

NOTRE  
DAME  
SCHOOL



# HEAD OF HOCKEY

Candidate Information

Part-Time, Term Time  
Required: 1<sup>st</sup> September 2026



## Our School

Notre Dame is an independent Catholic Day School set in 26 acres of beautiful, rural Surrey parkland. We warmly welcome families of all faiths and none.

At Notre Dame School, we are unashamedly holistic, and our 700 students from aged 2-18 are at the centre of everything we do. We focus on **Happiness and Success** – in that order. We are profoundly committed to this educational philosophy and through it we fulfil our aim of providing an exemplary **all-around education**. The academic, creative, physical, moral and intellectual challenges expected in all good schools, complete with state-of-the-art facilities, are balanced with fun and laughter and a trusting and compassionate atmosphere which enables everyone in our community to be the best possible versions of themselves.

For more than 400 years, pastoral care has been embedded at the heart of our approach to education. This is not at the expense of academic rigour. Rather, it forms the bedrock on which academic excellence is built: happy, comfortable and secure children and young women make confident and successful learners. All our students, from the smallest to our Sixth Formers, have access to our wonderful grounds and on-site facilities – all-weather sports pitches, indoor swimming pool, professional theatre, gymnasium, sports hall, music rooms, dedicated science laboratories, libraries and woodland Forest School.

**Notre Dame School is proud to have been shortlisted for the TES Independent Senior School of the Year Award 2023.**



“Accompanying young people in their efforts to build their lives for today and tomorrow.”





## Heritage & Ethos

The Company of Mary Our Lady was founded in Bordeaux in 1607 by **St Jeanne de Lestonnac** to educate girls of all faiths and is the oldest recognised educational order in the world. Today there are more than 300 CoMOL schools, educational foundations and projects across 26 countries.

**Notre Dame School is the only one in the UK.**

Our foundress, St Jeanne de Lestonnac, a mother of 5 children, was a progressive and dedicated educator. She grew up in an intellectual and cultured family and was exposed to many different religious and philosophical perspectives. **Her forward-thinking approach to education is as fresh and modern today,** and we strive to live up to her

*“No one is educated in isolation; it is the whole community that educates.”*

St Jeanne de Lestonnac – Foundress



“  
*Pupils display  
genuine kindness  
and respect for one  
another.*”

Independent School Inspections – ISI





## The Role

### Position Title

# Head of Hockey

### Reporting to

# Director of ND Sport

### The function of the post

To lead in the delivery of hockey across both Prep and Senior Schools.

To maintain a pro-active attitude and to always provide excellent service.

To encourage a love of the sport.

To be committed to safeguarding and promoting welfare for our students.

# Main Duties & Responsibilities

- To plan and lead (and/or assist) in well-structured after school hockey sessions
- To develop individual sporting needs, as well as team strategies
- To umpire fixtures on Wednesdays after school at either home or away fixtures.
- To be actively involved in the management of equipment and facilities
- To agree with the Director of Sport on the sessions and venues and coaching staff for hockey (lunchtimes, after school and weekends)
- To monitor the coaching of all involved in coaching hockey
- Selection of teams along with the coaches in hockey
- To ensure each team has at least one fixture each fortnight
- Arrangement of pre-season hockey sessions in the last week of the summer holidays
- Arrangement of hockey tournament entries and make the arrangements to take part
- To publicise fixtures and training in the mailing
- To keep SOCS up to date for their sport
- To welcome parents at fixtures and send regular 'well done' communications to parents
- To assist with the annual sports award event for their sport
- To plan and deliver a comprehensive and detailed training programme for elite students in their sport to facilitate their progress to regional and national representation. Both 1:1 and group coaching is required.
- To plan, deliver, and support Strength and Conditioning programmes for all players.
- To attend relevant INSET/training where appropriate and keep up-to-date with the rules/advances in the sport.
- To be aware of and abide by Health and Safety at Work Act, as laid out in the School Employment Handbook.

# Main Duties & Responsibilities

## General Expectations

- Set a good example to pupils
- Consider carefully issues of confidentiality when dealing with school matters.
- Have high expectations of pupils' behaviour, academic and social abilities.
- Encourage all pupils to be part of a school community which affords equal value to all its members, is seen to be just and encourages mutual respect, concern for other and truthfulness.

## The Person

- Relevant coaching qualification
- Ability to coach across the age range
- Experience of organising extra – curricular activities
- An excellent practitioner
- Excellent organisational and ICT skills
- Ability to coach and motivate students
- Ability to communicate passion and enthusiasm for their sport
- Communicate clearly and concisely both verbally and in writing
- A clear personal philosophy which supports the ethos of the School
- Ability to manage good professional relationships with staff, students and parents

### **Health and Safety**

All employees have a legal duty to ensure the safety of themselves and all the pupils and staff within the school as detailed in the Health and Safety at Work Act 1974.

### **Data Protection**

All employees should familiarise themselves with and follow the Data Protection guidelines and practices.

### **Safeguarding**

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.

*The duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect.*



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*“The School is highly successful in meeting its aim of preparing young people for their role as responsible citizens of the wider world.”*

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## Benefits of Service

### Hours of work

Part time – 27.5  
Hours per week  
Term Time

### Remuneration

NDSP 31

**£35,844 FTE**

**Plus £1,304 Head  
of Subject**

***Actual salary:***

**£19,777.45**

### Benefits

The School has high expectations of its staff and therefore looks to reward them with a competitive salary scale and beneficial conditions of service.

- There is an extensive induction programme for all new colleagues, and ongoing professional development is encouraged
- Staff development programme
- Staff wellbeing programme, including 2 paid well-being sessions each year
- Financial contribution to eye tests and glasses for eligible staff
- Employee Assistance programme – counselling, financial advice etc.
- Staff discount on School fees after six months continuous service
- Free lunch during term time
- Free coffee/tea during term time
- Free use of the School's leisure and sporting facilities, including a heated indoor pool
- Commute by school coaches during term time, subject to availability
- Employee Referral Bonus Schemes
- Electric Car Charging
- Free parking
- School nurse during term time



## Selection Process

Shortlisted candidates will be interviewed by a recruitment panel including members of the Senior Leadership Team and members of HR. Candidates will be required to undertake a task related to the role applied for and be given a tour of the school. Please note that before making an application for any vacancy listed, you should familiarise yourself with our **Recruitment Privacy Notice, Safeguarding Policy, Safer Recruitment Policy, Keeping Children Safe in Education and Equal Opportunities Policy** which are available at:

[notredame.careers.eteach.com](https://notredame.careers.eteach.com)

Notre Dame 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, online checks prior to appointment and the Disclosure and Barring Service.

The School is an equal opportunities employer and is fully committed to a policy of treating all employees and job applicants equally and does not discriminate on the grounds of race, physical or mental disability, national origin, colour, family status, gender, religion, sexual orientation, age or any other characteristic protected by law.

For any queries, please contact HR at [recruitment@notredame.co.uk](mailto:recruitment@notredame.co.uk) or call 01932 589480.

## Apply Now:

**Please complete the online application form available on our website:**

**[Work With Us | Notre Dame School](#)**

## Closing Date

As successful candidates are sourced and apply.

We reserve the right to interview, as suitable candidates are sourced

## Start Date

**1<sup>st</sup> September 2026**

**Or Sooner if available**