

Candidate Brief

Head of Gymnastics

TERM TIME PLUS

REQUIRED AS SOON AS POSSIBLE

Located across two sites in central Guildford, Surrey, the Tormead family is a leading group of schools that includes Tormead Prep (girls aged 4-11), Tormead Senior & Sixth Form (girls aged 11-18) and Rydes Hill Pre-Prep and Nursery School (children aged 2-7). Rydes Hill joined the Tormead family in 2025, with plans to gradually become fully co-educational through to Year 6 by 2030. Tormead has long enjoyed a reputation for providing an excellent education and exceptional pastoral care for girls and we are excited to be able to offer the same outstanding education at our Rydes Hill campus to families looking for co-educational preparatory schooling in the Guildford and wider Surrey area.

Pupils across all three schools benefit from access to the outstanding facilities at Tormead such as a sprung-floor gymnasium, multi-purpose Sports Hall, auditorium and lecture theatre, as well as the newly developed Urnfield Sports Ground (opened September 2025) which boasts state-of-the-art facilities for hockey, cricket, football and athletics. A shuttle bus operates between the Tormead and Rydes Hill campuses to support families with siblings across all three schools and sibling fee discounts are available.

Tormead is a 4 to 18 GSA girls' day school on an attractive site in Guildford. Building developments over the past ten years have transformed the School. The original features of the building have been retained within the stunning new developments. Academic standards are consistently high, and the School has more girls applying than it has places for at 11+. A number arrive in Reception and stay through to Sixth Form; others arrive from a large range of state and independent schools at 11+.

Having participated in a dynamic careers programme, Sixth Formers progress to a wide range of courses at established universities, as well as take up prestigious apprenticeships. Our commitment to IT innovation has led us to achieve the status of becoming an Apple Distinguished School.

Tormead values individuality, celebrates a diversity of achievement and encourages girls to follow their own dreams. Girls come to understand the importance of service and community amidst mutual support. Academic and extra-curricular pursuits offer challenge and breadth for everyone.

Underpinning this is a wholehearted commitment to the wellbeing of the girls. Highly responsive in the face of the constant, shifting challenges for young people, pastoral care at the School ensures the girls leave ready to achieve sustainable success in higher education and beyond.

Leadership

The Head leads the whole school with the support of a leadership team. The Executive Group (EG) consists of the Head, Head of Prep School, Director of Finance and Operations, Deputy Head (External Relations), Deputy Head (Academic), Deputy Head (Partnerships) and Deputy Head (Pastoral). The Senior Management Team includes the EG, Designated Safeguarding Lead, Assistant Head (Director of Studies), Deputy Head Prep, Head of HR, SENCo, and Head of Pre-Prep and Nursery (Rydes Hill).

School Structure

The general pattern in the Prep School is one form in Reception to Year 2 and two forms in Years 3 to 6. In the Senior School, there are approximately 90 girls in each year, divided into four teaching and five pastoral groups, with teaching groups varying in size, as the girls start to make subject choices. In Year 7, about 40 girls arrive from the Prep School and about 50 come from a wide variety of state and independent schools.



Curriculum

The School offers an academic curriculum to meet the needs of its selective intake. The School has embedded the High Performance Learning programme over the last 18 months into every aspect of school life across all age groups. The two-week timetable includes several Independent Study periods for all girls in the Senior and most in the Prep Schools, and individual investigation and enquiry is promoted throughout the whole age range.

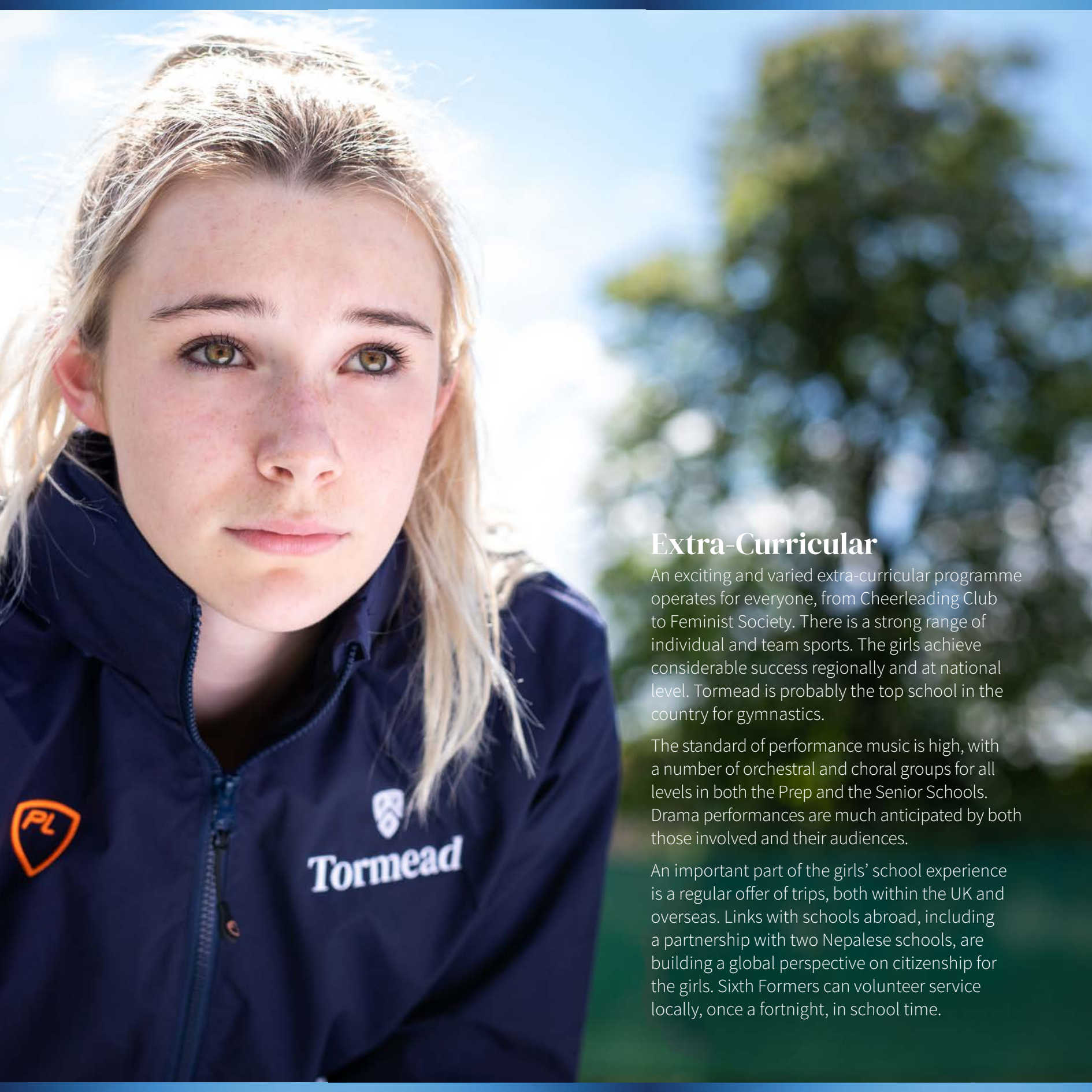
The Prep School encourages child-initiated and outdoor learning opportunities, introducing more formal teaching as the girls get older, with specialist teachers delivering specific subjects. A 1:1 iPad scheme operates for girls from Year 5 to Upper Sixth.

In the Senior School, most girls take 10 GCSEs and there is a wide range of well-respected A Level subjects on offer, with large numbers taking maths and science subjects. Sixth Formers can take EPQ or an internal validation of a research project. The Beacon Programme offers a structured co-curricular programme of enrichment activities that runs challenges for girls around specific termly themes. Academic Scholars have a further programme of enrichment based on individual research. The educational ethos is about exciting and inspiring individual curiosity in every girl, and the School aims to blend an innovative, creative use of modern technology with the highest standards of teaching.

Pastoral

Tormead has a well-deserved reputation for excellent pastoral care. Relationships between staff and girls and between girls of different ages are warm and strong. The atmosphere is one of respectful informality, where thoughtful behaviour is based on the School values, rather than lengthy rules and punishments. The House system strengthens cross-age group relationships and involves a number of much-anticipated annual events such as the House Fashion and Dance competition.

There are many avenues of pastoral support for the girls with Form Tutors and Heads of Year, overseen by the Deputy Head (Pastoral), as well as pupil mentors, trained health care and pupil support staff and a school counsellor.



Extra-Curricular

An exciting and varied extra-curricular programme operates for everyone, from Cheerleading Club to Feminist Society. There is a strong range of individual and team sports. The girls achieve considerable success regionally and at national level. Tormead is probably the top school in the country for gymnastics.

The standard of performance music is high, with a number of orchestral and choral groups for all levels in both the Prep and the Senior Schools. Drama performances are much anticipated by both those involved and their audiences.

An important part of the girls' school experience is a regular offer of trips, both within the UK and overseas. Links with schools abroad, including a partnership with two Nepalese schools, are building a global perspective on citizenship for the girls. Sixth Formers can volunteer service locally, once a fortnight, in school time.



The Site

The School has made excellent use of a compact urban site. Older buildings blend with stunning new-builds on the Senior School site that provide the girls with innovative spaces to learn, reflect, collaborate and relax. A performing arts building provides an additional space for drama lessons, performances and rehearsals, as well as music lessons, rehearsals and practice rooms. The School also benefits from state-of-the-art science laboratories refurbished in 2022 and a Wellbeing Centre. The Prep School occupies a site across the road from the Senior School and KS1 facilities have had significant recent investment, including creating a delightful outdoor play space.

Our new Sixth Form Centre, opened in September 2022, includes a new common room and café, lecture and teaching spaces, dedicated study, collaboration and social spaces, all designed to bridge the gap between secondary education and university.

The School's sports facilities on-site include a sports hall, gymnasium, fitness suite, and outdoor netball and tennis courts. In September 2025, we officially opened our new Urnfield Sports Ground, developed in collaboration with Guildford County School, which provides state-of-the-art facilities for hockey, cricket, football and athletics.

Partnerships

Tormead offers local outreach provision in six local state schools.

This includes sessions in music and art, masterclasses in English, IT and maths and Sixth Form assistance in sport, art, English and dance.

Beyond the UK, girls raise funds for schools in Nepal and there have been a number of cultural exchanges. The School contributes to the UN Sustainable Development Goals around global girls' education.

The choir and orchestra perform regularly at local concerts and services, and members of the local community are invited to the School for concerts, plays and exhibitions.



Head of Gymnastics

We are seeking an ambitious and inspiring Head of Prep & Senior Gymnastics to lead a thriving programme with an outstanding record of national success. This is an exciting opportunity for an experienced gymnastics coach and leader to build on strong foundations and shape the next stage of gymnastics across our School.

Gymnastics is one of Tormead's flagship sports. Our gymnasts have achieved successive national titles in Independent Schools' and British Schools' competitions, reflecting the strength of the programme across different age groups. Alongside this competitive success, we place great importance on enjoyment, confidence and providing opportunities for every pupil to progress.

Our facilities include a full-size 12m × 12m sprung floor, space for a second full-size matted area, multiple vaults, an air track and trampolines. With established recreational, development and performance pathways, a specialist coaching team and opportunities for older pupils to develop as coaches, Tormead offers a rewarding environment in which to lead and coach.

Working closely with the Director of Sport, you will set a clear direction for the programme, deliver high-quality curriculum lessons and lead co-curricular training midweek and on Saturday mornings. You will develop the coaching team, prepare gymnasts for local, regional and national competition, and oversee events including Christmas displays and the Tormead Championships. The role also includes responsibility for staffing, budgets, equipment and communication with families.

Candidates will combine strong technical knowledge with the warmth and enthusiasm to inspire pupils of all ages and abilities, with experience of coaching performance-level gymnasts, leading training programmes and organising competitions, alongside a clear understanding of progression within curriculum gymnastics. You will be equally committed to helping a beginner master a new skill and preparing a team for a national final.

Candidates should hold British Gymnastics Women's Artistic Level 2, or an equivalent qualification in Tumbling or Acro, and meet the additional training and first-aid requirements outlined in the person specification. Higher-level coaching qualifications and experience in a school setting would be an advantage.

In return, we offer a friendly and inclusive working environment. Our benefits package includes a competitive salary, a generous contributory pension scheme, professional development opportunities, free lunches and refreshments during term time and free use of on-site sports facilities.

Visits to the School are warmly welcomed so that you can experience the atmosphere and values of our community first-hand. Candidates are welcome to have an informal conversation with our Director of Sport, George Pettitt, by emailing **gpettitt@tormeadschool.org.uk**.

To apply for the role, please visit our website: **www.tormeadschool.org.uk**.

The closing date for applications is **Monday 4 January 2027 at 9.00am**. However, applications will be considered in the order in which they are received, and the School reserves the right to make an appointment prior to the closing date should the ideal candidate(s) be identified. Candidates who have previously applied need not reapply.



Job Summary

To lead and develop Tormead's high-performing gymnastics programme across the entire School, ensuring an ambitious, progressive and sustainable pathway for pupils from recreational to performance level. To create a clear vision for gymnastics, deliver high-quality curriculum teaching, oversee training and competition schedules, and maintain a culture of excellence that supports both participation and high performance.

Working closely with the Director of Sport and wider PE and coaching teams, coordinate staffing, coaching delivery, competition planning, and programme administration. Build strong relationships with parents, external clubs and governing bodies to enhance opportunities for pupils and strengthen Tormead's reputation for outstanding gymnastics provision.

Main Responsibilities

Programme Leadership & Development

- Lead the strategic development of gymnastics across Prep and Senior phases, delivering a cohesive coaching programme from recreational to performance levels.
- Produce short-, medium- and long-term development plans aligned with departmental aims.
- Promote and enhance participation, ensuring effective gymnastics training and competitive opportunities for pupils of all ages and abilities during mid-week and Saturday morning gymnastics.
- Maintain up-to-date knowledge of governing-body guidance, curriculum requirements and best practice.

Coaching, Teaching & Curriculum Delivery

- In conjunction with the Director of Sport and Assistant Director of Sport (Co-Curricular), ensure the effective timetabling and staffing of all gymnastics related activities at Tormead.
- Plan, design and deliver high-quality curriculum gymnastics lessons, including schemes of work and assessment.
- Lead and oversee extra-curricular training programmes including pre-season, term-time training, and holiday sessions.
- Ensure appropriate challenge, progression and wellbeing in all sessions.
- Provide technical leadership and model excellent coaching practice for staff and provide effective professional development opportunities for the team.

Competition Pathways

- Coordinate competitive opportunities at local, regional and national level.
- Select teams and individuals, managing entries, qualification processes and performance preparation.
- Host events including competitions, displays and the Tormead Championships.

Staffing & Operational Oversight

- Recruit, manage and deploy gymnastics coaches, ensuring staffing ratios remain safe and effective.
- Lead the appraisal, mentoring and daily management of coaching staff.
- Oversee operational areas including equipment management, risk assessment and facility organisation.

Administration, Budget & Communication

- Hold responsibility for the gymnastics budget, purchase orders and annual financial planning.
- Maintain accurate assessment records and provide timely communication to parents and staff.

- Collaborate with Marketing & Communications to promote achievements, manage social media updates, and contribute to school publications.
- Foster links with external clubs and support outreach with partner schools.

Continuing Professional Development

- Review own methods of teaching and programmes of work.
- Evaluate own performance and be committed to improving own practice through CPD.
- Engage actively in the performance review process.

General

- Contribute to the wider co-curricular life of the School and work collaboratively with the PE Department to maintain high standards of behaviour, teaching consistency and pupil experience.
- Maintain good order and discipline among pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- Support pupils and colleagues by attending school productions, functions, trips and events as appropriate, and contributing to the wider co-curricular life of the School.
- Attend meetings as required (departmental, staff, pastoral, parent meetings, etc.).
- Promote the school in a variety of different contexts, including attending curriculum and marketing events, and interactions with parents and prospective parents and pupils.
- Responsible for the care and safety of equipment and resources.
- Function within departmental budgets, assisting in planning as appropriate.
- To promote and uphold the ethos and values of Tormead School.
- Actively promote and model good practice in equality, diversity, and inclusion, and to support and uphold fundamental British values.
- To adhere to all School policies, procedures, and risk assessments, including safeguarding, child protection, and health and safety.

This job description is not intended to be all embracing and the post holder shall be required to carry out other duties as necessary and required, commensurate with training and experience.

Key Relationships

Internal

Pupils, Director of Sport, Head of Academic PE, Deputy Head (Academic), Teachers of PE.

External

Parents, external providers, other schools, professional organisations.



Person Specification

Essential Criteria

Qualifications and Training

- British Gymnastics Women's Artistic Level 2 (or equivalent in Tumbling/Acro).
- UKCC Level 1 (or equivalent) or above, including Preschool where appropriate.

Experience

- Strong experience coaching gymnasts across a range of ages and abilities, including performance-level groups.
- Experience leading training programmes, competitions and events.
- Strong understanding of curriculum PE and developing schemes of work.
- Strong event management skills, ideally within performance sport.
- Experience managing budgets and contributing to departmental planning.

Skills and Abilities

- Commitment to and an understanding of the importance of safeguarding.
- Excellent communication skills and IT literacy.
- Willingness to maintain a visible presence across the full range of sports offered at Tormead.
- Commitment to working hard and providing outstanding opportunities for all girls.
- Team player with the ability to lead effectively and work constructively within a team.
- Organised, able to prioritise and work to deadlines.
- Ability to exercise discretion and confidentiality.
- Personal warmth to gain the confidence of pupils, staff and parents and build positive rapport with pupils.
- Committed to Tormead School's ethos and strategic vision.
- High expectations for pupil attainment, personal development and conduct.
- Ambitious and aspirational for oneself and for the school.
- Committed to ongoing personal and professional development.

Desirable Criteria

Qualifications and Training

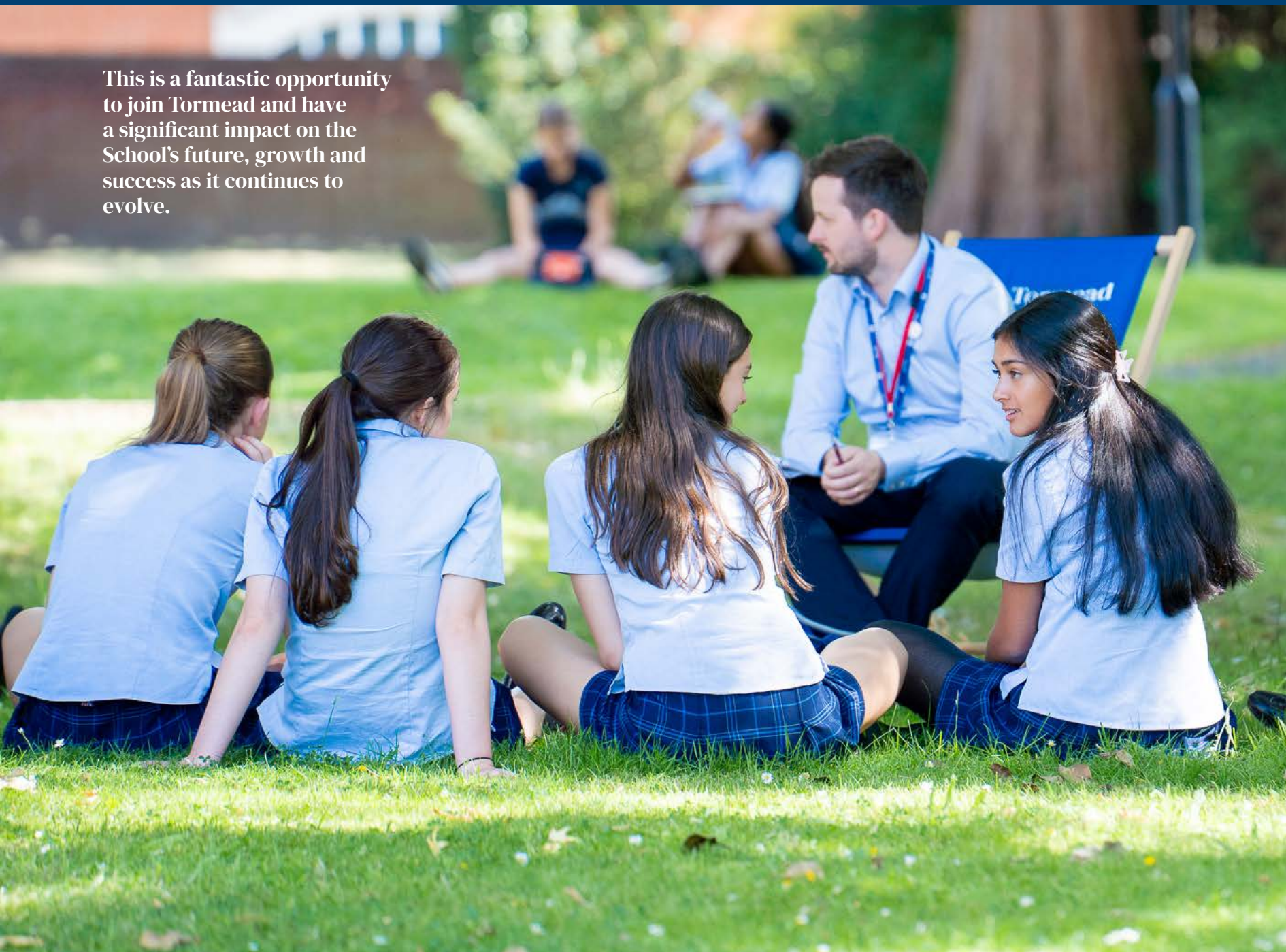
- Higher-level gymnastics coaching qualifications (e.g. Level 3 or discipline-specific specialisms).
- First Aid qualification, including Paediatric First Aid.

Experience

- Experience working in a school environment, particularly within an independent school setting.
- Experience coordinating large-scale displays, festivals. or multi-school events
- Experience developing partnerships with clubs or community programmes.
- Additional qualifications in dance, choreography or cheer (to complement cross-programme collaboration).

Safeguarding

The postholder is responsible for promoting and safeguarding the welfare of children and young persons with whom they come into contact, and to adhere to and ensure compliance with Tormead's Safeguarding Policy at all times. If, in the course of carrying out their duties, the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to one of the school's Designated Safeguarding Leads in accordance with Tormead's policies and procedures.



This is a fantastic opportunity to join Tormead and have a significant impact on the School's future, growth and success as it continues to evolve.



Benefits

Our benefits package includes a competitive salary of up to £35k FTE, free lunch during term time, professional development opportunities and free use of the school gym.

Applications

For more information and to apply for the role, please visit our website:

www.tormeadschool.org.uk

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Tormead School is committed to safeguarding and promoting the welfare of children and young people and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS check. We conduct online searches for all shortlisted candidates as part of our due diligence checks.