
- How your experience aligns with the role;
- Specific achievements or relevant qualifications.

Submit your completed application and monitoring form, along with your covering letter addressed to Head of Prep School, to hadmin@svs.org.uk.

Head of Prep School
Sutton Valence School
Church Road
Chart Sutton
Kent
ME17 3RF

Application deadline: Monday 1st June 2026
Early applications are encouraged.

Please note: We reserve the right to appoint before the closing date.

Not sure if you meet every requirement? Research shows that women and people of colour often hesitate to apply unless they meet every single qualification. At SVS, we are devoted to fostering a diverse and inclusive workplace. If you are excited about this role but your experience does not align perfectly with every detail, we still encourage you to apply — you might be exactly who we are looking for.

Sutton Valence School is committed to safeguarding and promoting the welfare of children and young people. All applicants must be willing to undergo appropriate child protection screening, including:

- Checks with past employers;
- Enhanced Disclosure and Barring Service (DBS) check;
- Declaration of medical fitness.

It is a criminal offence to apply for this role if you are barred from engaging in regulated activity with children.

All applicants are expected to read the School's Child Protection Policy prior to interview.

Sutton Valence School is an equal opportunities employer.



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 Prep 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. Support Staff working less than 52 weeks are deemed part time.

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 the Prep School 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 Prep 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 lease 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.



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SVS.ORG.UK

A member of The United Westminster and Grey Coat Foundation
Registered Charity No. 1181012
Founded in 1576 by William Lambe