

SPORTS GRADUATE ASSISTANT

To Start: September 2026

Thank you for showing an interest in this post. We hope that the following information about St Helen's school and this job description will help you to decide that this is an application which you wish to pursue



WELCOME TO ST HELEN'S



St Helen's is a large, thriving all-through school and many of the girls who leave us at the end of Year 13 have been with us since Nursery or Reception. We are ambitious for every single girl: that she achieves her potential; that she leaves us to embark upon an exciting and fulfilling future, able to deal with whatever life throws at her with resilience and courage; that she possesses inner confidence, strong personal integrity, and a sense of fun; that she is ready to go out into the world and make a difference.

St Helen's has a long tradition of academic excellence which encourages girls to pursue intellectual curiosity beyond the curriculum. We are proud of our 2025 results where 87% of A Level students obtained A*/A and 81% of GCSE grades were awarded at grades 9-7. Sixth Formers go on to established, high-ranking universities including Oxford and Cambridge, with more than a third studying STEM subjects. However, we give our girls much more than just academic success; our Co-Curricular programme is rich and varied, and our pastoral care ensures that every girl is known, valued, and cared for.

Within easy reach of central London, our school is set in 21 acres of grounds and, just as we are proud of our students' academic achievements and their personal development, we are also proud of our facilities and buildings. We have invested significantly in developing our facilities over the last ten years and have plans to do more.

St Helen's has a warm and lively atmosphere that makes it a rewarding and exciting place to work. Our staff and our pupils look out for each other and encourage each other to be the best possible version of themselves. As such, you will play a vital role in supporting the school in the next stage of its journey. We look forward to receiving your application.

Bridget Ward
Head



THE SCHOOL

St Helen's is an academically selective independent girls' day school of more than 1100 students aged 3-18, set in beautiful green space in Northwood, Middlesex.

It draws pupils from a wide area of north-west London, Buckinghamshire, and Hertfordshire with easy access by Underground from central London.

We want our students to be brave and true, ever intellectually curious. They will believe they can do anything. They will want to explore how they can best interact with the world around them and make a difference for the better in their own way. They will be ready for whatever the future brings.

Our aims are:

- To provide each and every girl with the opportunity and means to achieve academic excellence.
- To provide our students with the personal skills, emotional resilience, and the confidence to achieve their full potential through a varied, rich and challenging Co-Curricular programme.
- To know, value and respect all girls as individuals so as to best support them on their journey through the school.
- To ensure that the girls are ready to play a full and active part in their communities and in an interconnected digital world.

Our students achieve high academic standards, and we encourage them to develop lifelong skills in a diverse range of areas, both within and outside the curriculum, and to pursue their individual ambitions. The school is proud of its tradition of providing a balanced and forward-looking education through which its pupils can become confident independent learners and leaders in their fields, their professions, and their communities. Attention to the individual child is at the heart of everything we do and shapes the pastoral care, teaching and learning and the co-curricular opportunities on offer at St Helen's.

THE POST

As part of an exciting phase of development in PE, Sport and Games, we are seeking enthusiastic and ambitious graduates to join our department and contribute to a vibrant and forward-thinking sporting programme from EYFS through to Prep and Senior School. We place equal value on academic

excellence, pastoral care, and co-curricular opportunity, ensuring every pupil is supported to thrive. Sport and physical education are central to this vision.

SALARY RANGE

£18,000-£20,000

Onsite accommodation may be available at request

HOURS

Up to 37.5 hours per week during term-time only and INSET Days

The role will report to: Director of Sport

THE ROLE

This is an exciting opportunity to work across Prep and Senior School, supporting the delivery of high-quality PE lessons and co-curricular sport.

MAIN RESPONSIBILITIES

You will:

- Deliver and support high-quality PE lessons and coaching sessions, contributing to a broad and inclusive sporting curriculum. The broad programme will include: Hockey, Netball, Cricket, Athletics, Tennis, Badminton, Gymnastics, Dance and Athletic Development.
- Support training programmes that reflect both the needs of the sport and the individual pupil, aligned with their wider educational experience
- Develop pupils' understanding of core sporting principles, while helping them build a rounded athletic skillset and sport-specific physical qualities
- Work closely with the Director of Sport and PE staff to contribute to a strong, progressive and inclusive sporting culture.
- Coach and lead teams (depending on experience), with opportunities to support core sports across a term, alongside supporting additional sports.
- Assist with the delivery of fixtures, clubs, competitions and school sporting events, including some after-school and occasional weekend commitments.



- Work collaboratively with colleagues and communicate effectively with staff, pupils and parents regarding participation, progress and development.
- Contribute to the administration of the department, which may include:
 - Recording results.
 - Supporting team administration.
 - Writing match reports or contributing to school communications
- Support the health, wellbeing and engagement of pupils through sport and physical activity.
- Assist with the Prep School programme, helping to promote participation and enthusiasm for sport across all age groups
- Contribute to wider school life, including trips, enrichment activities and key events.
- Engage fully in professional development, including coaching qualifications, INSET and ongoing training.
- Undertake additional responsibilities or projects as directed by the Director of Sport.

This is a hands-on, varied role ideal for graduates looking to gain meaningful school-based experience.

PROFESSIONAL DEVELOPMENT

We are committed to developing future teachers and leaders in education. For the right candidate, this role offers a clear pathway into teacher training, supported by:

- Structured mentoring from experienced staff
- Regular lesson feedback and coaching development
- Access to tailored CPD opportunities
- Opportunities to lead teams, clubs and initiatives

Our aim is to support you in becoming a confident, reflective and inspiring educator.

THE PERSON

We welcome applications from individuals who are:

- Graduates in Physical Education, Sports Science or a related discipline
- Passionate about girls' sport and physical wellbeing
- Desirable to have experience of delivering a recognised sports science discipline (video analysis, strength & conditioning, nutrition, sports psychology).
- Skilled in coaching one or more key sports (e.g. Hockey, Netball, Cricket, Athletics)
- Energetic, proactive and highly motivated
- Interested in pursuing a career in teaching or education

You will also:

- Be an excellent role model for pupils
- Have strong communication and organisational skills
- Demonstrate a commitment to inclusion, participation and pupil development

WHY JOIN ST HELEN'S?

- A supportive and collaborative school community
- Engaged, motivated pupils across all age groups
- A strong emphasis on girls' participation and performance in sport
- Excellent facilities and a well-resourced PE department
- Clear opportunities for professional growth and progression



BENEFITS

- Competitive pay
- 50% fee remission for staff children subject to spaces and entry examinations (pro rata for part time staff)
- A strong culture of professional development
- Access to the School's swimming pool and fitness suite
- High Street Discounts
- Electrical Vehicle Charge Scheme
- Subsidised Staff Coach Travel
- Eye care
- Holiday Club Staff Discounts
- Cycle to work scheme
- Free lunch and refreshments (term-time)
- Free on-site parking and excellent public transport links
- Employment Assistance Programme with 24/7 GP access
- Generous occupational sick pay
- A beautiful working environment – the school is set in a conservation site in excess of 21 acres

APPLICATION PROCESS

Closing date: **9am Friday 17th April 2026**

Please apply as soon as possible as shortlisting/interviews will progress up until the closing date. Should a suitable candidate be appointed, we reserve the right to close the advert early.

Due to the high volume of applicants, we receive, if you do not hear from us within 4 weeks of the closing date, please assume we will not be progressing your application further on this occasion.

THE SELECTION PROCESS

Shortlisted candidates will be invited to the school where they will be interviewed by the Director of Sport and other members of SLT where appropriate. You will be asked to teach/coach a lesson and will take a tour of the school and meet other members of the Department and wider Faculty.

St Helen's school is committed to safeguarding and promoting the welfare of children and young people, as detailed in Part 3 (Safer Recruitment) of the KCSIE 2025 guidance document. Applicants will be asked for proof of right to work in the UK and undergo child protection screening, including checks with past employers and the disclosure and barring service.

If you have any queries about this position, please contact the school at recruitment@sthelens.london

