



Solefield School

Head of Girls' Games Job Description & Person Specification

Job Title: Head of Girls' Games

Location: Solefield School, Sevenoaks

Contract Type: Term Time only from September 2025. Full-time or part-time, permanent

Salary: Solefield operates its own competitive salary, with full time teaching salaries range from £33,660-£50,208 based on experience.

About Us

Solefield School is an academic day preparatory school for around 200 children aged 3 to 13 years, founded in 1948, with the introduction of girls in 2024. Our small classes and exceptional individual care enable us to bring the most out of each and every child, no matter where their talents or interests lie. We offer a broad and enriching co-curricular program, and our sports provision is integral to school life. We are seeking a passionate and experienced individual to lead our Girls' Games Department, inspiring students to achieve their full potential in sport. Solefield School is excited to be part of the Sevenoaks Family of Schools from September 2025.

Role Overview

The Head of Girls' Games will be responsible for developing and delivering an outstanding girls' sports program. This includes overseeing coaching, training, fixtures, and competitions across a range of sports. The successful candidate will be an enthusiastic and skilled leader, committed to fostering a culture of participation, teamwork, and excellence in sport.

Key Responsibilities

- Lead, develop, and manage the girls' games programme across all age groups.
- Plan and deliver high-quality coaching sessions in core sports such as netball, hockey, cricket, and athletics.
- Oversee fixtures, tournaments, and sports events, ensuring smooth logistics, working alongside the Director of Sport.
- Work collaboratively with the Director of Sport to develop strategic plans for girls' sport.
- Manage and mentor sports staff, ensuring high-quality teaching and coaching.
- Foster strong links with external sports clubs and organisations to enhance opportunities for students.
- Promote a positive sporting culture that aligns with the school's values.



Solefield School

Person Specification

Essential:

- A degree or similar qualification in Sports Science, Physical Education, or a related field.
- Recognised coaching qualifications in at least one major school sport.
- Proven experience coaching and leading sports teams at school or club level.
- Strong leadership and organisational skills.
- Passion for sport and the ability to inspire young people.
- Ability to work collaboratively within a team environment.
- Ability to deliver lessons in the classroom in one or more subjects.

Desirable:

- Experience in a similar leadership role within a school setting.
- Experience in teaching classroom-based subjects to KS1, KS2 and/or KS3.
- A track record of developing sports programmes and enhancing participation levels.
- Understanding of safeguarding and health & safety in a school sporting environment.
- Experience of First Aid

This job description is subject to review in line with the developing needs of the school.

Solefield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The safeguarding responsibilities of the post include:

- General welfare and care
- Break duties

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are 'spent' unless they are 'protected' under the DBS filtering rules) in order to assess their suitability to work with children. Please refer to the Solefield School [website](#) for our Recruitment Policy and Safeguarding and Child Protection Policy: www.solefieldschool.org

Helen McClure, Headmistress
February 2025