



GORDONSTOUN

Broader experiences, broader minds.

ASSISTANT HEAD OF SPORT

Reports to: Head of Sport

Job Purpose: Gordonstoun has been leading the way in Hahnian education for more than 80 years. Our uniquely broad curriculum provides challenge in the classroom, at sea and in the mountains, on the stage and on the sports fields and enables students to discover the truth in our motto – Plus Est En Vous – there is more in you.

The Assistant Head of Sport will play a key leadership role in developing and delivering a dynamic, high-quality sports programme across both the Senior and Prep Schools. This role is responsible for balancing competitive performance with broad participation, ensuring that all students, from ages 5–18, have opportunities to engage in sport at an appropriate level.

Working closely with the Head of Sport, the Assistant Head of Sport will assist in shaping the school's sporting strategy, fostering a culture of sportsmanship, teamwork, and resilience.

Working Hours: 39 hours per week

Responsibilities of all members of staff:

- Adhere to Gordonstoun's policies and procedures regarding Child Protection and Health and Safety
- Actively contribute to the school's ethos, aligning with Gordonstoun's core values: Safe, Positive, and Improving.
- Undertake any additional tasks as required to support the school's operations and objectives.

Programme Development and Leadership

- Assist in developing the school's sporting strategy for students aged 5–18, emphasising both inclusivity and excellence.
- Coordinate and attend preseason training camps in collaboration with the Athletic Development Coach before the start of each term, as directed by the Head of Sport.
- Plan and execute sports tours during term time and school holidays, aligning with the agreed touring strategy communicated by the Head of Sport.
- Foster a culture of sportsmanship, teamwork, and resilience, creating pathways for elite athletes while encouraging participation at all levels.
- Manage the overall delivery of fixtures and tournaments, ensuring efficient logistical execution in alignment with the fixture strategy set by the Head of Sport.

- Oversee the coordination of Prep School sport, ensuring effective communication of any changes to daily routines, and serve as the key link to guarantee the seamless delivery of timetabled sports and fixtures.

Sports Programme Management

- Generate and coordinate a comprehensive and challenging fixtures list for the entire school, ensuring alignment with the sports programme and meeting the developmental needs of all students.
- Supervise the daily activities of Sports Coaches and conduct regular recorded meetings of the informal Sports Committee.
- Ensure the smooth daily operation of activities, including efficient use of registrations and student reporting systems.
- Provide mentorship and emotional support for student-athletes balancing academics and sports.

Partnerships and Recruitment

- Support the school's recruitment efforts by showcasing the strength of its sports programme.
- Conduct admissions-related presentations, tours, and visits for both international and domestic recruitment.
- Oversee the development and well-being of students awarded Sports Scholarships, ensuring they meet performance targets, engage in training opportunities, have regular access to Athletic Development, and receive guidance for life beyond school, all within a structured and supportive programme aligned with the school's ambitions.
- Attend coaching sessions at Scottish prep schools as directed by the Head of Sport to aid in recruitment efforts.

Sports Coaching

- Lead the coaching of a specific focused, core sport in each of the three terms. Plan and deliver well-structured sessions, ensuring a blend of skill development, tactical understanding, and physical fitness.
- Develop adaptive sports initiatives and promote diversity in sports participation.
- Coach sport in the evenings, at weekends and, where appropriate, the mornings.

Reporting

- Coordinate the collection of sports reports for the school publication 'The Record', ensuring timely and accurate submissions.
- Oversee the quality control of core sports reporting conducted by Sports Coaches, maintaining consistency and accuracy.
- Write and submit termly student reports covering core sports and extracurricular activities across the school.

Administration

- Manage sports equipment, kit, and maintenance requests relevant to the assigned area of responsibility.

- Ensure completion of risk assessments for all sports-related activities within the assigned area of responsibility.
- Lead the teams selection process, promoting equal opportunities for students and communicating effectively with students, parents, and staff.
- Attend and actively contribute to weekly Sports Coaches meetings.

Extent of Responsibilities

- Deliver sports and activity sessions during the school day from Monday to Saturday.
- Participate in the evening duty rota.
- Participate in the Sunday duty rota, including during leave-out weekends.

Pastoral and General Duties

- Assist with staff duties, being assigned to the various duty teams
- Attend chapel at least twice a week
- Attend full Staff Meetings in the Senior School
- Attend major School functions
- Candidates may also apply to be a Tutor which involves student support, boarding house duties and being part of the duty team; this attracts an additional payment.

Accommodation:

- For residential coaches, a room or flat suitable for single accommodation can be provided at a nominal charge. This must be vacated within three days of the end of the Summer Term. Coaches may also apply for a residence within a boarding house, where no charge is levied for accommodation in recognition of the duties associated with the role
- All meals are provided in the school refectory during term time.

PERSON SPECIFICATION:

| Attributes | Essential | Desirable | Assessment Method |
|--|---|--|---|
| Experience, Education & qualifications | <ul style="list-style-type: none"> • Significant and relevant breadth of experience of playing and coaching sports. • Qualified sports coach to UK level 2 or equivalent • Knowledge of Long-Term Athlete Development • Experience working with children and young people | <ul style="list-style-type: none"> • Experience of working in sports management • Degree relevant to the role • Experience of coaching a secondary sport • First aid qualifications. | Application form References Interview |
| Skills/abilities (general) | <ul style="list-style-type: none"> • Excellent IT skills, including proficiency in all MS Office applications. • Excellent communication and interpersonal skills. • Ability to organise groups of students at all levels of ability | | |
| Personal skills and qualities | <ul style="list-style-type: none"> • Driven individual with flexible, with a can-do attitude. • Conscientious and diligent, with excellent attention to detail. • Someone who creates a positive and cooperative working environment. • A commitment to Gordonstoun's unique educational ethos. • A commitment to doing the best for students from diverse cultural backgrounds. | | |
| Child protection | <ul style="list-style-type: none"> • Suitable to work with children • A full PVG check will be completed on the successful candidate | | References PVG check |