



CHARTERHOUSE



Director of Football

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## Welcome from the Head



Thank you for your interest in this role at Charterhouse.

Charterhouse is an exceptionally rewarding place for our pupils and staff. The developments in our academic and co-curricular provision, boarding and social spaces have facilitated a highly successful move to full coeducation, demonstrating an intentional and strategic drive to deliver a world-class, future-ready education, where every individual is empowered to reach their potential.

Our vision and values place kindness and belonging at the core, and our culture is one of welcome and acceptance. Open our doors and you will find a diverse and enriching range of people, experiences, thoughts and interests that all contribute to our thriving community. We nurture our talent and offer a myriad of opportunities to learn and grow together.

We warmly invite people from all backgrounds to share their passions, skills and ideas and who can help us to continuously lead and inspire the next generation, in an environment where everyone can flourish.

A handwritten signature in black ink that reads "Alex Peterken". The signature is fluid and cursive, with a long horizontal stroke at the end.

Dr Alex Peterken  
Head

## About Charterhouse

Charterhouse is a beautiful school in a 250-acre campus – a wonderful setting for the whole community to live and work together and a splendid backdrop for teaching and learning.

Founded in 1611, Charterhouse is one of the world’s leading coeducational independent schools, welcoming boarders and day pupils at 13+ entry and 16+ entry.

Surrounded by a world of opportunity and connected by a feeling of belonging, each pupil at Charterhouse is educated to embrace life’s full potential, and empowered to carry this into their future. A Charterhouse education prepares for both academic success as well as laying the foundations for future professional, social and personal fulfilment.

The School is academically ambitious for every pupil, with all strands of a Charterhouse education leading towards being fully prepared for the real-world of tomorrow and equipped to grasp future opportunity.

The curriculum is all about choice for the individual and is firmly rooted in academic rigour, intellectual curiosity and independent learning. Year 9 pupils follow a real breadth of academic subjects, with the curriculum in Years 10 and 11 culminating in (I)GCSEs.

Pupils benefit from the dual offer available in the Sixth Form: A Levels with an Extended Project Qualification or the breadth of the IB Diploma Programme. A wonderful range of academic electives are on offer, including the Charterhouse

Entrepreneurship Diploma (accredited by the Institute of Enterprise and Entrepreneurs) and the Ivy House Leadership Award.

From an outstanding and varied academic education to the raft of co-curricular options – opportunities abound at Charterhouse. With over 80 activities, the co-curriculum is an essential strand of a Charterhouse education, combining opportunities for leadership development, creativity, exercise and teamwork.

The Boarding House teams are at the heart of supporting each young person on their journey through the School. The Heads of House live in the Houses and are supported by a team of tutors and pastoral staff – two of whom are also residential. The House Teams are supported by a 24-hour Health Centre and pupils also have access to support through the Wellbeing team, counsellors and chaplaincy.

Shared values are central to life at Charterhouse, enabling each person to be themselves – everything at Charterhouse begins with kindness. We warmly welcome applicants who will share our values and with the enthusiasm and energy to make a significant and lasting contribution to life at the School. Together we can ensure that Charterhouse continues to be a world-class education provider.

PERSEVERANCE  
CHARTERHOUSE  
RESPONSIBILITY  
MORAL COURAGE  
OPEN-MINDEDNESS  
KINDNESS

## Our Values

At Charterhouse we recognise that we each have a responsibility to reflect upon everything we have been given and strive to make the most of the opportunities available to us in order to live our motto: *'Deo Dante Dedi'* – God having given, I gave.

Everything we do at Charterhouse is centred around living to our core set of values. They help steer how we behave, learn and treat each other. They are embedded in and reflected upon in all aspects of school life. Of these, kindness – to ourselves and to others – is the most important and something we encourage in all pupils from their very first day.

We concentrate on educating the individual, to provide a comfortable and welcoming atmosphere where each child feels valued and can flourish. Every year we welcome children from a diverse range of backgrounds and experiences; this enriches our community and is vital in preparing all our pupils for today's world.

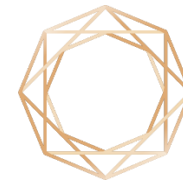
## Why Choose Charterhouse

Charterhouse is an exceptional place to work. You will be part of a vibrant and inclusive community with a teaching career in a world-class school at the forefront of educational innovation. Throughout this job description you will see the many reasons to join us. Below are some practical benefits that are offered, complementing a generous remuneration package:

- Competitive contributory occupational pension scheme
- Death in service benefit up to the age of 70 (if not already included in occupational pension scheme)
- Single Membership of a private medical insurance scheme (subject to eligibility)
- Cash Health Plan currently provided by +Medicash
- Payment for eye tests for users of visual display screen equipment, and a contribution currently amounting to £50 to the cost of any corrective eye wear (normally claimable once every 3 years)
- Personal Accident insurance
- Access to an Employee Assistance Programme
- School fee remission (subject to eligibility).
- Membership of the School Sports Centre
- Membership of the School's 9-hole golf course at a reduced subscription
- Participation in a 'Cycle to Work' scheme (subject to eligibility)
- Salary sacrifice on electric vehicles (subject to eligibility)
- Lunches, during your normal working day
- Free on-site parking
- Invitations to school productions and concerts throughout the year
- Use of the School Library to borrow books & other media
- Continuing professional development as part of our talent management programme.

**“ Dynamic and energetically ambitious ”**

- CARFAX TOP 120 SCHOOLS IN THE WORLD



PRINCESS ROYAL  
TRAINING AWARD  
2023

**“ Crackling with dynamism,  
this is a place where things  
are always happening ”**

- TATLER SCHOOLS GUIDE 2023



## Mission Statement for Support Staff

To deliver excellent cost-effective non-teaching support to all stakeholders in order to assist in achieving the educational experience set out in the School's vision and development strategy.



## Director of Football

Charterhouse seeks to appoint a Director of Football with effect from September 2026. The successful candidate will work closely with the Director of Sport and other members of the Sports Department to promote sport and fair play at Charterhouse, and spearhead football in particular in keeping with the traditions of the School; developing the sporting potential of pupils to their highest possible standards, in style and excellence. Support the all-round physical development, safety and welfare of pupils.

You will need to have a strong sporting background and also a proven track record in management and administration.

Responsible to:	Director of Sport
Internal Relationships:	Members of the Sports Department, Brooke Hall (common room), pupils, Grounds team and other support staff, Director of Admissions, Foundation Office, members of a boarding house to which attached for tutoring
External Relationships:	Parents of current and prospective pupils, prospective pupils, prep and secondary school sports departments, fellow sports professionals, Old Carthusians (alumni), external agencies such as the Independent Schools Football Association

The post will suit an ambitious, motivated and highly-qualified football coach with previous experience of working in schools, able to coach at all

levels, for both boys and girls, up to 1<sup>st</sup> XI level. S/he will be able to devise and implement a clear strategy for the continuing development of Charterhouse's football programme. The Director of Football will be expected to contribute fully to the School's wider sporting provision, working closely with the Director of Sport and sports department colleagues. A willingness to assist with co-curricular activities is essential.

## Overall Purpose and Responsibilities

### Sports Coaching - Pupils

- Provide football and other sports coaching across girls and boys – catering for both participation and performance
- Promote links with professional clubs and associated agencies where applicable (eg. ISFA) including attendance at relevant meetings/AGMs
- Source and provide specialist coaching, including for goalkeepers
- Plan and run pre-season training for girls and boys out of term time, across all year groups
- Assist with the coaching of sports teams / individuals, in addition to football, across the academic year
- Develop the football potential of pupils to their highest possible standards, including promoting and preparing players for representative squad trials and training
- Ensure that a coaching framework is created and managed with clear continuum throughout each School year group
- Provide and help deliver match video analysis on a team and individual basis
- Support and help deliver sport-specific fitness and conditioning for selected squads, and promote football as part of the School's sports performance programme
- Managing pupils' participation in leagues and competitions in which the School might choose to participate
- Professional Development of Coaching Staff

- Provide coach development through training session support, tactical advice, support around matches, regular feedback and establishment of opportunities to share good practice
- Create opportunities for staff to gain recognised qualifications in coaching and refereeing
- Produce and deliver a suitable programme of regular CPD for coaching staff
- Work with the Director of Sport to ensure that a coaching framework is created and managed with clear continuum through the School
- Recruit, line manage and appraise visiting football coaches

### Staff Co-ordination

- Coordinate the allocation of teachers to respective year group football teams
- Liaise with teachers and House staff when necessary, in order to maintain the balance of School commitments for pupils
- Share good practice within the Sports Department and relevant teachers.

### Sports Tournaments and Fixtures

- Play an active part in sporting tournaments and fixtures, including assisting with matches
- Organise trips, tours and out-of-school opportunities for pupils and staff (e.g., Gothia tour in July)
- Ensure that the School websites (SOCS, internet and intranet) are kept up to date with timely information, fixtures, team selections, results and news of matches
- Keep the School's videographer appraised of potential opportunities for capturing pupil participation
- Undertake all administrative aspects of football at the School, including organising fixtures, competition entries, budgeting, catering and transport.

- Sports Equipment
- Ensure sports kit (equipment & clothing) is properly maintained at all times, organising suitable repair and/or purchase when required
- Conduct a kit audit and place relevant orders in time for delivery for pre-season and term training at the start of each academic year.
  
- House Football
- Create meaningful, enjoyable and safe house football competitions to enhance participation, identify talented football players and develop coaching and refereeing standards amongst staff and pupils.
  
- Charterhouse Sports Promotion
- Visit preparatory and other relevant schools to promote Charterhouse and Charterhouse sport and aid recruitment at 13+ and 16+, as identified by the Director of Sport and Director of Admissions
- Involvement in the assessment of candidates for Sports Scholarships at 13+ and Sixth Form entry, and participating in the assessment of candidates for All Rounder Scholarships and Open Afternoons and Taster Days
- Communicate effectively with Parents and Old Carthusians, on sports-related matters
- Create and foster local club/school links where appropriate
- Identify and develop sources of fundraising for School facilities
- Provide constructive feedback and ideas to the School to enhance the School's sporting profile and facilities for pupils
- Promote links with professional clubs and agencies
- Identify ideas to enhance the School's sporting profile and facilities for pupils
- Run the annual prep school football tournaments, and deliver prep school football-related masterclasses, taster days and oversee other football competitions and fixtures held at Charterhouse.

### **Supervisory and Managerial Responsibilities**

- Responsible for pupils and sporting teams as directed by the Director of Sport.
- Responsible for managing kit (equipment and clothing) within a budget, pre-authorised by the Director of Sport, ensuring its timely ordering and cost-effective replenishment in good time for the start of any term or tournament. Prepare the annual football budget for submission to the Director of Sport, in line with timetables and guidelines issued by the Director of Finance & Strategy.
- Ensure that staff, pupils and visitors comply with all aspects of health and safety as required under the provisions within the Health and Safety at Work Act 1974, the School and Sports Centre's Health and Safety Policies, 'Normal' and 'Emergency' Operating Procedures and any other relevant and/or subsequent legislation or Code of Practice. Ensure all football-related risk assessments are carried out and submitted to the School's Health & Safety Manager and other relevant parties, in timely manner.

### **Safeguarding**

- As for all staff, the jobholder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the Job Holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School's Designated Safeguarding Lead.

## Person Specification

### ESSENTIAL

- Level 4 UEFA A qualification as a minimum
- A minimum of three years' experience as a coach and/or player to a high standard
- First Aid qualified
- Full driving licence
  
- **Personal Qualities**
- Excellent interpersonal/communication skills (pupils and staff)
- Calmness and efficiency and the ability to work under pressure at certain times
- An ability to understand needs and requests and prioritise accordingly
- Excellent time management, record keeping and organisation
- Positive attitude to personal development and training, keeping update with best practice and new methodologies
- Aware of the nature of the School and prepared to commit to its all-round ethos, extra-curricular activities and pastoral approach
- A warm, cheerful and well-presented person, capable of inspiring confidence in pupils and parents
  
- **Skills & Competencies**
- Strong IT skills to be used in the recording and monitoring of performance
- A proven commitment to encouraging participation and developing excellence
- Enjoy working as a member of a team with colleagues across the whole School
- Ability to troubleshoot problems, and identify an appropriate solution
- Ability to plan, organise and prioritise effectively

## Terms of Service

- Precise hours flexible but expect average of 37.5 hours/week, with the expectation that hours will peak during term time\*
- Requires attendance in the office or officially out on School business (e.g. prep school visits, tours, away matches etc) Mondays – Saturdays term time\*
- It is anticipated that football coaching will form the primary aim of this role during the academic year with football coaching predominating in the Autumn and Spring terms, and other sports coaching in the summer term. Working hours are full time, \* as directed by the Director of Sport, principally during term times, with evening, weekend and holiday work depending on the sports tournament and fixture needs at the time, although the precise working hours will depend on the priorities at the time.  
\*This could be varied for the right candidate

There is a requirement to keep up to date and attend relevant training courses including Safeguarding; MIDAS Minibus Driver Assessment, First Aid, SOCS and iSAMS training; as well as other School-wide briefings and training such as Fire Prevention and the Head's start of term briefings.



## Application Process

Closing date for applications is 9am on Wednesday 13th May 2026

First round interviews be held w/c 18<sup>th</sup> May 2026

Applications should be made in accordance with the School's application and safer recruitment procedures, via the School's website, selecting the relevant vacancy. The selected vacancy link will take you to our online recruitment system and give you the opportunity to register and complete an application form. You will also have the opportunity to upload your latest CV.

Early applications are warmly encouraged, and a bespoke invitation to interview may be offered in advance of the closing date.

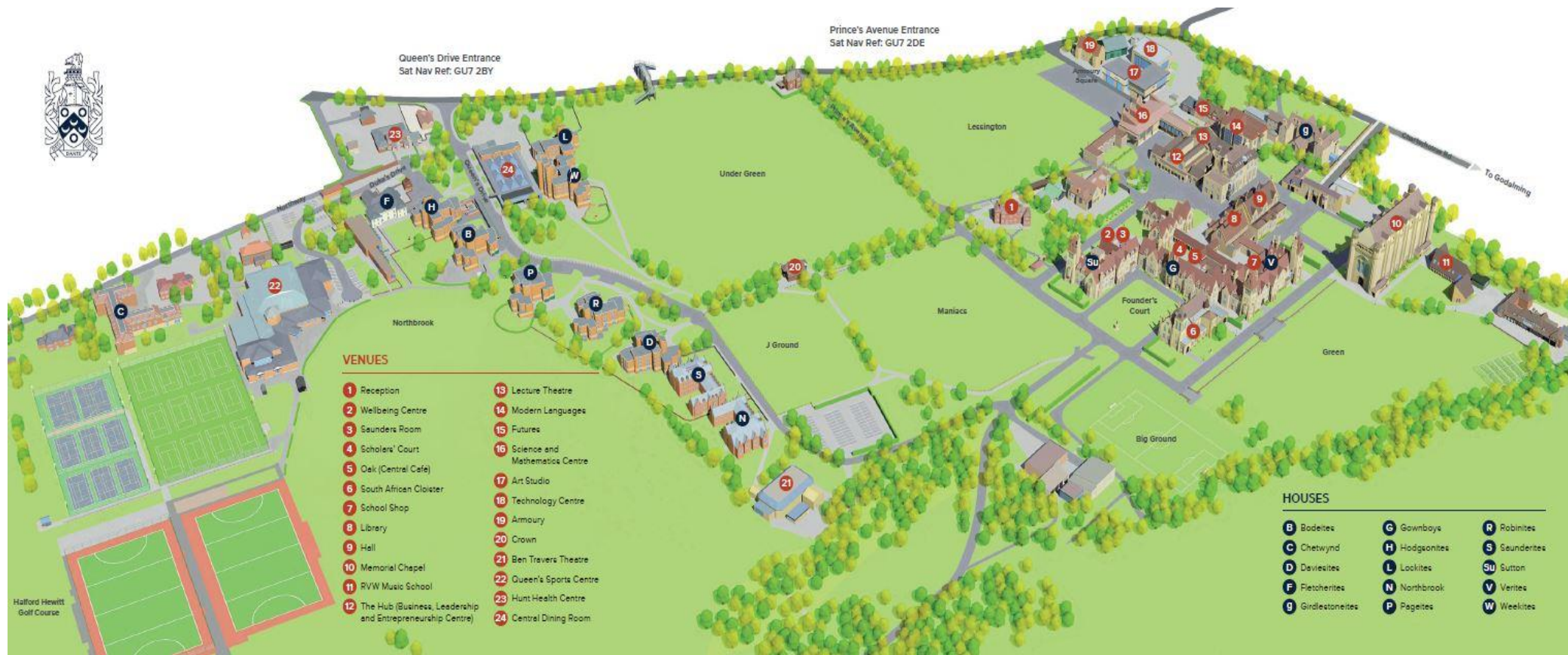
All successful job applicants will be required to undertake a Criminal Record check and to undergo child protection screening.

### [Visit our website – Employment Opportunities](#)

We are creating an inclusive culture where all forms of diversity are seen and valued – for our pupils, for our staff. A culture that supports the enduring Charterhouse education provided to pupils in our global and multi-cultural environment. Join us now to be a part of it.

*No job description can fully cover all aspects of the role and consequently the responsibilities are likely to evolve and change over time. This description does however give an overall view of the position.*

# The Charterhouse Campus



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