



Durham High School

Director of PE and Sport

Ideally a September 2025 start
but will consider later start for the right candidate


THE SUNDAY TIMES

**SCHOOLS GUIDE
2025**

**INDEPENDENT SECONDARY
SCHOOL OF THE YEAR
NORTH EAST**



Welcome

Thank you for considering Durham High School for the next stage of your career in education. Ours is a community where ambition thrives, talents are celebrated, and lifelong friendships are formed. As a leading independent school in the North East, we consistently achieve the highest GCSE and A Level results in County Durham.

In December, we were proud to be named The Sunday Times Independent Secondary School of the Year 2025 – a reflection of the outstanding education and care we offer.

We are currently seeking a Director of PE and Sport who is a visionary leader, to shape the future of sport and physical education in a forward-thinking, inclusive, and highly supportive school environment. It is an exciting time to take on the role as we recently announced a phased move to co-education from September 2025.

While the structure of our school evolves, our foundation remains the same. Academic excellence, personal development, and our Christian ethos continue to guide all that we do. Our aim is to nurture each pupil's potential and to foster a lifelong love of learning.

In a beautiful woodland setting with excellent facilities and a dedicated team of teachers and support staff, Durham High School is a place where pupils grow in both confidence and character.

Our recent strategic partnership with Galaxy Global Education brings new and exciting opportunities for growth and international collaboration.

If you have the skills, experience, and passion for this role, we warmly invite you to apply. We look forward to hearing from you.

Best Wishes
Michelle Hill
Headmistress



The Position

Join our dynamic team as the Director of PE and Sport at our prestigious school, catering to pupils aged 3 to 18 years old. As a leading institution renowned for its commitment to holistic development, we prioritise the advancement of physical fitness and sportsmanship alongside academic excellence.

We are seeking an experienced and passionate individual to lead our PE department, with a focus on fostering a love for physical activity and competitive sports. With a specialised emphasis on netball and football, as well as a diverse array of sports including hockey, cross-country, tennis, badminton, trampolining, athletics, and rounders, our school offers a comprehensive sporting program tailored to the needs and interests of our pupils.

As the Director of PE and Sport, you will play a pivotal role in shaping the athletic development of our pupils, ensuring they receive high-quality coaching and opportunities to excel in regional tournaments and competitions. Your leadership will inspire both staff and pupils alike, fostering a culture of teamwork, discipline, and resilience both on and off the field.

If you are a dedicated educator with a passion for sports and a track record of success in coaching and program development, we invite you to join us in our commitment to empowering children through physical education. Take this opportunity to make a lasting impact in the lives of our pupils and contribute to our legacy of sporting excellence.

Pupils flourish and develop high levels of self-confidence through the positive encouragement they receive from class teachers and other staff who provide individual support”

ISI Inspection Report, October 2022



Our Heritage

The school was founded in 1884 by the Church Schools' Company and in 1910 the school's governing body took over and formed an independent school for girls aged 3-18.

In the 1960s, Durham High School moved to our current site, its first purpose-built premises on the edge of the city adjacent to the new Durham University colleges.

Our Aims:

- To create a friendly, caring community based on Christian principles where every individual is valued
- To develop the potential of every pupil in all areas of their life
- To encourage academic excellence and a life-long love of learning

We are keen to widen access as much as possible, with means-tested bursaries, and academic scholarships, to enable as many pupils as possible to attend the school from a wide area.

Our Location

Durham High School is ideally located in the heart of Durham City in the North East of England, with excellent transport links.

The school is just a few miles from Durham train station, providing direct rail connections to Newcastle, Edinburgh, and London. It is also easily accessible via the A1(M) motorway, connecting to major road networks across the region.

Newcastle International Airport is about 30 minutes away, offering domestic and international flights.

Our Results

In 2024 82.6% of pupils achieved grades A*-B at A Level, which was significantly higher than national average. 63% of all grades were A*-A.

At GCSE, the proportion of top grades (9-7) was 67.8%, which is significantly higher than regional and national averages.



Job description

Remuneration; DH1-9 Salary Scale depending on experience plus an R7 allowance, equating to £4000. This post will attract 8 lessons per fortnight.

Accountable to the Deputy Head

Responsible for teachers of PE and Sport in Seniors and Pre-Prep and Prep Departments

Policy / Strategic direction and development

- Contribute to whole school policy-making and strategic planning as required by the Headmistress.
- Create a forward looking and ambitious development plan for the PE and Sport Department in line with the school's strategic objectives and maintain a department handbook.
- Take the lead in ensuring that school policies and strategies are embedded in schemes of work and lesson plans.
- Contribute to the whole school Self Evaluation process
- Contribute to Governors' academic committee when required
- As part of the annual review process, agree an annual Teaching and Learning target, which is referred to throughout the year.

Leadership and management of others

- Lead and manage the department and motivate your staff to ensure that they have clear expectations of their roles, and that high performance standards are achieved and maintained.
- Manage the daily running of the department, staffing requirements and departmental timetables, delegating as appropriate, to ensure the department's efficiency and to afford other colleagues' good internal professional development opportunities.
- In conjunction with the Headmistress, be responsible for appointing new colleagues to the PE and Sport Department.
- Induct new colleagues and ensure they have access to schemes, policies and the departmental handbook.
- Appraise each colleague annually, to include at least one formal lesson observation per colleague
- Carry out work scrutiny, learning walks and pupil voice, as outlined in the Quality Assurance document
- Ensure that all colleagues are giving high quality feedback in-line with the School and Departmental marking and assessment policies
- Offer support for any colleague who is underperforming or who is struggling with any aspect of their PE and Sport teaching role
- To quality assure reporting and grade sheets process relating to PE and Sport.
- Manage sporting provision, including staffing, scheduling, resources and use of self-employed coaches



Job description

Leadership and management of others continued

- Responsibility for PE and Sport staff development, ensuring that appropriate in-service training is undertaken to ensure continuous improvement within the department.
- Chair departmental meetings to ensure that they are used effectively to review performance and that actions are recorded and implemented.
- Attend Head of Department meetings and other meetings as required as a middle leader.
- Liaise with parents as appropriate
- Act as a mentor for ECTs as necessary

Administration

- Produce and update an annual PE and Sport Handbook (OneDrive) which contains:
 - All Schemes of Work
 - An updated annual PE and Sport Development Plan
 - external examination analysis of the previous year's examination results

In addition:

- Keep up to date with ISI (Independent Schools Inspectorate) regulations and prepare documentation for inspection
- To complete paperwork relating to annual review
- To complete exam entries and any paperwork relating to external examinations.
- To prepare examination papers for all year groups for mock examinations and internal examination week, meeting the access arrangements of identified pupils
- To complete paperwork and meet with colleagues in your department who have been absent for whom you have line management responsibilities
- Manage the PE and Sport teaching and professional development budgets, including ordering stationery, resources and specific equipment, and identify future resourcing needs and aspirations for the department for consideration in the school budget planning process.
- Take responsibility for display in PE and Sport classrooms and other areas of the school as appropriate.
- Manage the PE and Sport OneDrive

Job description



Teaching and learning

- Lead the teaching of PE and Sport from Nursery to Year 13, including GCSE and A Level courses.
- Inspire and promote excellent attainment in PE and Sport through promoting high standards of teaching and learning.
- Exemplify in your own practice, the skills of teaching and learning typified by lead professionals and ensure that good practice is shared throughout the department.
- Ensure the curriculum is appropriate to the needs and abilities of each group, and of the individuals within the group, and that expectations are realistically high.
- Ensure that schemes of work are used, reviewed and modified to enable the maintenance and development of high standards of teaching and learning.
- Ensure that use of IT to promote learning in GCSE and A Level PE is embedded
- Monitor pupils' work and the classroom practice of those in the department to ensure high standards are maintained.
- Ensure that within the department individual pupil progress is regularly assessed, recorded and reported and used to inform future teaching and setting, and that pupil progress is tracked using appropriate department and whole school data.

- Be responsible for coordinating and evaluating departmental interventions to maximise progress.
- Advise parents where there is cause for concern about the progress of an individual.
- Keep up to date with developments in PE and Sport teaching and education in general to ensure that best practice is adopted within the department.
- Prepare girls for university applications, including Oxbridge, as required and complete high quality UCAS (Universities and Colleges Admissions Service) subject references.
- Attend school on the days when public examination results are published in order to provide guidance for students and professional advice for colleagues.
- Have a good working knowledge of performance data mechanisms (MidYIS, YELLIS, ALIS, GL Assessment) to carry out effective pupil tracking and retrospective examination performance
- Co-ordinate links with the Head of Pre-Prep and Prep and Pre-Prep and Prep Sports Coordinator.
- Appreciate the Christian ethos of Durham High School and promote its values through the work of the PE and Sport department.

Job description



Health and Safety

- To oversee health and safety in the PE and Sport department and to update the PE and Sport department health and safety policy.
- Health and Safety oversight of department, incorporating ISI compliance
- Safe management of fixtures and tournaments, using the Educational Visits Policy
- To ensure appropriate Health and Safety Training is undertaken by all members of the department.
- Work alongside the Transport Manager to ensure safe transportation of pupils to fixtures.

Co-Curricular

- Instigate, promote and deliver the PE and Sport co-curricular programme, in keeping with that expected at a leading independent school, confirming and building on the school's reputation for excellence, and providing for the range of abilities
- Arrange and manage a comprehensive schedule of fixtures, both friendly and competitive, having a clear strategy for the approach to these
- In conjunction with key partners, enable talented pupils to access performance opportunities and develop local pathways for performance, coaching, volunteering and leadership roles;
- Develop and lead enrichment activities, including a programme of trips, visits, workshops.
- To develop and lead PE and Sport master classes for outreach .
- Enter girls for competitions and external events
- To lead on the arrangements for the PE and Sport Department transition lessons for 'Moving Up! Evening'

Job description

Maximise the potential of all pupils in the class

- Be an excellent classroom practitioner.
- Maintain a positive working atmosphere in your classes, foster a spirit of enquiry, a love of knowledge and a delight in the pursuit of excellence.
- Maintain a stimulating educational environment in your classroom.
- Teach pupils how to learn and think as well as to know and understand.
- Teach according to Departmental schemes of work and to work as part of a team, in harmony with the school's ethos, aims and priorities.
- Use data to inform planning and teaching.
- Actively promote the use of IT to engage pupils.
- Be aware of the need to differentiate work and challenges according to the ability of the pupils, whilst maintaining high expectations of all and taking full account of any Special Educational Needs



- Teach lessons that are inclusive for all pupils and that use diverse and inclusive materials.
- Teach the strategies needed to pass exams.
- Know about pupils' personal circumstances that may affect your teaching and pupils' learning.
- Mark accurately and constructively according to school guidelines. Keep clear records of pupil attendance (SIMS) and performance according to school guidelines.
- Set and mark work for classes in the event of your absence.
- Ensure that pupils' efforts are properly rewarded.
- Ensure that homework is appropriately set.
- Follow and implement the school's curriculum policies.
- Support interventions within the subject area to encourage academic excellence.

Job description



Marketing and external links, including public occasions

- Actively promote the department within the school community to encourage pupils' interest in the subject area.
- Liaise with the Marketing and Admissions Manager to highlight and promote all events within the PE and Sport Department.
- Lead department in organisation of Annual Sports Presentation Evening
- Lead the department on Open Days and Sixth Form Open Evening to provide engaging activities and stimulating classroom environment for the positive promotion and marketing of the school.
- Contribute to the positive promotion and marketing of the school and in the local and wider community.
- Develop links with outside regional partners including National Governing Bodies of Sport, Sport England, County Sport Partnership, School Sport Partnership, Youth Sport Trust and other sporting partners;
- To arrange and conduct assessments for Sports Scholarships at 11+, 13+ and Sixth Form.
- Arrange the annual Sports Day in both Senior and Pre-Prep and Prep Department
- Liaise with person responsible for Houses, to support with House Competitions in Sport.

Any other reasonable task requested by the Headmistress.



The Person



Skills Required

- Leadership skills: the ability to lead and manage people to work towards a common goal - **Essential**
- Leadership skills: Have experience of Line Managing people in a subject area, including throughout the Appraisal process - **Essential**
- Decision making skills: the ability to solve problems and make decisions - **Essential**
- Teamwork: the ability to work collaboratively with others - **Essential**
- Communication skills: the ability to make points clearly and understand the views of others - **Essential**
- Self-management skills: the ability to plan time effectively and organise oneself well - **Essential**
- Organisation, problem-solving and logic: the ability to schedule, organise events and allocate staffing across a busy programme of sport - **Essential**
- High levels of performance / experience in key school sports - **Essential**

Knowledge Base

- Excellent professional knowledge and understanding - **Essential**
- Excellent subject knowledge with the ability to teach PE to A Level - **Essential**
- Understanding of national and examination curricular requirements of the subject - **Essential**
- Up to date with professional developments in the field of sport and PE and other aspects of education - **Essential**
- Experience of creating and delivering engaging and challenging programmes of study - **Essential**
- Awareness of health and safety requirements relevant to the job - **Essential**
- Understanding of Prep School Sport requirements, including EYFS - **Desirable**
- Understanding of H+S requirements in Sport and in ISI Compliance - **Desirable**

The Person



Qualification/Attainment

- Qualified teacher status - **Essential**
- Good honours degree in either PE or Sport - **Essential**
- Recent experience of playing representative sport at club, regional or national level - **Desirable**
- Master's Degree - **Desirable**
- Teachers' Trampoline Part 1 Award - **Desirable**

Experience

- Experience as a subject teacher covering KS3-5 - **Essential**
- Experience as a subject teacher covering EYFS – Year 6 - **Desirable**
- Experience of teaching A level and GCSE in the subject - **Essential**
- Experience of organising or participating in extra-curricular activities - **Essential**
- Experience of participating in or leading a whole school initiative - **Desirable**
- Experience of a management role - **Desirable**

Attitude/approach

- Ability to enthuse children and adults - **Essential**
- Possess a positive attitude and approach to change and development - **Essential**
- Enjoy rising to the challenges inherent in a school environment - **Essential**
- Lifelong learner- **Essential**
- Ability to consistently provide a high quality, welcoming and supportive learning experience for all pupils - **Essential**
- Good sense of humour - **Desirable**

Pre-Prep and Prep



We implement a curriculum which is fun and academically rigorous, but at the same time is supportive of individual progress, personal strengths and areas to develop. Our expert, professional team utilise the best of pedagogy and research into early childhood learning and our wonderful enabling environment to ensure your child has an exemplary foundation to their educational career.

The children's timetable consists of core subject teaching of Mathematics and English each morning, whilst the afternoon sessions offer the flexibility for further learning to take place within specific year groups, or to work across phase to enable the elements of the non-core subjects to be taught by experts through a thematic, connected approach. Teaching takes place in stimulating classrooms and a superb large outdoor provision area, including a woodland environment complete with tepee and a purposeful, heated and illuminated Outdoor Classroom.

Throughout the Pre-Prep department, indoor and outdoor areas of provision and challenge are established for all children to be able to work independently, increasing opportunities to take responsibility for their own learning, to reinforce and extend prior learning and to be creative. We have mapped the Early Years Foundation Stage and KS1 National Curriculum, transforming it into a progressive and unique Pre-Prep curriculum. Open-ended challenges will be used for those with more advanced skills, where more emphasis is placed on leadership, application, presentation, and higher-level thinking skills.



Senior Department

In the Senior Department, a broad and balanced curriculum prepares pupils with the skills and academic excellence needed for life in the 21st century. We believe enjoyment is key to success.

Our dynamic and dedicated staff strive to achieve the best outcomes for every pupil. Lessons are engaging and foster curiosity, ambition, and a drive to succeed. Strong pastoral care ensures each pupil feels valued within a happy, supportive community.

An extensive extra-curricular programme supports individual interests, with opportunities in sport, drama, art, and more. Pupils often achieve success at local, regional, and national levels. Clubs range from astronomy and dance to journalism, photography, and practical science. Day, residential, and international trips further enrich pupils' experiences.

A strong sense of community defines Durham High School, where every pupil is known, valued, and encouraged to care for others while respecting differences.

Pupil voice is central to school life, with leadership opportunities through School Council, Eco Council, Interact Charity, and other roles across the Senior Department, allowing pupils to make meaningful contributions.

Whole school events and cross-year activities foster friendships and a sense of belonging. While academic standards are high, pupils are supported to balance their studies with wider interests and wellbeing.

We prioritise spiritual and moral development, positive mental health, and wellbeing. Our PSHCCE programme helps pupils explore the challenges of modern life through discussion and debate.



Sixth Form



We are proud of the vibrant and welcoming community that defines the Sixth Form at Durham High School, renowned for its consistent record of outstanding A Level achievement.

Our caring and supportive environment empowers every pupil to reach their full academic potential, while also nurturing self-confidence, a strong moral compass, and the leadership skills essential for success in today's world. Life in the Sixth Form is occasionally challenging, but never dull – and always immensely rewarding. We believe these two years are among the most fulfilling of our pupils' school journey, offering exceptional preparation for university and life beyond.

The Sixth Form is a close-knit, dynamic community where pupils can relax and connect in their dedicated common room, private study area, and exclusive diner. Each pupil benefits from the guidance of a personal Tutor, who offers both pastoral care and academic mentoring.

To enrich their academic experience, pupils take part in a varied programme that includes topics such as Democracy in Action, Astronomy, and Life Skills. A series of lectures by visiting experts across a range of fields further broadens their horizons.

ISI Inspection

Durham High School was judged 'Excellent' across all areas by the latest inspection carried out by the Independent Schools Inspectorate (ISI) in October 2022.

The school succeeded in fulfilling every standard examined during the Regulatory Compliance Inspection, where each standard is simply 'met' or 'not met': there is no evaluative judgement in the report beyond this.

This inspection includes the standards of the quality of education; the suitability of staff and those in contact with our pupils; the welfare of our young people and their moral, social and cultural development. We also met every requirement relating to the premises and the provision of information.



The key findings in the Educational Quality Inspection were:

The quality of the pupils' academic and other achievements is excellent.

- Girls make excellent progress and achieve highly in both academic and other areas.
- Girls' knowledge, skills and understanding are excellent across all areas of learning.
- Girls of all ages are excellent communicators who listen well and express themselves articulately both orally and in writing.
- Girls demonstrate excellent study skills. Their attitudes to learning are outstanding and underpin the high levels of achievement throughout the school.

The quality of the pupils' personal development is excellent.

- Girls display an extremely strong moral awareness and have a clear understanding of right and wrong.
- Girls show outstanding levels of respect; they value diversity and demonstrate sensitivity and tolerance towards others.
- Girls' social development is excellent; they collaborate extremely well in lessons and extracurricular activities.
- Girls make an excellent contribution to the life of the school, the local community and the world beyond.

Additional Benefits



The successful applicant will benefit from:

- Being part of a fantastically vibrant and supportive community with the most amazing and enthusiastic pupils.
- Royal London defined contribution pension scheme.
- Free onsite parking.
- Lunch provided each day during term time.
- 50% staff fee remission scheme for staff children from Reception to Sixth Form.
- Employee assistance programme (Education Support).
- Blue Light reward card.
- Access to in school counsellor.



How to Apply



Please complete the application form, available on the School's website, and submit as a pdf document, with a covering letter of no more than two sides of A4 (pdf), outlining your reasons for applying and why you will be a good fit for our school community.

·Your application should be addressed for the attention of the Headmistress and sent by email to :
headmistress@dhsfg.org.uk.

· Closing date for applications: Friday 16 May 2025, 9.00am

· Interviews will be held week commencing: 19 May 2025.

Safeguarding and Safer recruitment

Durham High School is committed to safeguarding and promoting the welfare of children. The successful applicant will be subject to an enhanced DBS disclosure and Prohibition from teaching and management check

In addition, as part of the shortlisting process, Durham High School will carry out an online search on the shortlisted candidates as part of its due diligence, as per the governments 'Keeping Children Safe in Education ' document (September 2024)

Equal Opportunities

The School is committed to the principles of equal opportunity, diversity and inclusion. We are committed to attracting and retaining the very best staff and ensuring that our staff body reflects the diversity of our students and local community.



