

PACK FOR THE POST OF

Director of Sport Town Close School



STARTING SEPTEMBER 2026



A WARM WELCOME

This is an exciting new opportunity to lead sport in an incredible standalone preparatory school with excellent facilities. The successful candidate will be keen to lead this crucial area of school life with ambition, but will also be a team player, taking a full part in the wider life of this happy and busy school.

Town Close School is a co-educational preparatory day school of over 420 pupils aged 3 to 13 years, situated close to the centre of Norwich on a beautiful 15-acre site, including conservation woodland. Founded in 1932, it is now a charitable trust managed by a board of governors. The School is based around two large townhouses and their extensive gardens; the main house is early Georgian and the other mid-Victorian. Purpose-built classrooms and other premises and accommodation have been added, most in recent years. We also have a swimming pool onsite, as well as two sports grounds and an astro turf nearby. A high specification Sports Hall was opened in September 2009, a superb performing arts hall in January 2010 and the Pre Prep and Nursery was extended and re-furbished in 2017. A second science lab was opened in January 2025 and a drama studio, cookery room and renovated Reception garden were opened in September 2025. Onsite netball courts have also recently been completed in October 2025.

In 2020, we were awarded the prestigious national honour of TES Pre Prep/Prep School of the Year. Town Close School underwent inspection in June 2025 conducted by the Independent Schools Inspectorate, where we not only met all standards, but also received a significant strength for the impact of our School values; 'The Town Close Way'. Despite the current climate, demand for places is excellent and academic performance is strong.

We aim to develop the full potential of each child, not just as great pupils, but more importantly as great people. We are proud of our academic record, our renown for music, drama, technology and art, and our reputation for sport. Our recent sporting successes have been numerous with both boys and girls teams reaching IAPS National finals last year. There is a strong foundation for onward development.

We look forward to hearing from you.



JOB DESCRIPTION

Main Duties and Responsibilities

The Director of Sport will be responsible for the strategic and operational leadership of sport (inclusive of Games, PE and Swimming) for pupils across the age range of the School. They will also play a vital role in the delivery of our sporting programme throughout the week. They will report to the Deputy Head (Co-Curricular and Community) and will have line management responsibilities for games staff and coaches.

Leadership and Management

- Ensure excellent communication with staff involved in coaching and Games sessions through regular meetings and well-organised email communication.
- Line manage the games and coaching staff to ensure staff development and that programmes cater to the diverse needs of all pupils playing that sport, from beginners to those playing at representative level.
- Champion co-curricular sport at every opportunity fostering a culture of inclusion, collaboration, and excellence in all areas of the School.
- Develop a strategy for the future of sport at the School and ensure clear communication to the Senior Leadership Team, the Common Room and Governors (where required).
- Prepare a sports and facilities strategy plan in line with the agreed strategic plan.
- Write the sports department budget submission each year.
- Recruit suitable sports coaches to enhance the coaching provision as required, in liaison with the Senior Leadership Team.
- Manage any staffing issues in Sport.
- Identify ETC (enthusiastic, talented and curious) pupils and play an active role in awarding 'colours', prizes, and awards.
- Develop and help to deliver the sporting pathway for Year 7 and 8 sports award holders.

Facilities and equipment

- Monitor and manage the use of all the School's sports facilities throughout the year to ensure usage is appropriate, in conjunction with the Assistant Bursar and Deputy Head (Co-Curricular and Community).
- Work closely with all relevant people to ensure there is an effective maintenance programme of sports facilities.
- Ensure that the School's sports equipment is properly organised, stored, maintained and regularly itemised, with replacements made as appropriate.

Health and Safety

- Ensure that sports risk assessments are completed, and that Health & Safety standards are monitored and maintained.
- Liaise with the School Nurse to ensure medical cover for sport is appropriate and that all injuries/incidents are reported and correctly recorded.

Fixtures and Calendar

- In conjunction with the Deputy Head (Co-Curricular and Community), ensure each sport's fixture list offers an appropriate level of challenge and opportunity for all.
- Ensure visiting teams are welcomed, hosted and cared for during their visit to Town Close School.
- Ensure fixture lists are finalised in advance of each term's calendar deadline and proactively identify and resolve potential calendar clashes.
- Coordinate pre-season training schedules and work alongside the games staff in developing and coordinating a programme of sporting tours and events.

Communication

- Build and maintain positive relationships with parents and communicate regularly regarding pupils' learning and progress.
- Ensure that all team sheets, information and fixture logistics are fully planned, completed, communicated and appropriate.
- Lead the promotion of sport at the School both internally and externally, collate weekly match reports, contribute to whole school assemblies and liaise with the Head and the School's marketing department in order to promote pupils' sporting achievements.
- Promote the values of enjoyment of physical activity with the aim for all pupils to develop a lifelong love of physical activity.

- Communicate the needs of the department to the School's uniform provider(s), in conjunction with the Senior Deputy Head regarding the purchasing of generic games kit and sports specific items.
- Manage the quality of communication with associated areas of the School.

General teaching and pastoral duties

- Understand and be fully aligned with the values of 'The Town Close Way'.
- Attend departmental meetings, subject meetings and INSET training, and whole school events as identified by the Deputy Head (Academic), as appropriate.
- Participate in the School's scheme of staff appraisal and engage in CPD.

If the role holder is a teaching member of staff:

- Contribute to the teaching of the department as set out in the timetable.
- Prepare lessons and coaching sessions taking account of the pupils' abilities within each teaching group/set.
- Identify, encourage and help to realise each pupil's potential.
- Employ good subject knowledge, become fully acquainted with the appropriate schemes of work and carry out the requirements thereof.
- Manage the learning environment in a way conducive to successful learning and the maintenance of good pupil discipline, making use of sanctions and rewards in line with school policies.
- Maintain an up-to-date knowledge of pupils with special educational needs by becoming fully familiar with the relevant IEPs.
- Attend parent/teacher meetings.
- When occasion demands, to communicate politely, helpfully and effectively with parents and guardians.
- Cover staff absence when asked by the Senior Deputy Head.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.
- Promote the safe use of the School's IT resources.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the post holder will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager.



PERSON SPECIFICATION

Criteria	Qualities
Qualifications and experience	• A qualified and experienced teacher of sport, or a sports professional with experience of coaching young people in one of the major sports offered at Town Close School. • Educated to degree level. • Specialist coaching qualifications in one or more of the major sports. • Proven experience of organising fixtures and coaching plans for multiple teams. • Experience of effective liaison with pathways and academies, • Experience of the standard of sport and sportsmanship expected in an independent school and the role it plays in school life. • A recognised teaching qualification (desirable). • A level 3 coaching qualification (desirable). • Experience of coaching boys' and girls' sport (desirable). • High level playing experience (desirable). • Experience in a school sports environment (desirable). • Experience / understanding of the importance of liaison with feeder schools and organising pupil recruitment events (desirable).
Knowledge and understanding	• Sports coaching and pedagogy. • Clear understanding of the importance of effective safeguarding in school sport. • Clear understanding of safety procedures in sport.
Leadership and management skills	• Excellent team leadership skills with the ability to lead and inspire colleagues. • The ability to work collaboratively with others and build positive working relationships with colleagues and direct reports to influence and motivate at all levels. • A confident manager of people with the ability to lead a group of coaches towards a clear goal. • The ability to mentor, support and appraise colleagues. • Ability to embody the Town Close Way and values. • Ability to understand the needs, challenges and opportunities of an independent school community. • Energy, charisma and dynamism to promote and actively 'market' Town Close School sport both within the school and outside it. • Relevant people management qualifications (desirable).
General skills and behaviours	• Excellent planning and organisational skills. • Outstanding communication skills (both orally and in writing). • Exceptional interpersonal skills. • The ability to create and nurture positive relationships with all members of the school community. • Excellent IT skills. • Excellent time management skills and a proactive approach to ensure deadlines are met. • Flexibility, commitment and availability e.g. for fixtures, including at weekends, and for tours during holiday periods. • A consistently positive mind-set, with the ability to work proactively and to show initiative and imagination. • To show resilience and have the ability to deal with setbacks. • The ability to work with a high level of integrity, and to exercise sound judgement. • High standards of personal presentation. • A creative thinker, capable of proactively solving problems and considering new ways of operating. • A commitment to ongoing professional development. • Experience of speaking in an engaging manner in public e.g. to prospective and existing parents (desirable). • Experience of implementing change successfully (desirable).
Financial management	• Budget management experience. • Experience of negotiating supplier contracts (desirable). • Project management skills / experience, including report writing and financial / data analysis (desirable).

TERMS OF APPOINTMENT & APPLICATION PROCESS

Salary and Benefit package

Salary, which will be commensurate with experience, is based on the Town Close Scale, and will likely be between £37,523 - £53,644. Staff also receive a laptop and iPad for their professional use and the School provides excellent catering for all staff, including a delicious lunch.

Working hours

The role is full time.

Benefits include

- School lunch and refreshments throughout the day
- Laptop and iPad for professional use
- Onsite parking
- Discounted school fees for your child/ren
- Competitive pension scheme
- Free flu jab on site

Equal Opportunities

Town Close is an equal opportunities employer and the School is committed to equality and diversity.

Safeguarding

All positions at Town Close are subject to an enhanced check from the Disclosure and Barring Service and the receipt of satisfactory references. The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Our Safeguarding policy, including child protection, can be found in the policies section of our website.

How to apply

Please complete and return the application form, which is available on our website. This should be accompanied by a letter of application of no more than 500 words addressed to:

Mr N Tiley-Nunn, Headmaster

Either by email to: headsec@townclose.com or post to:

Town Close School
14 Ipswich Road
Norwich
NR2 2LR

Closing date: Monday 10th November 2025 at 12.00pm

Interviews: week commencing Monday 17th November 2025