ALLEYN'S
OAKFIELD

Appointment of

Sports Coach

Full time, Term time only, Fixed term

for two terms from 7 January 2027 until 8 July 2027

Information for Applicants

Letter from the Head

Dear Applicant

Thank you very much for your interest in the position of Sports Coach. This role presents an opportunity to join the wonderful community of Alleyn's Oakfield at a very exciting point in the school's rich history. I am so pleased to have the opportunity to explain why I think Alleyn's Oakfield is the most exciting school to be joining in London, possibly the country and perhaps even the world!

For over 140 years, Oakfield has provided an exceptional education to generations of young learners as part of a welcoming and tight-knit West Dulwich community, based in a historic building, with large grounds and close to West Dulwich train station. Now, as part of the Alleyn's family, we are thriving – taking every opportunity to benefit from the shared wisdom and resources of our siblings and contributing our own distinctive character and community spirit to the group.

Alleyn's Oakfield combines the warmth and individual attention of a nurturing primary school setting with the ambition, expertise and opportunity that come from being part of one of London's leading schools; Alleyn's. You can find out more about Alleyn's at alleyns.org.uk and see why becoming embedded in the Alleyn's family is such an energising prospect for us all.

This excitement is palpable when you talk to the engaging, confident and fun-loving children who walk through the gates each morning. Alleyn's Oakfield is a place where children can be themselves and find their passions – both academically and outside the classroom – with the support of an outstanding team throughout their journey.

Whilst our heritage remains a vital part of who we are, we are also forward-looking, embracing the best of modern education to prepare our children for an ever-changing world. The school is in the privileged position to be able to make thoughtful investments in its premises, resources and its team. The planned development of our campus will include some outstanding new spaces to place the school at the forefront of educational thinking and technology.

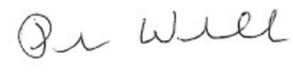
Working at Alleyn's Oakfield, you will find yourself surrounded by bright, curious, and engaged children who bring with them the passion, enthusiasm and creativity that makes every lesson unique and inspiring. The warmth of the spirit you will find here within classes, our co-curricular offer and the relationships developed through copious amounts of fun is striking. As a team, we are one staff, coming from both independent and state settings and working closely together, whether we are teachers, or play an operational role. Because we work together in every aspect of school life, we enjoy a strong bond and a shared common vision. There is a sense of partnership, with everyone supporting each other and there are plenty of opportunities for development and progression.

Diversity and inclusivity are very important to us, and this is something we as staff work closely with parents on, to make sure that children understand from an early age that diversity is a cherished and important part of life which makes our community stronger.

I trust you can see why I believe Alleyn's Oakfield is such an exciting place to be. We are a school full of energy, ambition and kindness, with wonderful children and a team of talented people who genuinely enjoy working together.

I am delighted that you are interested in joining us and I look forward to reading your application.

Yours faithfully,



Mrs Peter Whitmell
Head, Alleyn's Oakfield





Sports Department

Sport is central to school life and the children benefit from access to a range of facilities on site and in the local area, including those at Alleyn's School, as well as coaching by specialist staff, supported by some class teachers. As well as curriculum time provision, sport plays a significant role in the co-curricular life of the school. Clubs and training sessions are used to develop the skills of every pupil, as well as to prepare for upcoming fixtures. Children enjoy their sport and many play outside of school. Parents are very supportive of the school's ethos towards sport which is built around a late specialisation model, creating rounded and confident sports performers and enabling children to participate and compete at a level appropriate to them. Sport is often delivered with boys and girls working together in line with our co-educational ethos. However, where appropriate, groups may be split by gender for certain activities. The quest for positive results and on-field successes are encouraged and celebrated but sit within the broader context of playing sport for enjoyment, for health and in a way that promotes the team, as well as the individual. The School views sporting development as providing the foundations for sport in senior schools and beyond.

Sport at the school utilises Alleyn's Oakfield, the Edward Alleyn Club grounds, Belair Park and the swimming pool at Alleyn's School.

Teams are fielded regularly across year groups, ability groups and genders in football, cross country and netball, with hockey, cricket, and swimming in development. The school has a particular strength in gymnastics.

During the year there are many house sporting events. These internal and external competitive environments allow pupils to grow in line with our school ROCCK values.

Sporting fixtures are held against local schools, of which there are a great many, both in the independent and maintained sector and we regularly host sporting events as well as attending some local, regional and national competitions.

The older children each receive one PE/swimming lesson per week for half a year (80 minutes) and one games lesson per week (80 minutes) with an additional one in the non-swimming terms. This is augmented by many co-curricular sports clubs over the course of each week from pre-school running/cricket clubs, lunchtime clubs and after school clubs. The majority of fixtures are either played during games lessons or after school with a very small number of sporting events at weekends. These teams are shared by all of those involved in the teaching and coaching of sport, but specialist sports staff will take a greater number of fixtures.

The department is led by a Head of Sport and there are currently two other full-time sports staff and one part-time Sports Coach. We make use of the Alleyn's School swimming staff. Together, this team take most of the PE and swimming lessons and then are assisted by some class teachers who support games lessons.

The sports staff share an office from which they can plan and organise.



About The Role

We are looking for an individual with a genuine passion for sport, strong practical knowledge, and the ability to coach confidently across a range of activities. The successful candidate will work with pupils across the full primary age range and contribute to a broad and vibrant curriculum.

Our sports provision includes substantial programmes in Football, Hockey, Netball, Cricket, Swimming, Tennis, Gymnastics and Athletics. We are therefore seeking someone who can support and enhance this wide-ranging offer, bringing enthusiasm, professionalism and a commitment to high-quality coaching for pupils of varying abilities.

We welcome applications from candidates with experience across multiple sports. Above all, we are looking for someone who will contribute positively to our collaborative and energetic department and who is committed to fostering a love of sport in young people.

Duties and Responsibilities:

Planning, Teaching and Class Management

- Attend all relevant staff meetings, briefing and planning meetings and work collaboratively with the Sports Department under the management of the Head of Sport;
- Adhere to school policies and schemes of work in all areas of the curriculum taught;
- Identify clear teaching objectives and specify how they will be taught and assessed;
- Set tasks which challenge and inspire pupils;
- Help to identify and support SEND, bilingual, EAL and very able pupils;
- Provide clear structures for lessons maintaining pace, motivation and challenge;
- Make effective use of assessment and ensure coverage of programmes of study;
- Maintain discipline in accordance with the school's procedures and encourage good practice with regard to punctuality, behaviour and standards of performance;
- Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- Evaluate own learning critically to improve effectiveness;
- Promote the school's values, encouraging pupils to think and talk about their learning, develop self-control and independence, concentration and perseverance, and listen attentively;
- Embrace established teaching and learning cultures and initiatives that are promoted within the school and marry these with your own style;
- Accompany school trips, including a residential trip in the Trinity Term.

Pastoral Care

- Promote the safeguarding, welfare and safety of all pupils at all times;
- Adhere to school pastoral, welfare and safeguarding policies and procedures;
- Actively support the pastoral care of the children and communicate any relevant news or concerns about them to relevant staff;
- Maintain notes regarding pupil concerns and incidents on the school's database.



Monitoring, Assessment, Recording, Reporting

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- Assess and monitor pupils' development and set targets for progress;
- Provide the Head of Sport with information for their reports to parents and parent consultations.

Duties and Co-Curricular

- Cover lessons as timetabled by the Head of Sport;
- Carry out break and lunch time duties as directed;
- Support in the process of assessment and pupil recruitment events as expected of all staff, e.g. Open Day, assessment days on non-school days, which sometimes fall on a Saturday;
- Be involved in special school events outside regular school hours such as Founder's Day, the Year 6 play, Infant Nativity, etc;
- Contribute fully to the co-curricular life of the school;
- Organise and support sports events such as tournaments.

Curriculum Development and Professional Development

- Contribute to the whole school's planning activities;
- Understand the relevant areas of the National Curriculum;
- Attend pre-term staff INSET and appropriate courses and training to further professional development, including first aid training.

General

- Be aware of the school's Health and Safety Policy;
- In conjunction with all staff of the school, support, promote and act within the School's policies and practices about data protection, Health and Safety, and the school's Safeguarding Policy:
- Promote the school's eco-agenda and ensure all work is carried out with a view to reducing waste and protecting our environment;
- Any additional duties, as directed by the Head of Sport or the Head which are within reasonable capability of the post holder.

Line Management

The Sports Coach will report directly to the Head, working collaboratively with the Head of Sport.

Our Values (the Alleyn's ROCCK!)

Respect
Opportunity
Curiosity
Courage
Kindness

Person Specification

The successful applicant should:

- Understand and espouse child protection practice and be committed to safeguarding and promoting the welfare of children;
- Hold relevant qualifications and/or experience in coaching sport across the primary age range;
- Be enthusiastic and able to champion sport within the school;
- Be committed to the values of Alleyn's and independent education and willing to play a full part in the life of the school;
- Understand the particular needs and concerns of this age group, their parents and those who teach at this level and enjoy working with this age group;
- Promote fairness and equality of opportunity amongst the children and believe passionately that all children should be valued equally;
- Be a good listener with children and adults, open and approachable;
- Be flexible whilst adhering steadfastly to important principles;
- Display initiative, creativity and a growth mindset;
- Possess determination, enthusiasm and stamina;
- Present high standards of appearance at all times in keeping with the profession;
- Communicate confidently with parents;
- Be positive and motivated and show integrity;
- Be able to work under the leadership of the Head of Sport, Head, and Senior Leadership Team (SLT) as well as able to work collaboratively with colleagues, whatever their role within the school.



Working at Alleyn's

Terms and Conditions

This is a two term, fixed term contract to coach sport from Reception to Year 6 at Alleyn's Oakfield in Dulwich. It runs from Thursday 7 January 2027 (start of the Lent Term) to Thursday 8 July 2027 (end of the Summer Term).

The role is full time and term time only, working 35 hours per week. Hours are 8:45am to 4:45pm on Mondays, Tuesdays and Fridays, and 9:15am to 5:15pm on Wednesdays and Thursdays, with a one-hour unpaid lunch break each day. The successful candidate will also be required to work a full day on Founder's Day, which falls on a Saturday in late June or early July. There may be occasional school events that also require the role holder's presence.

There may also be opportunities to take on additional coaching work during holiday courses, as well as the potential to coach at Alleyn's Senior School, subject to experience and availability.

The salary is £21,916 per annum, which is 0.74 FTE of a full-time equivalent salary of £29,310. The post is subject to a six-months probationary period.

The school offers additional benefits to its staff, including an employee assistance programme, enhanced family leave pay, lunches and other refreshments, the use of school facilities including the swimming pool and gym, a cycle-to-work scheme, a tech scheme, access to the library, free tickets to school performances, and the opportunity to join one of two private healthcare plans. Staff also enjoy discounts with local businesses and may use the Alleyn's Holiday Camp for the children of staff between Year 1 and Year 6 at a preferential rate.

Members of staff who have children attending Alleyn's Oakfield and/or Senior School will benefit from up to 25% fee remission pro rata to their FTE which, subject to means testing, may increase to a maximum of 85%. This is a non-taxable benefit, and any means-tested element is reviewed annually. Staff children must meet the same admissions criteria as all pupils at Alleyn's. There is also some fee remission available in respect of staff children attending Dulwich College and James Allen's Girls' School, though the terms and conditions are different and it is taxable benefit.

The role holder will have access to, and may be automatically enrolled into, the School's Group Personal Pension Plan, currently provided by Legal & General. Further details regarding employer contributions will be provided upon appointment.

On completion of the required recruitment checks, the post will be available to the successful candidate from Thursday 7 January 2027.

Commitment to Safeguarding

We are fully committed to providing a safe environment for children, staff and visitors. Alleyn's Oakfiield promote a climate where anyone in the community can freely share their concerns about themselves, or others, in terms of individual safety and well-being. We protect the interests of the children at Alleyn's Oakfield through awareness among all members of staff of the kinds of issues of abuse, maltreatment and neglect that would impair a pupil's health or development. In this way, Alleyn's Oakfield supports its pupils' development by fostering security, confidence and independence.

We provide an environment in which children and young people feel safe, secure, valued and respected, and know how to approach adults if they or those whom they know are in difficulties, with the assurance that they will be listened to. Everyone in the staff community at Alleyn's Oakfield takes responsibility for safeguarding, and we always aim to act in the best interests of the child.



Arrangements for the Appointment

Applications

Further information about how to apply can be found on our website, www.alleyns.org.uk/jobs.

The deadline for applications is midnight on Sunday 6 December 2026.

Suitable candidates may be interviewed before the closing date, and we reserve the right to withdraw the position if an early appointment is made.

If you have any questions, you are very welcome to contact the HR Department, by email at Jobs@alleyns.org.uk or by phone on 020 8613 5016.

Interviews

Interviews will be conducted at the school. The process will include interviews with relevant colleagues, including the Head and the Head of Sport. There will also be an opportunity to meet with other relevant staff.

Safeguarding Checks

The 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 must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS check.

Equal Opportunities

As an Equal Opportunities employer, we welcome applications from all applicants who meet the requirements for the position. However, we are especially keen to receive applications from those in minority groups for which the school is currently underrepresented. We celebrate diversity and thrive on the benefits it brings.



ALLEYN'S
OAKFIELD

Alleyn's School, a charitable company limited by guarantee registered in England and Wales with company number 09401357 and registered charity number 1161864. Registered office address: Alleyn's School, Townley Road, Dulwich, London, SE22 8SU