



CUMNOR HOUSE SUSSEX

NURSERY, PRE-PREP & PREP SCHOOL



Assistant Director of Sport

(Full Time, Permanent, 34 weeks)

Cumnor House Sussex invites applications for the role of Assistant Director of Sport. We are seeking a passionate and dedicated individual with excellent leadership and organisational skills to assist in delivering an inclusive, high-quality sports programme. The successful candidate will be an inspirational football and rugby coach, a skilled team player, and a role model who exemplifies sportsmanship, kindness, and respect both on and off the field.

This role requires a motivated and supportive leader who can work collaboratively with the Director of Sport and other staff to encourage broad participation and high achievement in sport, with a particular focus on rugby and football. The candidate will ensure that all pupils enjoy and benefit from individual and team activities, fostering a love for sport while developing their skills and confidence.

Key Responsibilities

Departmental Leadership:

- Work closely with the Director of Sport to develop and implement a forward-thinking strategic vision for Sport at the school.

- Provide dynamic and motivational leadership across all aspects of Sport, with a particular focus on rugby and football, ensuring the highest standards of excellence and inclusivity for all pupils.
- Foster an inclusive, engaging, and aspirational sporting culture for all pupils.
- Lead by example, modelling high standards of professionalism, sportsmanship, and passion for sport.
- Maintain an open and transparent approach to leading the PE department and other staff involved in the PE and Games programme.

Management:

- Assist the Director of Sport in managing staff, ensuring resources are allocated effectively and that all levels of sport receive expert coaching.
- Promote inclusivity, fairness, and good sportsmanship for pupils of all abilities.
- Contribute to the ongoing development of the school's sports strategy, maintaining alignment with the school ethos of "Aim High, Be Kind, Dare to Be Different."
- Assist with team selections, games staffing, and match preparation in line with school policy.
- Mentor and support coaches in their development and ensure high standards of professionalism and performance.

Administration:

- Assist in maintaining and updating sports programmes, calendars, and fixtures.
- Support in coordinating logistics, including transport, catering, and facility use.
- Ensure accurate records of results, fixtures, and team performance, and communicate these to relevant stakeholders.

Promotion of Excellence:

- Inspire and motivate pupils to develop a lifelong love for sports, driving them to pursue personal and team excellence.
- Work with talented athletes, particularly in rugby and football, to develop their potential and support them in achieving their goals, including scholarship preparation.
- Build links with local clubs and schools to enhance training opportunities and promote competitive excellence.

Links and Marketing:

- Represent Cumnor at external sports meetings and build relationships with senior schools and local sports organisations.
- Communicate effectively with parents, pupils, and staff regarding sports events and strategies.

Facilities and Health & Safety:

- Support the maintenance and use of sports facilities in collaboration with the Grounds teams.
- Ensure all activities comply with health and safety regulations and safeguarding policies.

Training and Development:

- Maintain coaching qualifications and ensure department staff have appropriate certifications, including First Aid.
- Maintain own sport, medical and safeguarding certificates, according to School policy.
- Promote professional development for all sports staff through training and mentoring.

Desirable Qualities and Experience

- Proven ability to lead and inspire others toward shared goals.
- Strong coaching ability in the school's core sports, including football and rugby.
- Significant personal experience in sports, either as a player or coach.
- Knowledge of sports programme development, including inclusivity and elite training.
- Excellent communication, organisation, and problem-solving skills.
- A degree in PE, Sports Science, or a related field (desirable).

Hours

Prep School Teachers are expected to work from 8am to 6pm during term time, which includes 3 days before and after the start and end of each term, and to be available for evenings (e.g. Parent Evenings) and some weekends (3 to 4 Saturday Activity mornings per term). There are also other whole-school events which may occur at the weekend or at other times out of the normal School day.

Holidays, Remuneration and Benefits

- Cumnor is in a position to offer an outstanding remuneration package, in line with experience and qualifications, and this will be discussed at interview.
- Substantial remission on fees for Staff children attending the School or Nursery
- Generous contributory pension scheme
- Employee Assistance Programme
- Bike to work scheme
- Free on-site parking
- Complimentary dining and refreshments available all day during term time
- Free use of swimming pool at specified times
- Occupational sick pay scheme from day one
- Death in service benefit
- Commitment to staff development

Application Process and Safeguarding

To apply, please complete our application form (which can be found on our website) and submit it with a covering letter by the 28th of February 2025 to hr@cumnor.co.uk

Interviews of selected applicants will be held the following week, and would involve a visit to the School. We reserve the right to make an appointment at any time prior to the closing date. If you would like to make enquiries, please call **Karen German, Head of HR on 01825 790347**.

Cumnor House Sussex is committed to safeguarding and promoting the welfare of children. An offer of employment will be subject to an enhanced DBS disclosure, satisfactory safeguarding interview and pre-employment references, verification of ID, medical fitness and relevant qualifications, and other security checks including Overseas and Teachers Barred lists.