



Loretto

Director of Golf Information Pack



Loretto

Loretto School is a leading independent boarding and day school located on the outskirts of Edinburgh. We seek an exceptional Director of Golf to lead our Golf Academy from August 2025.

Background

Loretto Golf Academy (LGA) is the premier Independent School Golf Academy in the United Kingdom. Renowned for its commitment to exceptional educational standards, Loretto School is now seeking a highly motivated and visionary individual for the role of Director of Golf.

Founded over 20 years ago, the Loretto Golf Academy was the first of its kind within the UK and has gone on to win 12 National titles and help dozens of aspiring young golfers further their golfing careers at US colleges and UK universities.

On top of a state-of-the-art indoor facility boasting driving nets equipped with Trackman, a gym, conference room, putting green and bunkers, Loretto employs five PGA coaches, has its own driving range and external driving nets. The LGA also enjoys a unique and inspirational location in Scotland, situated next door to the world's oldest golf course, The Old Course Musselburgh Links, and close to some of the oldest and most prestigious golf clubs in the world, along Scotland's Golf Coast.

As such the Loretto Golf Academy is the premier choice for International and UK parents wishing to give their children an exceptional opportunity to develop their golfing talent in tandem with a first-class all-round education.

The Director of Golf will be responsible for the direction and leadership of Golf at Loretto.



The Role

Key components of the role include, but are not restricted to:

Lead the Core Term-Time Programme

The leadership and delivery of the term-time Golf Programme (with the assistance of PGA qualified coaches) to members of the Loretto Golf Academy at the School. Also facilitating golf activities for non-Academy children.

Lead Core Out-of-Term-Time Golf Activity

To lead and develop a programme of golf-related activities outside of term time for Golf Academy pupils. This includes golf camps and overseas tours/tournaments, helping to enrich the overall experience for participants.

Staff Leadership and Development

To lead, manage and develop the Golf Academy team and remote staff, serving as their line manager. This includes fostering a culture of professional development and camaraderie among staff members.

Inspire Creative Development of the LGA

Develop a dynamic future vision for the LGA based on the hallmarks of evolution and innovation to ensure that the LGA continues to provide a sector-leading offering to golfing pupils.

Marketing and Admissions

A key part of the role is to identify and seize opportunities to promote Loretto School through golf. By working closely with the Admissions Team, and being willing to travel, the Director will leverage golf as a compelling attraction for prospective pupils, contributing to the growth of golf at Loretto School.

The Old Lorettonian Golf Society (OLGS)

Work closely with the Old Lorettonian Golf Society (OLGS) which facilitates important social and competitive golfing experiences for the School's golfing alumni. This includes national competitions such as the Halford Hewitt Cup, which Loretto has an impressive winning record in in recent years.

Manage and Develop US and UK Golf University Placements

Due to the quality of golfing talent at Loretto, the School frequently enables the placement of pupils at prominent US and UK Golf Colleges where they can further their golfing aspirations. Through the development of existing and new relationships the Director will lead and manage this high-value process for LGA pupils.

Nurture and Develop Strategic Partnerships

In the pursuit of developing the profile, resources and opportunities available to the LGA The Director will seek to nurture and develop strategically advantageous relationships with UK and International partners from within and out-with the golf industry.

Wider Loretto Role

Collaboration with senior leaders is essential to ensure that the golf programme and activities align with the overall school timetable. The role requires a commitment to representing Loretto School at major events, including Remembrance, Carol Services, and Leavers' Day as well as travelling nationally and internationally to market the School.

General Duties and Responsibilities

The Director will comply with all legislative requirements and school policies, including but not limited to Child Protection, Health & Safety and confidentiality.

Qualifications

- Must be PGA/ UKCC Level 3 Qualified (Applications from anyone who has not registered or completed this qualification will be accepted on the understanding that they will successfully complete the training or a suitable equivalent).
- Must hold a full current clean driving licence, with Category D minibus desirable.

Experience

- Experience and understanding of Scottish, Europe, USA and world golfing structure at amateur level.
- Proven experience in coaching young people in golf.
- Experience in use of technology including, Trackman, SAM Putt Lab.
- Applications with a background in marketing golf are most welcome.



Personal Qualities and Skills

The Director of Golf will be expected to consolidate and build on Loretto's position as the UK's leading golf school. To support this the Director should be able to demonstrate relevant experience of, and have strong capabilities across the following areas:

Positivity and Enthusiasm: In order to inspire, encourage and support the development and enjoyment of all pupils interested in golf at the School, the role requires a leader with a deeply enthusiastic and positive mindset.

Leadership and Management Skills: Strong leadership, team building and collaborative skills will be critical to ensuring the growth and success of the LGA through the skillful management and development of all its staff, coaches and wider team members.

Planning, Organisational and Administrative Skills: Strong capabilities around planning, organising and administering all the activities and events of the LGA.

Communication Skills: Outstanding inter-personal, group and event speaking skills to enable highly effective leadership, management, relationship development and promotional capabilities.

Promotional Skills: The ability to seek out, and constantly promote the LGA at local, Country-Wide and International levels in order to increase the reach and growth of the LGA.

Relationship Development Skills: Nurturing important existing relationships with LGA partners as well as developing new high-value relationships is an essential part of the LGA Director's role.

Process Improvement Skills: Ability to think critically and strategically with a view towards assessing, improving and developing all key processes within the LGA.

Reporting Skills: The ability to regularly demonstrate and coherently report the detail of all LGA activities to the School's Senior Leadership Team and relevant management committees.

Professionalism and Integrity: A high level of personal and professional integrity, with a proven track record of handling difficult situations with tact and diplomacy in a discrete and confidential manner.

Key Working Relationships: The post holder would be expected to maintain positive relationships across the Loretto community, partners, and stakeholders.

To thrive in this position, the successful candidate must possess exceptional vision, strong organisational skills, and outstanding communication abilities. The Director will embody the School's ethos, fostering an environment where the values of teamwork, motivation and individual development are paramount. This is an exciting opportunity for a passionate leader to make a lasting impact on the future of golf at Loretto School.

Our School

The first thing you notice when you enter the Loretto campus is the warm and vibrant atmosphere. Welcoming around 500 pupils across the Junior and Senior School, our small size means that every child is known and nurtured and feels part of our community.

Taking a holistic approach to education, every child is developed in mind, body and spirit. This ground-breaking educational philosophy was introduced by our most famous Head, Hely Hutchinson Almond. No matter where pupils' passions lie, a Loretto education ensures they will be supported to explore and develop these.

From wrap-around care in Pre and Junior School and day, flexi, weekly, and full-boarding options in Senior School, Loretto offers flexibility to modern families. Pupils can board from age 12. The School has two boys' boarding houses, two girls' boarding houses, and one co-educational house – each welcoming boarding and day pupils, ensuring everyone feels at home at Loretto.



Our Pupils

The Lorettonian community is diverse and inclusive. We welcome pupils from 25 different countries, expanding the horizons of all our pupils. In addition, our bursaries and scholarships mean that no matter a child's financial background, a Loretto education is accessible.

Loretto pupils are well-rounded and determined. With a 99% A Level pass rate in 2024, pupils at the school perform exceptionally well academically. However, as every pupil is encouraged to pursue their individual interests, excellent achievements are evident everywhere – from the arts to the sports pitches.



Our Staff

We have a very friendly and supportive Common Room with a wide range of interests and life stories. The demographic of the staff is varied from newly qualified teachers to those who know the school and its history inside out. Some teachers have joined straight from university; others after taking a PGCE and some have taught in the Independent Sector before. In addition, several members of staff have also taught internationally. Naturally with such a wide range of backgrounds and experience the staff at Loretto are professional and encouraging of each other.

All staff members are enthusiastic about their subject and have a willingness to be involved in the life of the school beyond normal school hours. All staff are involved with extra-curricular activities and all have a passion for helping the children's learning experience outside the classroom. Staff at Loretto go the extra mile for the pupils in their care.

Wider School Responsibilities

Loretto operates for seven days a week in term time and all members of staff have broader roles in the pastoral care of children. The successful candidate will be a tutor to around ten tutees and will also undertake an evening duty in a boarding house once a week.

Terms of the Post

This is a permanent, full-time post. Salary will be determined by experience and aptitude for the role and will be in the region of £55,000 to £60,000 plus benefits. There is also a fee remission for staff with children at the School.

Interview Procedure

The procedure will involve interviews with the Headmaster and the Senior Management Team including a coaching lesson observation. Ideally, these will take place at the School, but for candidates applying from overseas, online interviews may be arranged.

Application

We welcome applications from suitably qualified candidates who are excited at the prospect of taking the LGA to new heights.

If you think this is the right opportunity for you, please apply directly through the School Talent website and upload both your CV and a cover letter. The cover letter should outline your interest in the role, as well as the experience and skills that you would bring to the Golf Academy.

If you have any questions about the application process, contact jobs@loretto.com

Closing Date: Friday 6 June 2025 at 11:59pm (GMT).

It is anticipated that first interviews will be held between on Wednesday 18 and Thursday 19 June 2025.

The School is committed to equal opportunities for all its pupils and staff.

Loretto is committed to safeguarding and promoting the welfare of children. Loretto meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to Disclosure Scotland Protecting Vulnerable Groups (PVG) Scheme checks before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. The cost of this application will be met by the School. Annually, every member of staff at the School is required to undergo, complete, and sign to confirm that they have received child protection training and will uphold it.

You must have the right to work in the UK to apply for this post.