



WOODBIDGE  
SCHOOL

# Work With Us

## Sports Coach Apprentice

### Application Pack



# Sports Coach Apprentice

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**Salary: £11,778 per annum**

**Full time, Term time only**

**Fixed term until 8<sup>th</sup> July 2027**

**Monday to Friday - 8:30am to 5:30pm**

Some “off the job” hours to be completed for apprenticeship during school holidays

We are seeking a passionate and knowledgeable Level 4 Sports Coach Apprentice to deliver high-quality coaching across a range of sports and abilities. You'll support training sessions, analyse performance, and help organise fixtures and events, while mentoring students to develop resilience, teamwork, and a love for sport.

As an apprentice at Woodbridge School, you'll be able to gain hands-on experience, work towards recognised coaching qualifications, and make a real impact. We're especially interested in candidates with experience in at least two of our main sports: football, hockey, netball, rugby, athletics, cricket, golf, or tennis.

## **Working Hours**

Monday to Friday - 8:30am to 5:30pm.

Term time only. 1,560 annualised hours.

To apply for this role, please visit: [Sports Coach Apprentice – Find an apprenticeship – GOV.UK](#)

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: 20 June 2025**

**Interviews: 27 June 2025 and 30 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> Sports Coach Apprentice	
<b>Reporting to</b> Ralph Pruden	<b>Department</b> Sports Department

<b>Job summary</b>
We are looking for a passionate, knowledgeable, and committed Level 4 Sports Coach Apprentice to support and deliver high-quality coaching sessions across a range of age groups and sporting abilities. The successful candidate will contribute to the school's sports programme, assist with training and fixtures, and gain hands-on experience while working towards recognised coaching qualifications. We are particularly interested in applicants with experience in at least two of our key sports: football, hockey, netball, rugby, athletics, cricket, golf, or tennis. This is an exciting opportunity to develop your coaching career in the outstanding facilities and supportive environment of Woodbridge School.
<b>Hours</b>
Monday to Friday – 8:30am to 5:30pm. Term time only. 1,560 annualised hours across the year.
<b>Key responsibilities</b>
<ul style="list-style-type: none"><li>• Design and deliver high-quality coaching sessions tailored to individual and team needs, focusing on skill development, tactics, and fitness.</li><li>• Analyse performance and provide feedback to students, helping them refine techniques and reach their full potential.</li><li>• Assist in planning and organising training schedules, competitions, and events, ensuring smooth operations and adherence to regulations.</li><li>• Collaborate with teaching and coaching staff to create comprehensive training programs that address students' physical, mental, and nutritional needs.</li><li>• Support students' holistic development, fostering positive attitudes, resilience, and sportsmanship on and off the field.</li><li>• Stay updated on industry trends and best practices through continuous learning and professional development opportunities.</li><li>• Act as a role model and mentor, inspiring athletes to pursue excellence, embrace challenges, and lead healthy, active lifestyles.</li></ul>

**Health and safety**

- 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.

**Child Protection statement**

- 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.

**Brand values**

- Ensure that their work, communication and approach conforms to the brand values and house style of the School and the wider Seckford Foundation.
- Keep up to date, and comply with the Foundation's Rules, Policies and Procedures at all times, as detailed on the School Intranet.

## Person Specification

Knowledge and Experience	E	D
• Experience of coaching young people aged 9–18.		✓
• Experience in at least two of the following sports: football, hockey, netball, rugby, athletics, cricket, golf, or tennis.		✓
• Understanding of coaching principles including skill development, tactics, and fitness.		✓
• Experience of working in a school or youth sports environment.		✓
• Awareness of safeguarding and child protection in a coaching context.		✓
Skills		
• Strong communication and interpersonal skills.	✓	
• Ability to analyse performance and provide constructive feedback.		✓
• Organisational skills to assist with planning training and events.	✓	
• Ability to work collaboratively with colleagues and independently.	✓	
• Initiative and creativity in coaching delivery.		✓
Safeguarding		
• All staff are expected to evidence their commitment to promoting the health, welfare and safeguarding of children.	✓	
Personal Qualities		
• Passion for working with children and young people.	✓	
• Positive attitude and role model behaviour.	✓	
• Patience, resilience, and a non-judgemental approach.	✓	
• Physically fit and enthusiastic about sport.	✓	
• Sense of humour and understanding of pupils' needs.	✓	
Other		
• Willingness to undertake recognised coaching qualifications.	✓	
• Driving licence.		✓

**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

Please apply via the Government website: [Sports Coach Apprentice – Find an apprenticeship – GOV.UK](#)

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.*