



WOODBRIDGE  
SCHOOL

*Work with us*

**Prep School Sports Apprentice (L4)**

APPLICATION PACK

# Prep School Sports Coach Apprentice (Level 4)

**Salary: £12,480.02 per annum**

**Full time only (1,560 annualised hours)**

**Fixed term from September 2026 until July 2028**

**Monday to Friday – 08:30 to 17:30**

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

Woodbridge School is seeking an enthusiastic and committed Level 4 Sports Coach Apprentice to join our Prep School Sports Department. This is an exciting opportunity to contribute to a well-established and ambitious co-curricular sports programme, while gaining nationally recognised coaching qualifications. The Prep School teaches children up to 11 years of age.

Sport plays a central role in life at Woodbridge Prep School, supporting pupils' physical development, wellbeing, and character. As part of our team, you will assist in delivering a broad and inclusive programme that encourages participation, performance, and a lifelong enjoyment of sport.

## **Key Responsibilities**

- Support the delivery of high-quality coaching sessions across a range of sports, adapting activities to suit different ages and abilities
- Assist with the planning, organisation, and supervision of fixtures, tournaments, and school sporting events
- Contribute to performance analysis, helping pupils to develop technical skills and tactical understanding
- Promote positive sporting behaviours, including teamwork, resilience, and respect
- Provide pastoral support to pupils, acting as a positive role model both in lessons and co-curricular activities
- Assist with administrative tasks within the Sports Department, including equipment management and match preparation

## **Training and Development**

This apprenticeship offers a structured development pathway, combining practical experience with formal learning. You will:

- Work towards a Level 4 Sports Coach qualification

- Gain hands-on coaching experience within a leading independent school environment
- Be supported by experienced PE staff and coaches
- Develop skills in coaching, leadership, and athlete development

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

**Closing date:** 10 June 2026

**Interviews:** W/C 15 June 2026

**We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.**

*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).*

# JOB DESCRIPTION

|                                                                                                             |                                                     |
|-------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| <b>Job Title:</b> Prep School Sports Coach Apprentice (Level 4)                                             |                                                     |
| <b>Department:</b> Sports Department (Prep School)                                                          |                                                     |
| <b>Hours:</b> Monday to Friday – 08:30 to 17:30. Term time only.<br>1,560 annualised hours across the year. | <b>Accountable to:</b><br>Prep School Head of Sport |

## **Job Purpose:**

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 and cricket. This is an exciting opportunity to develop your coaching career in the outstanding facilities and supportive environment of Woodbridge Prep School.

## **KEY RESPONSIBILITIES:**

- Design and deliver high-quality coaching sessions tailored to individual and team needs, focusing on skill development, tactics, and fitness.
- Analyse performance and provide feedback to students, helping them refine techniques and reach their full potential.
- Assist in planning and organising training schedules, competitions, and events, ensuring smooth operations and adherence to regulations.
- Collaborate with teaching and coaching staff to create comprehensive training programs that address students physical, mental, and nutritional needs.
- Support students' holistic development, fostering positive attitudes, resilience, and sportsmanship on and off the field.
- Stay updated on industry trends and best practices through continuous learning and professional development opportunities.
- Act as a role model and mentor, inspiring athletes to pursue excellence, embrace challenges, and lead healthy, active lifestyles.

## **GENERAL RESPONSIBILITIES:**

### **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 Woodbridge School's Health and Safety Policy and Health and Safety law.

### **Child Protection/Vulnerable Adult's Statement**

Woodbridge School is committed to safeguarding and promoting the welfare of vulnerable adults and 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 our policy 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 vulnerable adults or children you must report any concerns to the appropriate Safeguarding Lead. You will also be expected to qualify and maintain an enhanced DBS check to the school's requirement before starting in work for the school.

### **Brand Values**

Ensure your work, communication and approach conforms to the brand values and house style of Woodbridge School. Keep up to date, and comply with the Woodbridge School, Policies and Procedures at all times.

# PERSON SPECIFICATION

| <b>Knowledge and Experience</b>                                                                                                                                        | <b>E</b> | <b>D</b> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|
| <ul style="list-style-type: none"> <li>• Experience of coaching young people aged 7–18.</li> </ul>                                                                     |          | ✓        |
| <ul style="list-style-type: none"> <li>• Experience in at least two of the following sports: football, hockey, netball, rugby and cricket.</li> </ul>                  | ✓        |          |
| <ul style="list-style-type: none"> <li>• Understanding of coaching principles including skill development, tactics, and fitness.</li> </ul>                            |          | ✓        |
| <ul style="list-style-type: none"> <li>• Experience of working in a school or youth sports environment.</li> </ul>                                                     |          | ✓        |
| <ul style="list-style-type: none"> <li>• Awareness of safeguarding and child protection in a coaching context.</li> </ul>                                              |          | ✓        |
| <b>Skills</b>                                                                                                                                                          |          |          |
| <ul style="list-style-type: none"> <li>• Strong communication and interpersonal skills.</li> </ul>                                                                     | ✓        |          |
| <ul style="list-style-type: none"> <li>• Ability to analyse performance and provide constructive feedback.</li> </ul>                                                  |          | ✓        |
| <ul style="list-style-type: none"> <li>• Organisational skills to assist with planning training and events.</li> </ul>                                                 | ✓        |          |
| <ul style="list-style-type: none"> <li>• Ability to work collaboratively with colleagues and independently.</li> </ul>                                                 | ✓        |          |
| <ul style="list-style-type: none"> <li>• Initiative and creativity in coaching delivery.</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>• Passion for working with children and young people.</li> </ul>                                                                | ✓        |          |
| <ul style="list-style-type: none"> <li>• Positive attitude and role model behaviour.</li> </ul>                                                                        | ✓        |          |
| <ul style="list-style-type: none"> <li>• Patience, resilience, and a non-judgemental approach.</li> </ul>                                                              | ✓        |          |
| <ul style="list-style-type: none"> <li>• Physically fit and enthusiastic about sport.</li> </ul>                                                                       | ✓        |          |
| <ul style="list-style-type: none"> <li>• Sense of humour and understanding of pupils' needs.</li> </ul>                                                                | ✓        |          |
| <b>Other</b>                                                                                                                                                           |          |          |
| <ul style="list-style-type: none"> <li>• Willingness to undertake recognised coaching qualifications.</li> </ul>                                                       | ✓        |          |
| <ul style="list-style-type: none"> <li>• Driving licence.</li> </ul>                                                                                                   |          | ✓        |

# BENEFITS

|                       |                                                                                                                                                                                                                                                                                |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Pension</b>        | Automatic enrolment into the Foundation/School's pension scheme (subject to meeting certain eligibility criteria).                                                                                                                                                             |
| <b>Sick Pay</b>       | After a successful probation period, full pay for 5 weeks and, half pay for 10 weeks in any rolling 12 months. Entitlement rises incrementally to full pay for 20 weeks and half pay for 20 weeks in any rolling 3 year period during the 4th and subsequent years of service. |
| <b>Training</b>       | Training costs will be met in full. This will be subject to conditions concerning repayment if the employee leaves for any reason within a given period.                                                                                                                       |
| <b>Holiday</b>        | 25 days plus 8 public holidays paid leave (pro rata for part time posts) included in salary.                                                                                                                                                                                   |
| <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>                                                                               |

# INFORMATION FOR APPLICANTS

Please apply via the Government website:

[Sports Coach Apprenticeship – 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.*