



FARLEIGH

**Head of Boys' Games & PE Teacher
Candidate Information Pack
Required for September 2026**



Head's Welcome

Welcome from Fr Simon Everson, Headmaster

Thank you very much for your interest in the position of Head of Boys' Games & PE Teacher at Farleigh School.

Farleigh is an exceptional school of which we are very proud, with over 425 boys and girls, aged 2 to 13. It is a wonderful environment in which to work, with each and every member of staff playing their part in ensuring we have happy and energetic pupils. It is a magical place to be.

We have great colleagues and we are aspirational in seeking the very best for the young people in our care across the whole spectrum of school life. We enjoy their company and prepare them for an exciting future, encouraging them to be engaging, warm and thoughtful in the years to come. We are also extremely fortunate to have an incredibly loyal parent body who support and encourage us in so many ways.

I hope that you enjoy finding out a little bit more about the role of Head of Boys' Games & PE Teacher.

If you would like an informal discussion about the position, please call Deborah Jones, the HR Manager, on 01264 710766.



About Farleigh

Farleigh School is a highly successful and vibrant co-educational prep school for boarders and day pupils, aged 2 to 13, based in the beautiful Test Valley of Hampshire and set in 70 acres of open parkland and landscaped woodland. We are just off the A303, close to Andover, Stockbridge, Salisbury and Winchester.

A leading Catholic school which welcomes all faiths, or none, Farleigh combines excellent teaching, modern facilities and countless opportunities for children to grow in confidence and discover their talents.

Farleigh is committed to providing the very highest standard of teaching and pastoral care to ensure that every child is well looked after, happy and fulfilled. The school is aspirational in seeking the very best for the young people in its care and pupils go on to a wide range of leading senior schools.

At Farleigh, we pride ourselves on our team of skilled and dedicated staff. Each member plays a vital role in the running of the school and in creating a warm, friendly atmosphere for pupils and parents.

Farleigh School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment will be subject to the relevant safeguarding and background checks, including an enhanced DBS check and references.

Our Location & Surrounding Area



Farleigh School

Red Rice

Andover

Hampshire

SP11 7PW

www.farleighschool.com



Head of Boys' Games & PE Teacher

Farleigh School seeks to appoint an experienced, talented, enthusiastic and engaging Head of Boys' Games & PE Teacher who has a passion for sports coaching and the ability to lead and inspire the department. The main sports on the boys' games programme are rugby, football, cricket and hockey, the department also runs a strong tennis programme.

As a full-time member of the school's teaching staff, the ideal candidate will teach PE on a part-time timetable, including approximately 18 Saturdays per academic year, and will play a significant role in coaching the boys' games programme. The post-holder will contribute to the all-round pupil experience and development through responsibilities that reflect the demands of a vibrant boarding school environment.

These include:

- Taking boys' games for mid-week and weekend fixtures
- Assisting with various after-school activities and prep
- Undertaking break and lunchtime supervision duties

The successful candidate may be required to be a Form Taker.

The ideal candidate should;

- Have a degree or equivalent in a relevant subject
- Hold Qualified Teacher Status
- Be passionate and enthusiastic about delivering sport for all
- Have previous experience of successful sports coaching
- Demonstrate a high level of subject knowledge across the sports and the ability to deliver excellent lessons, which engage all children and align with our vision for sport
- Be an excellent communicator with pupils, parents, staff and external stakeholders such as other schools and national governing bodies
- Have a positive understanding of the level of personal and professional commitment expected in a boarding school community
- Be confident in the use of technology
- Support the need for continuous professional development
- Be willing to uphold and support the Catholic ethos of the school

Job Description: Head of Boys Games & PE Teacher

Responsible to: The Headmaster and the Head of Prep.

Purpose of the job: To lead and organise the Boys' Games programme. To utilise extensive coaching skills and knowledge, to advise and support others to deliver the sports' programme, and arrange a fixture programme which meets the needs of all pupils.

Particular Tasks & Responsibilities:

As Head of Boys' Games your responsibility is to:

- Be the 'figure head' of the Boys' Games Programme
- Coach to the highest possible standard throughout the school
- Consistently exemplify high standards and expectations of professional conduct
- Implement the School's Sports Policy with a clear strategy which promotes, celebrates, and prioritises 'Sport for All' and enhances sporting excellence
- Ensure that everyone in the games department always represents Farleigh in an exemplary and professional manner, and promotes the school ethos
- Ensure that all pupils have access to high quality coaching, facilities and sports provision, maximising participation and rewarding individual efforts, progress, and attainment
- Liaise with the Head of Girls' Games to achieve consistency in coaching, fixtures, transportation, catering, administration, and standards at all levels
- Liaise with other schools to ensure fixtures are well planned and executed
- Organise fixtures within the specified frequency for boys' teams, including pitch availability; appropriate matching of team abilities; changing facilities for visiting teams; liaison with the catering team regarding lunches and match teas; transport for away matches; and neutral referees where required
- Organise sports events, tours and tournaments to promote an inclusive and varied sporting curriculum for all pupils
- Represent the Boys' Games department at school functions and meetings, with feedback to the Headmaster and Head of Prep
- Ensure communication with staff and parents is clear and detailed
- Ensure team sheets are published in good time via SOCS
- Ensure all results are recorded via SOCS and regular updates are given to pupils in assemblies
- Ensure the boys' changing rooms are well kept and the pupils are supervised at all times whilst changing
- Organise House sporting events in collaboration with the Head of Girls' Games

Curriculum, Learning and Teaching:

- Maintain a departmental handbook for Boys' Games
- Develop the curriculum plans for each sport
- Monitor, evaluate and review the policy and practice in Boys' Games in line with the national curriculum guidelines as adopted by the school and the Farleigh School Sports Policy
- Support the sports scholars' programme, including writing of references and preparing the pupils for assessment days, as required
- Write some pupil reports and check those written by Boys' Games takers
- Attend Parents' Evenings/Curriculum Evenings as required
- Set targets for pupils in both PE and Boys' Games mindful of the wide range of abilities
- Identify and support potential Gifted & Talented pupils

Resources and Organisation:

- Ensure that pupils have the opportunity to experience different styles and levels of coaching, and allocate pupils to appropriate teams
- Ensure that games staff have the opportunity to coach a cross section of ages and abilities
- Arrange staffing and provide appropriate activities in the planned and unforeseen absence of a member of the department
- Collaborate with the Head of Girls' Games to provide a 1-year and 3-year budget plan to the Director of Finance and Operations, and keep accounts, as required. Be responsible for budget expenditure, in consultation with departmental colleagues as appropriate
- Recommend efficient staffing levels and ensure appropriate deployment of staff, in both quality & quantity for all ages and ability groups for Boys' Games
- Ensure that all equipment/resources are properly used, looked after, and secured; and that their availability is ready and known to all games staff

Department staff:

- Lead a team of full and part time games staff, undertaking close supervision of ECTs'/GRADS and GAP assistants, establishing positive and supportive working relationships and promoting the highest level of professional practice in all aspects of PE, Swimming & Boys' Games
- Attend weekly sport department meetings to discuss sport provision across the school, upcoming fixtures/events, share best practice and address any concerns or areas of development
- Participate in the selection process and Continual Professional Development (CPD) of departmental staff
- Identify staff training & development opportunities, to further develop skills and keep up to date with current practice
- Keep up to date with best practice and developments in the profession and relevant sports, attending courses and training, subsequently providing feedback to departmental staff, when required
- Ensure regular spot checks of pupils' kit, equipment and jewellery are carried out and recorded

Liaison:

- Liaise with the Head of Prep and Head of Pre-Prep, to mutually inform, plan, and implement a Boys' Games programme
- Manage takers of Boys' Games, to ensure maximum, efficient use of Games times, ensuring the punctuality of staff and pupils, good communication with other schools and parents and prior preparation/scheduling
- Work with colleagues from all other areas of school life regarding the allocation of timetable, priority issues etc.
- Liaise with the Office Staff with regard to fixtures, tournaments, and sporting events as appropriate
- Liaise with the Teaching Staff to ensure team sheets are communicated well in advance of tournaments, tours and fixtures outside of the usual fixture allocation
- Liaise with the Catering Team to ensure match tea provision is of the highest standard
- Liaise with the Grounds Team over the availability and use of sports pitches
- Liaise with the Communications & Marketing team to ensure Sports News is updated across all relevant weekly and termly communications, including emails and website content.

Development:

- Carry out a SWOT analysis at regular intervals to identify priority areas for development, for inclusion in the School Improvement Plan, where required
- Be instrumental in devising new strategies to further promote Games, PE & Swimming for all pupils, at all levels
- Identify new sporting initiatives that will enhance the sporting life of the school and once agreed, enable their implementation, in collaboration with the Head of Girls' Games, Head of PE and other relevant staff, as appropriate
- To work to the direction of the Headmaster and Head of Prep on any other matters relating directly to this role which may from time to time occur
- Any other duties as commensurate with the post, that the Headmaster may from time to time ask the post holder to perform

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.



Salary, Benefits & Application Process

The successful candidate will receive a remuneration package which includes:

- A competitive salary in line with the school's Pay and Benefits policy
- All full-time teachers receive a half-day off during the week
- Membership of the school's pension scheme
- Access to Help@Hand Employee Assistance programme and shopping discounts
- Free school lunch during term time
- Professional Development Support and Opportunities
- Free car parking
- Supportive colleagues and an outstanding working environment
- A beautiful setting in which to work
- Access to staff social events

To apply for this position, please complete the academic staff application form and return to Debs Jones, the HR Manager at hr@farleighschool.com as soon as possible. Applications will be accepted until the position is filled, therefore early application is encouraged.

Farleigh School reserves the right to appoint at any time in the recruitment process.

Safeguarding:

Farleigh School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant(s) must be willing to undergo appropriate Child Protection Screening, including references from past employers and an enhanced DBS disclosure and an online search in line with safer recruitment.

Equal Opportunities:

Farleigh School is a co-educational organisation that believes strongly in equal opportunity for all.