

BEST PUBLIC SCHOOL 2026

TATLER



RECRUITMENT INFORMATION PACK

HEAD OF ACADEMIC PE

Location: Holt, North Norfolk, UK

Contract: Full Time

Required: January 2027

Gresham's School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.



**A MESSAGE FROM
DOUGLAS ROBB,
HEADMASTER**

I am delighted that you are considering Gresham's as an employer and hope that you will want to apply for this position once you have found out a little more about us.

Gresham's is an independent co-educational boarding school based in the beautiful Georgian town of Holt, in North Norfolk. The School occupies a large campus across three sites: Nursery and Pre-Preparatory, Preparatory and Senior Schools, with approximately 900+ pupils ranging from 2 years to 18 years. We currently employ almost 400 staff in positions such as teaching and pastoral care, finance, information technology, administration, site services and maintenance, and catering.

We take great pride in our reputation and recognise that this is built on the commitment and skills of our staff. The success of the School and the well-being of staff and its pupils depends very largely on co-operation, trust and respect between us.

We recognise that much time and thought goes into preparing an application, and we in turn, will give your application serious consideration, should you decide to apply.

For those of you who may not be familiar with the outstanding beauty of the North Norfolk Coast, I have a link below which I hope you will find useful:

visitnorthnorfolk.com

With best wishes,

A handwritten signature of Douglas Robb in dark ink. The signature is written in a cursive style, with the first name 'Douglas' and the last name 'Robb' clearly visible. A horizontal line extends from the end of the signature.

Douglas Robb

J O B D E S C R I P T I O N A N D P E R S O N S P E C I F I C A T I O N

The Job Description contains the main details of the tasks and responsibilities of the post.

The Person Specification lists the criteria that applicants are required to demonstrate in order to be successful in undertaking the role. These are listed in terms of qualifications, personal qualities and professional experience and skills, and will be used in the shortlisting process and to form the basis for questions asked at interview.

J O B D E S C R I P T I O N :

H E A D O F A C A D E M I C P E

Reporting to: Deputy Head Academic

O U R S C H O O L

Gresham's is a thriving, forward-thinking co-educational boarding and day school set in 300 acres of stunning Norfolk countryside. Founded in 1555, the school boasts a rich heritage and a reputation for nurturing creativity, academic ambition and character.

Founded in 1555, Gresham's combines a rich heritage with a bold vision for the future. Nestled in the Georgian market town of Holt and just four miles from the breathtaking North Norfolk coast, our Senior School educates pupils aged 13 to 18 from across the UK and internationally. We pride ourselves on nurturing creativity, academic ambition, and character.

We are proud of our exceptional alumni community, which reflects the breadth of opportunity available at Gresham's. Academy Award-winning actress Olivia Colman, England rugby internationals Ben and Tom Youngs, and inventor Sir James Dyson — one of the world's most prominent innovators — are among those who began their journeys here. Sir James is a long-standing supporter of the school, and his generous donations have funded the creation of the cutting-edge Dyson STEAM Building, as well as a brand new £45 million Prep School, currently under construction adjacent to the Senior School site.

With a strong sense of heritage and an ambitious vision for the future, Gresham's offers a unique and inspiring environment in which both pupils and staff can thrive.

T H E S P O R T S D E P A R T M E N T

Sport has a very high profile at Gresham's and is extremely well supported. The main sports are rugby for the boys and hockey for the girls in the Michaelmas term. Hockey is the major activity for the boys in the spring term and netball for the girls. In the summer term boys play cricket, and participate in tennis and athletics, with the girls playing tennis, cricket, athletics and rounders against other schools. Shooting is a major sport for both boys and girls throughout the

year. A wide range of other activities are also available including; aerobics, badminton, basketball, cross-country, cycling, fencing, football, golf, horse-riding, pilates, sailing, softball, squash, street-dance, swimming, table tennis and volleyball.

The department consists of four specialist staff at the senior school (including the Head of Department). In addition to their academic teaching and role as a pastoral tutor, the successful candidate will be required to coach and manage one or more major sports to first team level throughout the academic year.

The school has excellent facilities, including a sports hall containing cricket nets, badminton courts, an indoor hockey pitch, tennis court and netball courts, as well as markings for other sports and activities usually played indoors. There are hard court areas outside containing netball/tennis courts and extensive grass pitches over the current 200-acre site.

All pupils are timetabled on specific afternoons, participating in a 1½ hour Games session, three times per week. Fixtures are also played every Saturday. The school enjoys an enviable reputation for the quality and breadth of its sports provision and the successful candidate will be expected to continue to raise the profile of sporting activities, arrange and accompany matches, and encourage high standards with a sense of enjoyment.

Courses that are studied within Sport are GCSE PE (OCR) to Years 10 and 11, alongside A-Level PE (OCR), BTEC Diploma in Sport and IB Sports, Exercise and Health Science (to both higher and standard level) to the Sixth Form.

T H E R O L E

We are looking for an outstanding and experienced Head of Academic PE to join a thriving and successful sports department. The main responsibilities of the role not only cover teaching, but the pastoral element expected of a busy boarding school.

- To be responsible for co-ordinating academic Physical Education (PE) and Sports Science in the Senior School;
- To coach games throughout the school over three terms (reporting to Director of Sport)
- To act as an academic tutor, including a weekly boarding house evening duty

S t r a t e g i c D e v e l o p m e n t

Through consultation with the Deputy Head (academic) and Assistant Head (curriculum), develop and implement PE policies, plans, targets and practices, within the context of the school's aims and policies.

- Create a climate, which enables other staff to develop and maintain positive attitudes towards PE;
- Use data effectively to identify pupils who are underachieving in the subject and, where necessary, create and implement plans of action to support those pupils;
- Analyse and interpret relevant national and school data, plus research and inspection evidence, to inform policies, practices, expectations, targets and teaching methods;
- Ensure that PE Department planning is implemented;

- Monitor the progress made in achieving these PE plans, and evaluate the effects on teaching and learning, using this analysis to guide further improvement.
- To plan and implement potential new vocational courses in the light of the changes to BTEC at post-16.

T e a c h i n g & L e a r n i n g

Through consultation with the Deputy Head Academic to secure and sustain effective teaching and learning of PE, the standards of pupils' achievements and set targets for improvement in.

- To be responsible for co-ordinating the Academic PE programme at GCSE, A-Level and BTEC and Sport Exercise and Health Science at IB under the direction of the Assistant Head (Curriculum);
- Ensure PE curriculum coverage, continuity and progression in the subject for all pupils, including those of high ability and those with special education needs;
- Help to develop, improve and implement clear policies and practices for assessing, recording and reporting of PE, and for using this information to recognise achievement and to assist the pupils in setting targets for further improvement;
- Develop the teaching of PE.
- To observe and line manage departmental colleagues to ensure the highest standard of teaching and learning

L e a d i n g & M a n a g i n g

To provide for all those with involvement in the teaching of PE, the support, challenge, information and development necessary to sustain and motivate.

- Establish clear expectations and constructive working relationships among staff involved with PE, including through team working and mutual support; devolving responsibilities and delegating tasks, as appropriate; evaluating practice;
- Sustain your own motivation and, where possible, that of other staff;
- Ensure any proposed changes in PE planning, policies, schemes are agreed by the Deputy Head (Academic)

D e p l o y m e n t o f R e s o u r c e s & S t a f f

Identify appropriate resources for the teaching of PE and Sports Science throughout the school and ensure that these are used efficiently, effectively and safely.

- Advise the Deputy Head (Academic) of likely priorities for expenditure;
- To maintain the smooth running of PE and Sports Science lessons;
- Maintain existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the school;
- Use accommodation to create an effective and stimulating environment for the teaching and learning of PE/Sports Science;
- Ensure that there is a safe working and learning environment in which risks are properly assessed;

O t h e r T a s k s

The following duties shall be deemed to be included in the professional duties which you may be required to perform:

- Selecting School Teams and informing the pupils/parents/teachers, as well as supervising home and away fixtures for the team you are responsible for
- To follow all school policies;
- To undertake duties before, during and after school as required;
- To participate in after school activities including residential field trips, as and when necessary;
- To attend school functions;
- To report to parents verbally and in writing;
- To support colleagues as necessary and to work co-operatively as part of a team attending all meetings and inset.

P a s t o r a l R o l e

In addition to having a professional role in the welfare of all pupils, particularly those regularly taught or supervised, all academic staff are expected to act as a tutor in one of the seven boarding houses. The role of the tutor comprises:

- Developing excellent relationships with each tutee, becoming the leading role in the overseeing of the day-to-day wellbeing and progress of the tutee through the school, including subject choices at GCSE, 6th form and tertiary education
- Developing excellent relationships with the parents or guardians of each tutee so that the information and collective support for each pupil is of the highest order
- Promoting the general progress and well-being of individual pupils and of the tutor group, offering thoughtful feedback for guidance and sharing key elements of pupil's progress with the appropriate staff
- Offer guidance and advice on educational and social matters, monitoring their welfare and making relevant records and reports in accordance with the school policies
- Focusing on PSHE material or issues as directed by the Housemaster or Housemistress or Deputy Heads
- Complete a weekly duty in a house, including late duties with the House tutor team
- Attend the weekly tutors' meeting
- Complete school duties as directed by the Housemaster or Housemistress during the appropriate duty week
- Support House events and tutees performances wherever possible

W i d e r e x p e c t a t i o n s

- Attend staff briefings, INSET and staff meetings
- Take an active role in own professional development, attending courses as required, sharing information with colleagues as appropriate to encourage development of other members of staff
- Cover lessons when requested, and invigilate exams when required
- Make good use of school email, replying to colleagues, pupils and parents appropriately and in a timely manner
- The role is not just classroom based as the school has both boarding and day students and runs an extended school day offering a vast range of sporting and extra-curricular activities

All our academic staff are expected to embrace the co-curricular life at Gresham's, whether you love sport, drama or enjoy working on projects with the local community, we have more than enough to keep you busy.

S a f e g u a r d i n g

The position involves extensive work with young people in a teaching role at Gresham's and is therefore classed as a regulated activity.

The role therefore requires:

- Having read and understood current KCSIE guidance and the School's Safeguarding and Child Protection policy, and a commitment to implementing these.
- Attending all Safeguarding training.
- A commitment to ensuring Gresham's is a safe environment through a sensitive and vigilant approach to working with young people, and to reporting all concerns.

P E R S O N S P E C I F I C A T I O N

Q U A L I F I C A T I O N S	E S S E N T I A L	D E S I R A B L E
Educated to Degree level or equivalent in Sports Science/ PE	✓	
PGCE (ECT/QTS)		✓
Specialism in Exercise Physiology and Psychology to 6 th Form level		✓
Nationally recognised coaching qualifications		✓
Qualified First Aid (current)		✓
P R O F E S S I O N A L E X P E R I E N C E	E S S E N T I A L	D E S I R A B L E
Experienced in teaching and leading Sports to IB Level		✓
Previous coaching experience to a high level		✓
Personally, committed to continuing professional development	✓	
Managing/supervising coaching staff	✓	
Experience of independent and/or state boarding environments		✓
Experience of examining/moderating for at least one of the exam courses we offer (GCSE, A-Level, BTEC or IB)		✓
W O R K E X P E R I E N C E , P E R S O N A L C O M P E T E N C I E S A N D S K I L L S	E S S E N T I A L	D E S I R A B L E
Be committed to safeguarding the physical, emotional, and mental well-being of young people	✓	
An outstanding teacher	✓	
Possess excellent presentation and verbal communication skills	✓	
Professional appearance and manner	✓	
Ability to engage and inspire pupils with the love of Sport	✓	
Appropriate attitude to the use of authority and maintaining discipline	✓	
Ability to maintain confidentiality appropriate to the setting	✓	
Able to exercise good motivational skills	✓	
Awareness of health and safety requirements	✓	
Effective communication skills (pupils, parents, staff)	✓	
Physically, emotionally, resilient and grounded	✓	
Enthusiasm and willingness to contribute fully to the life of a busy boarding school	✓	
Patient with a sense of humour	✓	
Driving licence		✓
Excellent ICT skills	✓	

R E M U N E R A T I O N A N D O T H E R B E N E F I T S

S A L A R Y

Full-Time

Based on Gresham's Academic Staff Pay Structure (to be discussed at interview)

Required for – January 2027

Accommodation may be available

B E N E F I T S

- TPS (Teachers' Pension Scheme)/ APTIS (Aviva Pension Trust for Independent Schools)
- Fee Remission
- Private Medical Insurance
- Free hot drinks, fruit and biscuits in the common room
- Free school lunch during term time
- Free car parking on site
- Free use of swimming pool, gym and other sports facilities (specified times)
- Free/reduced price tickets to performances in the Auden Theatre

PERSONAL DETAILS

ELIGIBILITY TO WORK

When you apply for any of our school vacancies, it is important that you are aware of your eligibility status and can meet the criteria set, for you to legally work in the UK. Appointment will be subject to verification of the appointee's valid Right to Work (RTW) in the UK documentation.

For more information, visit the <https://www.gov.uk/legal-right-work-uk>

EQUALITY & DIVERSITY MONITORING

In order that we can continue to develop and meet our obligations under the Equality Act you will complete this form as part of the application process via MyNewTerm. The information within this form will be used purely for monitoring the effectiveness of the School's Equal Opportunities Policy Statement and will not be used during the selection process or seen by those responsible for shortlisting and interviewing. A copy of the School's Equal Opportunities Policy Statement is available on request.

RETENTION OF RECORDS

The application forms of unsuccessful candidates will be held confidentially in the HR Department and destroyed after three months.

All documents resulting from the interview process will be retained on file by the HR Department and destroyed after six months. (Privacy Policy is available on our website: www.greshams.com.)

DISCLOSURE AND BARRING SERVICE

Gresham's aims to promote equality of opportunity for all and therefore welcomes applications from a diverse range of candidates. Criminal records will be considered for recruitment purposes only where the conviction is relevant.

As the School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, your offer of employment will be subject to an enhanced disclosure from the Disclosure and Barring Service (DBS) before the appointment is confirmed.

INTERVIEW PROCESS

If you are invited to attend an interview you will be required to complete a *Suitability to Work With Children Declaration Form* prior to interview and provide evidence of your identity on the day of your interview, from the following examples:

- A UK Birth certificate
- Passport and/or UK driving licence (including a photo-card);
- UK firearms licence;
- Evidence of your Right to Work status

- a utility bill or bank/building society statement showing your name and home address (less than three months old);
- Documentation confirming your National Insurance Number (P45, P60 or National Insurance Card);
- Original documents of educational and professional qualifications referred to in your application form.

If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, and statutory declaration), you will be required to provide documentary evidence of the change.

For Teaching Posts: You will be contacted prior to your interview with the details of at least one teaching lesson that you will be expected to take. The interview process will involve a number of interviews with different members of staff and a tour of the School and/or department.

Support Posts: As well as a face to face interview, the selection process may include some other form of assessment e.g. administrative test, demonstration of practical skill, a presentation, etc.

Please note: Should you be successful following interview, you will be asked to provide documentation to assist in the processing of an Enhanced Disclosure (DBS). If you are on the DBS Update Service, you will be required to bring along the certificate that relates to this subscription.

Details of Online Profile: Keeping Children Safe in Education (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability. All candidates are therefore required to provide the following information as part of your application:

- the social media platforms on which you have accounts;
- the account names/handles for all of your social media accounts, including any under a nickname or pseudonym;
- any websites you are involved with, in or featured on or named on; and
- any other publicly available online information about you of which the School should be made aware.

If you are shortlisted for the role, we may carry out an online search based on the information you provide within the application form. If we carry out a search, we will also search more widely for any other online information about you.

You are **not** required to provide account passwords or to grant the School access to private social media accounts.

If you are not shortlisted for the role, online searches will not be carried out on you.

CONDITIONAL OFFER OF APPOINTMENT

Any offer to a successful candidate will be conditional upon the following:

- Valid Right to Work documentation in place
- Receipt of a minimum of two satisfactory references

- Verification of identity and qualifications
- A satisfactory DBS (Disclosure and Barring Service) disclosure
- Verification of professional status such as Qualified Teacher Status (QTS), where required, verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance
- Verification of medical fitness. Completion of a medical declaration and satisfactory medical examination in certain circumstances
- Completion of Online Safeguarding Training (details of the provider will be sent by HR)

S A F E G U A R D I N G

All adults working at Gresham's have a responsibility to safeguard and promote the welfare, both physical and emotional, of every pupil, both inside and outside the School. This involves ensuring that pupils are protected from significant harm and having a positive commitment to ensure the satisfactory development and growth of the individual.

Everyone working in the School must be aware of, understand, and follow the School's Safeguarding and Child Protection Policy, which follows Norfolk Safeguarding Children's Partnership (NSCP) practice and procedures, and Keeping Children Safe in Education 2026 statutory guidance. All staff are required to be trained in Safeguarding and Child Protection as part of their terms and conditions of employment, and this is carried out online before employment commences.

I M P O R T A N T T O N O T E

Where information on a candidate is found;

- To be on the DBS Children's Barred List,
- To be on the Protection of Children Act List
- Their DBS disclosure shows they have been disqualified from working with children by a court
- They have been found to have provided false information in their application or in support of their application or are the subject of serious expressions of concerns as to their suitability to work with children

The facts will be reported to the Police and/or the DfES Children's Safeguarding Operation Unit.

Q U E R I E S

If you have any queries at all about your application or the recruitment process, please contact the HR Department on 01263 714623 or email hr@greshams.com.

HOW TO APPLY HEAD OF ACADEMIC PE

If you would like to apply for the full-time position of Head of Sports Science, you will need to complete an application form via our [website](#). Completing the application form is the first stage of the selection process. The information you provide will be used to decide whether or not you will be shortlisted for further stages/an interview. It is therefore very important that you complete your application form accurately and as fully as possible, including all the information you think is relevant.

COMPLETING YOUR APPLICATION FORM

- Please read through all information provided before completing your application form
- We require information about all applicants to be presented in a consistent format
- Complete all sections; do not leave any blanks enter N/A if not applicable and provide as much information as possible
- Continue on a separate sheet if you require more space to complete any section

GUIDANCE FOR THE COMPLETION OF THE SECTION 'SUPPORTING STATEMENT'

This is an important section of the application form as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements. Please provide clear examples when outlining all your experiences whether relevant or not.

For teaching staff, it is important that you use this section of the application form to also outline how your interests, skills and qualifications may contribute to extra-curricular activities at Gresham's.

REFERENCES

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of your references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children (this applies to teaching posts). **Neither referee should be a relative or someone known to you solely as a friend.**

Please note: Shortlisted applicants for all posts (academic and support) are advised that references will be taken up prior to interview, unless you ask us not to, we will assume it is acceptable to contact your referees at any time.

SUBMISSION OF APPLICATIONS

All application forms should be submitted through our website vacancies page following the job link to MyNewTerm.

HOW TO APPLY (continued) HEAD OF ACADEMIC PE

The recruitment team can be contacted via hr@greshams.com or by calling 01263 714623 / 714589.

Please submit your application by the **closing date of 30th September 2026**. If your application is submitted after this time, we will not be able to accept it. **Previous applicants need not apply.**

Interviews date: TBC

Required for: January 2027

Please note: We reserve the right to interview and appoint during the period up to and including the closing date.

Please be aware that if you have not heard from us within 21 days of the closing date, unfortunately, your application has been unsuccessful. Due to the overwhelming response we receive to our vacancies, we provide feedback only to those applicants who are interviewed.



Gresham's School, Cromer Road, Holt, Norfolk, NR25 6EA

01263 714500

www.greshams.com

Registered Charity No: 1105500