

# Hotham Primary School

Charlwood Road  
London  
SW15 1PN

## Join Our Team

PE and Sports Coach required from September 2025  
Fixed-term (one year)  
Full time (part-time would be considered)



# Welcome to Hotham

Thank you for your interest in the position of PE and Sports Coach at Hotham Primary School.

Hotham is a confident and creative two-form entry community school in the heart of Putney. The words purpose and opportunity sit at the heart of our approach. We believe that children need to understand what they are learning, why they need to know it and to have the opportunity to apply their learning in meaningful ways. This also extends to our decision making as a staff team. Everything we choose to do must ensure maximum opportunity for all, have a positive impact on our children and help our school achieve its vision.

Hotham is a successful school. Children are given limitless opportunities to succeed and routinely achieve above national averages. Hotham was graded as 'outstanding' in all areas by Ofsted in February 2025. We value languages, with all pupils learning integrated French from nursery upwards.

We are looking for a PE and Sports Coach to join our committed and enthusiastic staff team. As a Hotham staff member, you can expect regular and relevant professional development, opportunities to work across phases, be creative and risk taking in your teaching and work closely with colleagues in planning and training. You will be an integral part of moving the school forward, supported by an experienced and supportive leadership team. As a school, we never sit still and we always expect the best for our children and families.

As a school, we can offer you:

- A genuine commitment to staff wellbeing;
- Generous PPA time and technology that works;
- A unique curriculum which aims to reduce teacher workload;
- Opportunities to share your passion, both through our curriculum and a large range of clubs;
- An open-minded and forward-thinking ethos;
- Supportive parents and an amazing PTA;
- Dedicated colleagues and a culture of mutual support;
- Opportunities for professional development and career progression;
- A large, diverse and well-equipped school site.

We are looking for someone who shares our values and is ready to take the next step in their career. Hotham is a wonderful school, and we think carefully about each recruitment decision we make. If this post sparks your curiosity, I would encourage you to get in touch. Visits to the school at a mutually beneficial time can be arranged by contacting the school office. Practitioners with a coaching qualification and relevant experience are welcome to apply.

Thank you for your interest in our school, and I look forward to meeting you soon.

Richard Byrne-Smith  
Headteacher





## Our Vision

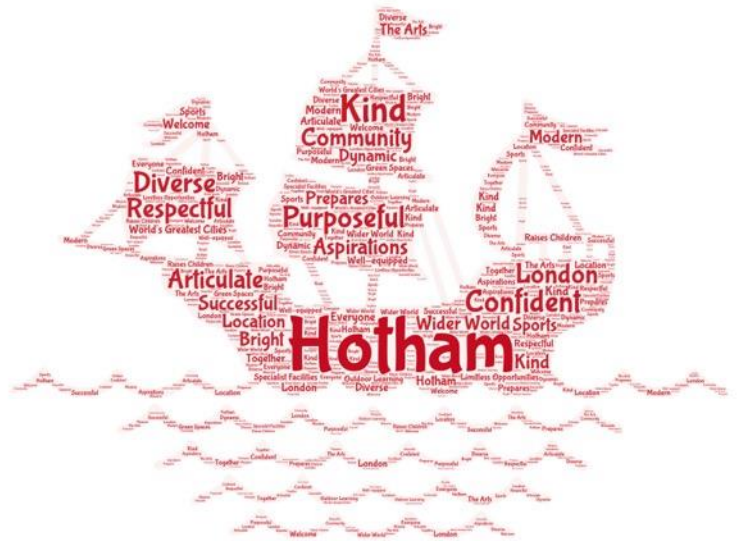
Hotham is a diverse, dynamic and successful school, which prepares all children for life in London and the wider world.

We make the most of our location in one of the world's greatest cities.

Our strong commitment to purposeful learning gives every child limitless opportunities and aspirations for the future.

Our school is bright, modern and well-equipped, with specialist facilities for sport and the arts, and we have green spaces for outdoor learning.

We welcome everyone through our doors, and together, our community raises children who are kind, confident, articulate and respectful.



## Limitless opportunities for every child to aspire and succeed

## Our Values

Our three core values represent the overarching principles which guide our actions and behaviour as a school. They apply to all members of our school community: pupils, staff, parents and governors.

We **respect** ourselves, each other and our environment.  
We take **responsibility** for our learning and our actions.  
We show **resolve** in the face of every challenge.



# Job Description

## PE and Sports Coach (Unqualified Teachers Pay Scale)

This job description may be amended at any time following discussion between the headteacher and member of staff, and will be reviewed annually.

### Main purpose

The PE and Sports Coach is responsible, under the direction of the senior leadership team, for:

- Delivering Physical Education (PE) lessons for whole classes across the school;
- Supporting the school by attending sporting events with groups and classes of children;
- Working alongside the PE subject leader to plan, promote and develop the wider development of PE and sports across the school.

### Areas of Responsibility and Key Tasks

#### Teaching and Learning

- Plan and deliver high quality PE lessons based on the primary national curriculum and school long and medium-term planning frameworks.
- Cover occasional lessons in other curriculum subjects as required.
- Identify clear teaching objectives and specify how they will be taught and assessed.
- Set tasks which challenge pupils and ensure high levels of interest.
- Demonstrate an informed and inclusive approach to teaching and learning by adopting relevant strategies to support all pupils including, where appropriate, those with special educational needs and disabilities (SEND).
- Use effective behaviour management strategies consistently in line with school policy.
- Monitor and record the progress of individual children in accordance with school policy.
- Report progress of pupils to class teachers and parents both informally and formally (for example, within school reports).
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment.
- Evaluate own teaching critically to improve effectiveness.

#### Additional Sports Provision

- Liaise with other schools and organisations regarding sporting events, organising, attending and supporting at these events with groups of pupils in and out of school time as required.
- Support and encourage intra and inter school competitive opportunities for all children.
- Run sports clubs before and after school to enhance the school's extra-curricular offer.
- Lead interventions for PE for those pupils who need additional support.
- Lead the school's Sports Leader programme, liaising with pupils, arranging training and supervising as required.
- Oversee the school's swimming provision and accompany pupils to the pool as required.
- Plan, resource and run the annual school Sports Day.
- Track opportunities offered to pupils and address any imbalances which arise.

#### PE and Sport across the School

- Advocate the role of physical education and sport in raising whole school standards.
- Play a role in contributing to the longer-term planning, promotion and development of PE and sport in the school.
- Promote and encourage a healthy lifestyle for pupils, through active travel and healthy eating.

**Working with colleagues and other relevant professionals**

- Communicate effectively with other staff members and pupils, and with parents and carers.
- Communicate their knowledge and understanding of pupils to other school staff regarding wellbeing, progress and attainment, so that informed decision making can take place on intervention and provision.
- Understand where role sits within the school and work collaboratively with classroom teachers and other colleagues, including external coaches.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.

**Whole-school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision.
- Make a positive contribution to the wider life and ethos of the school.

**Health and safety**

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy.
- Support pupils who are unwell or injured, and provide first aid (after appropriate training).

**Professional development**

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Take part in the school's appraisal procedures.

**Personal and professional conduct**

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
- Respect individual differences and cultural diversity.

The PE and Sports Coach will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

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 staff member will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

# Person Specification

## PE and Sports Coach (Unqualified Teachers Pay Scale)

	Essential	Desirable
<b>Qualifications</b>		
Hold a recognised teaching or NVQ Level 2 (or equivalent) coaching qualification	✓	
GCSEs at grades 9 to 4 (A* to C) including English and Maths	✓	
Excellent literacy and numeracy skills	✓	
Satisfactory DBS and safeguarding checks	✓	
<b>Experience</b>		
Experience delivering PE and sports provision within a school setting	✓	
Experience working with children in the primary school age range	✓	
Experience and involvement in a range of sporting activities	✓	
Experience of organising sporting competitions and events	✓	
Experience of working successfully as part of a team	✓	
<b>Professional Knowledge, Understanding and Skills</b>		
Understanding of the Primary National Curriculum for Physical Education	✓	
Understanding of the wider Primary National Curriculum	✓	
Knows what constitutes quality and high standards in teaching and learning to raise standards and pupil outcomes	✓	
Able to plan lessons effectively, using pupils' prior learning and areas for development as a starting point	✓	
Understands the principles of inclusion and is able to adapt practice to include the needs of all learners	✓	
Able to use assessment information to provide feedback, plan next steps and improve outcomes for pupils	✓	
Understands the principle of Equality of Opportunity	✓	
Understands and shows a commitment towards safeguarding, child protection and wellbeing	✓	
<b>Specific Skills and Abilities</b>		
Good ICT knowledge and skills and an ability to use technology to enhance the learning and teaching of all subjects	✓	
Basic knowledge of first aid (or ideally, qualification)		✓
Able to communicate effectively (both orally and in writing)	✓	
Demonstrates a willingness to share good practice across the school	✓	
Has a good working knowledge of the French language		✓
<b>Personal Qualities</b>		
Understands the school aims and values, and has a genuine desire to promote these	✓	
High expectations of themselves and the children they work with	✓	
Good interpersonal skills, with the ability to enthuse and motivate children	✓	
Able to establish and develop close relationships with parents, staff and the community	✓	
Has a flexible approach to work and is a proactive team member who shows respect for their colleagues	✓	
Able to manage own workload effectively	✓	
Shows an openness and willingness to constantly improve, building upon feedback and demonstrating the drive to be an outstanding practitioner	✓	

# Visiting Hotham

We strongly encourage candidates with a serious interest to request a visit.

The visit will be hosted by the headteacher and there will be the opportunity to ask questions informally. If you are interested in visiting, please email [recruitment@hotham.wandsworth.sch.uk](mailto:recruitment@hotham.wandsworth.sch.uk)

There is also a significant amount of information about our school on our website, [www.hothamprimaryschool.org.uk](http://www.hothamprimaryschool.org.uk)

## How to Apply

For further information and to apply please download an application and details below or from the Wandsworth Council website, <https://jobs.richmondandwandsworth.gov.uk/>

Please return the completed application to the school either by email (preferred) to [recruitment@hotham.wandsworth.sch.uk](mailto:recruitment@hotham.wandsworth.sch.uk), or post

**Closing date:** Sunday 1<sup>st</sup> June 2025 (midnight)

**Interviews:** W/B 2<sup>nd</sup> June 2025



## Commitment to Safeguarding

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

This post is subject to a satisfactory DBS check and references.

CVs are not accepted.