



WOODBIDGE  
SCHOOL

# Work With Us

## Hockey Coach (Prep & Senior)

### Application Pack



# Hockey Coach (Prep & Senior)

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**Salary: £20 - £25 per hour (inclusive of holiday pay)**

**Based on a Zero-hours Contract**

**Part time, Term time only**

**Starting September 2025**

We are seeking an enthusiastic, supportive, knowledgeable and inspirational Hockey Coach to support and deliver coaching sessions to a range of ages and abilities and work with teams within the fixture programme across both Prep and Senior School from September – April each year. The successful candidate may also support delivery of specialist one-to-one and small group sessions to those students on our Hockey Performance Programme.

The role could continue into the summer term if the suitable candidate is able to support other sports, including cricket, tennis or athletics. This is desirable and not essential for the role.

## **Working Hours**

Up to 16 hours per week approx/average.

Tuesday, Wednesday & Thursday – 1:15pm to 5:15pm

Friday – 11am to 4pm

The successful candidate will submit monthly timesheets and be paid on hours worked in the following month, based on the hours outlined above.

To apply for this role, please click on the link below and complete the application form. Please state on your application which shift you are applying for. A CV and covering letter alone will not suffice.

For more information about the school and this opportunity, and to download an application form, please click on the link below. Woodbridge School is committed to safeguarding and promoting the welfare of children and young people, and successful candidates will be subject to an enhanced check from the Disclosure and Barring Service (DBS).

**Closing date: 1<sup>st</sup> June 2025**

**Interview W/C: 2<sup>nd</sup> June 2025**

*We reserve the right to close the position before the closing date, so please apply as soon as possible to avoid disappointment.*



# Job Description

<b>Job Title</b> Hockey Coach (Prep & Senior)	
<b>Reporting to</b> Ralph Pruden	<b>Department</b> Sports Department

<b>Job summary</b>
We are looking for a passionate, knowledgeable, and inspiring Hockey Coach to deliver high-quality coaching sessions across a range of age groups and abilities within both the Prep and Senior School. The successful candidate will also contribute to the school's fixture programme and may be involved in delivering specialist one-to-one and small group coaching for students enrolled in our Hockey Performance Pathway.
<b>Hours</b>
Approximately Tue, Wed & Thur 1:15pm – 5:15pm, Friday 11:00 – 4:00, although these may vary slightly depending on the term. Finish time could be later dependent on fixtures. September – April. The role could continue into the summer term depending on the ability to offer cricket, tennis or athletics.
<b>Key responsibilities</b>
<ul style="list-style-type: none"><li>• To support delivery of high quality hockey coaching to a range of ages and abilities.</li><li>• Adjustment of sessions based on a varied skill level.</li><li>• Support teams within our fixture programme, both home and away.</li><li>• Undertake any other duties commensurate with the scope of this post as required by the Head of Department.</li></ul>

<b>Health and safety</b> <ul style="list-style-type: none"><li>• You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with and adhere to the Foundation's/School's Health and Safety Policy.</li></ul>
<b>Child Protection statement</b> <ul style="list-style-type: none"><li>• The School/Foundation is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. You will be expected to support this approach in the context of your role and to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out your duties you become aware of any actual or potential risks to the safety or welfare of children in the school you must report any concerns to the appropriate Safeguarding Lead or to the Head.</li></ul>
<b>Brand values</b> <ul style="list-style-type: none"><li>• Ensure that their work, communication and approach conforms to the brand values and house style of the School and the wider Seckford Foundation.</li><li>• Keep up to date, and comply with the Foundation's Rules, Policies and Procedures at all times, as detailed on the School Intranet.</li></ul>

## Person Specification

<b>Knowledge and Experience</b>	<b>E</b>	<b>D</b>
<ul style="list-style-type: none"> <li>Hockey Level 2.</li> </ul>		✓
<ul style="list-style-type: none"> <li>Experience of coaching young people aged 9– 18.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Technical hockey knowledge to challenge and develop individuals and small groups.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Experience of playing or working within a performance environment.</li> </ul>		✓
<ul style="list-style-type: none"> <li>Experience of teaching other sports, including Cricket, tennis or athletics</li> </ul>		✓
<b>Skills</b>		
<ul style="list-style-type: none"> <li>A team player with a flexible approach.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>A positive attitude towards children and young people, including the ability to demonstrate and promote positive values, attitudes and behaviour.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to work collaboratively with colleagues across the School.</li> </ul>	✓	
<b>Safeguarding</b>		
<ul style="list-style-type: none"> <li>All staff are expected to evidence their commitment to promoting the health, welfare and safeguarding of children.</li> </ul>	✓	
<b>Personal Qualities</b>		
<ul style="list-style-type: none"> <li>A passion for working with children and/or young people.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Excellent communicator.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Team player capable of working independently.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>An understanding of the teaching and learning process.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>A sense of humour and a genuine understanding of our pupils.</li> </ul>	✓	
<b>Other</b>		
<ul style="list-style-type: none"> <li>Driving licence.</li> </ul>	✓	

## Benefit Statement

<b>Other Benefits</b>	<ul style="list-style-type: none"><li>• Free parking</li><li>• Complimentary lunch is available when the Dining Room is in operation</li><li>• Access to Employee Assistance Programme</li></ul>
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# Information for applicants

In order to apply please complete the application form.

Application forms can be downloaded from the School's website:  
<https://www.woodbridgeschool.org.uk/about/staff-vacancies/>

Please apply, preferably by email, stating "Hockey Coach" in the title line to [recruitment@seckford-foundation.org.uk](mailto:recruitment@seckford-foundation.org.uk).

If you are unable to apply by email then please post your application, marking "Private and Confidential" to The People Team at:

Woodbridge School

Marryott House

Burkitt Road Woodbridge

Suffolk

IP12 4JJ

All information will be treated as strictly confidential.

If you have any questions or enquiries regarding the application process, please contact the People Team on 01394 615170.

All appointments are subject to the usual pre-employment checks to meet vetting and barring requirements. For more information about the application and vetting process please refer to the Explanatory Notes provided.

*Woodbridge School is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the position, including checks with past employers and the Disclosure and Barring Service.*