

JOB DESCRIPTION



JOB TITLE:	Head of Sport
LINE MANAGER:	Senior Management Team/Deputy Principal

Purpose of the Role: To provide strategic and operational management for the College's Sport Academies, ensuring high-quality provision, compliance with relevant regulations, and an excellent student experience.

Main Duties and Responsibilities

1. Leadership and Management

- Provide day-to-day management for the College's Sport Academies.
- Line-manage Lead Coaches across Basketball, Football, Hockey, Rowing, Rugby, Netball, and the new Cricket pathway.
- Support the recruitment, induction, development, and succession planning of coaching staff.
- Promote a positive, collaborative culture across all academies.

2. Operational Management

- Act as the College's primary contact for AoC Sport.
- Coordinate all competitive fixtures, including scheduling, transport, facilities, officials, equipment, and first-aid provision.
- Support coaching staff in liaising with curriculum teams to ensure students are appropriately released from lessons for fixtures, tournaments, and sporting commitments.
- Ensure all academies operate in full compliance with National Governing Body (NGB) regulations, including safeguarding, eligibility, coaching standards, and competition requirements.
- Maintain accurate records relating to fixtures, attendance, results, and compliance.

3. Budget and Resource Management

- Manage budgets associated with the Sport Academies, ensuring effective use of resources and adherence to financial procedures.
- Work with kit suppliers and partners to ensure value for money and timely provision of equipment and apparel.
- Oversee the maintenance and replenishment of sports equipment and first-aid supplies.

4. Student Recruitment and Support

- Support senior management and curriculum teams with the recruitment and enrolment of students into academy programmes.
- Contribute to open events, taster sessions, and promotional activities.
- Ensure students receive appropriate guidance, support, and communication regarding their sporting commitments.

5. External Partnerships and Community Engagement

- Build and maintain strong relationships with local schools, sports clubs, community organisations, and NGBs to strengthen pathways and enhance opportunities for students.
- Represent the College at external meetings, events, and networking opportunities.
- Promote the College's sporting profile within the local and regional community.

6. Events and Recognition

- Lead the planning and delivery of the College's annual Sports Awards event.
- Support the organisation of academy-related promotional activities, media content, and celebration of

student achievements.

7. Safeguarding and Compliance

- Ensure safeguarding policies and procedures are followed across all academies.
- Maintain up-to-date knowledge of NGB, AoC Sport, and College compliance requirements.
- Ensure risk assessments are completed and reviewed for all relevant activities.

8. General Responsibilities

- Uphold the values and ethos of Hereford Sixth Form College.
- Maintain high standards of professionalism, communication, and conduct.
- Undertake any other duties reasonably required by senior management in line with the nature of the role.

PERSON SPECIFICATION



JOB TITLE: Head of Sport

LINE MANAGER: Senior Management Team/Deputy Principal

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • A levels or Level 3 equivalent 	<ul style="list-style-type: none"> • Teaching or coaching qualification
Relevant experience	<ul style="list-style-type: none"> • Experience working within a sport, education, or youth development environment. • Understanding of the pressures on student athletes balancing academic study with sporting commitments. • Experience coordinating sports programmes, fixtures, or events involving young people. • Knowledge of safeguarding responsibilities and best practice within an educational setting. • Understanding of National Governing Body (NGB) regulations relevant to college sport, and the ability to ensure compliance. • Experience working with a range of stakeholders, including students, parents, coaches, and external partners. • Experience managing budgets or overseeing financial processes. 	<ul style="list-style-type: none"> • Experience working with external sports organisations, clubs, or community partners. • Understanding of AoC Sport structures, competitions, and compliance requirements. • Experience in staff recruitment, succession planning, or workforce development. • Experience managing budgets in an educational or sports-performance context.

<p>Skills/Aptitudes</p>	<ul style="list-style-type: none"> • Strong organisational and logistical planning skills, with the ability to manage multiple priorities and deadlines. • Ability to respond quickly and effectively to lastminute changes, cancellations, or operational challenges. • Excellent communication skills, both written and verbal, with the ability to convey information clearly to a wide audience. • Confident in managing and supporting staff, including providing direction, feedback, and guidance. • Ability to build positive working relationships across curriculum teams, coaching staff, and external organisations. • Competent administrative skills, including scheduling, recordkeeping, and managing operational processes. • Ability to remain calm, professional, and solutions focused under pressure. • Confidence in applying and monitoring compliance requirements. 	<ul style="list-style-type: none"> • Ability to contribute to strategic planning and long-term programme development. • Experience working with kit suppliers, sponsorships, or commercial partnerships. • Confidence in representing the College at external events, meetings, or networking opportunities.
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • A genuine commitment to supporting young people’s development, wellbeing, and sporting ambitions. • Flexible, proactive, and willing to take a hands-on approach when required. • Resilient and adaptable, with the ability to navigate the challenges that arise when working with students, parents, and staff. • High levels of integrity, reliability, and personal responsibility. • Enthusiasm for sport and a commitment to promoting participation and performance. • Willingness to undergo further training and development as appropriate 	<ul style="list-style-type: none"> • Ambition to grow and enhance the College’s sporting profile. • Willingness to relocate for the role, with a relocation package available for the right candidate.