



KING WILLIAM'S COLLEGE & THE BUCHAN SCHOOL



Sports Development Officer - Job Description

Title:	Sports Development Officer
Reports to:	Director of Sport
Department Team:	P.E. and Games
Job location:	King William's College and The Buchan School
Pension:	Contributory Scheme Available (after qualifying period)



King William's College and The Buchan School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the Designated Safeguarding Lead or Principal.



The School

The Buchan School

In recently restored buildings on the King William's College site, The Buchan School offers a supportive and caring environment, where pupils are encouraged to develop their own individual talents. Our curriculum is unique with a strong focus upon academics: Art, Music, Drama, Languages and a range of Sports. Class sizes are small and our pupils are taught by subject specialist teachers throughout the curriculum to ensure that they reach and exceed their potential. The Buchan School has developed an excellent reputation for academic excellence and achievement in both sport and the performing arts. The school consists of three departments: Nursery, Pre-Prep (Reception to Year 2) and Prep (Year 3 to 6). We provide a broad range of opportunities for all our pupils, not only within the classroom, but also by taking full advantage of our incredible school grounds and the beautiful Isle of Man. At the Buchan, you will find a community buzzing with happy children, developing lively, independent and enquiring minds, guided and encouraged by outstanding teaching staff throughout the curriculum.

King William's College

Opened in 1833, King William's College is set in a stunning coastal location on the Isle of Man. It is a unique school in a very special environment. This independent boarding and day school for girls and boys aged 11 to 18 is one of the most established International Baccalaureate schools in the British Isles. It is vibrant, friendly and fun, and whether you are from the Island or from far afield, you will bond with this special place. With 37.1 acres of inspiring space; 19th Century architecture, five rugby pitches, four football pitches, three cricket pitches, floodlit astroturf, sports hall, swimming pool, landscaped gardens, two boarding houses and a chapel large enough to accommodate the whole school, King William's College is truly a special place.

The Physical Education and Games Department

The Physical Education and Games Department is one of the largest in the College and has an outstanding reputation both in terms of its academic results and the standard at which sport is played throughout the school.

Buchan pupils take part in weekly specialist PE, games and swimming lessons. This provides the basis for essential skills and lifelong enjoyment of physical activity. Pupils compete both on and off island in competitions in a range of sports including athletics, cricket, cross country, football, netball, rugby and swimming.

In Years 7-9 pupils participate in a comprehensive programme of PE and Games which develops the essential skills required for lifelong participation in physical activity. This continues into Years 10-11, and a significant number of pupils choose PE as one of their GCSE options, where the department teaches to the WJEC syllabus.

In the Sixth Form, in 2012 the College became one of the first schools to start teaching the new IB subject of Sports, Exercise and Health Science, which has proved a very popular and successful option. In addition to their academic studies, all Sixth Form pupils also take part in a compulsory Games session once a week.

The school has a strong tradition in sport, competing both on and off the Island in the major boys' games of rugby and cricket and on Island in the other competitive sports. Many other sports are also played in the College and in addition to the department's specialists, a number of the Common Room contribute to the Games sessions and the coaching of teams. There are also regular tours overseas, the most recent being a very successful rugby tour to Australia in Summer 2023, with an upcoming pre-season training camp scheduled for late Summer 2026 to Fuerteventura.

King William's College recently became accredited to deliver the TASS (Talented Athlete Scholarship Scheme) Dual Career programme which helps high-performing athletes aged 16+ to balance their studies with a demanding sporting schedule.

The Appointment

We are seeking a Sports Development Officer to start before the beginning of the next academic year. The successful candidate will be a committed professional who brings energy, expertise and a genuine passion for sport. The following attributes are required:

- A degree in sports development, sports science, physical education or a related discipline
- Proven experience delivering sports or activity programmes within a school, club or recognised development pathway
- Experience working with young people
- A recognised Level 2 coaching qualification (or equivalent) or higher is desirable
- Experience organising sports competitions or events
- Strong organisational and communication skills
- Ability to work independently and as part of a team
- Knowledge of safeguarding and child protection procedures
- Excellent communication, organisation and teamwork skills.

- Shares the values and ethos of King William's College and The Buchan School
- Is willing to lead or participate in overseas tours
- Has a full clean driving licence

The Role

The post holder will be accountable for achieving the highest possible standards in their work and conduct. They will act with honesty and integrity, keep their knowledge, qualifications and skills up-to-date and be self-critical. They will forge positive professional relationships and work with all stakeholders in the best interests of the players. They are expected to carry out their professional duties in accordance with the school's policies and to become an integral part of the School community.

Key Responsibilities

This is new role. The list of responsibilities will be discussed at interview and agreed with the successful applicant. The responsibilities will be adapted over time in consultation with the post holder.

- Plan and implement extra-curricular schemes for different groups
- Monitor and review the progress of schemes
- Manage staff, coaches and volunteers on projects
- Identify funding sources and sponsorship
- Use performance analysis tools and appropriate technology to enhance player development
- Communicate effectively and build strong working relationships with students, parents and colleagues across sport, academic and pastoral areas of the School
- Arrange and fixtures, tournaments festivals and tours, including residential, overnight and overseas
- Organise and co-ordinate inter-house, inter-school and local competitions
- Manage school teams and prepare students for fixtures and tournaments
- Assist with whole school sporting events
- Develop links with local sports clubs, community organisations and governing bodies.
- Coordinate external coaching sessions and workshops
- Promote school sport within the local community
- Support PE staff with curriculum delivery where required
- Lead or train student sports leaders and volunteers, assist in developing leadership programmes
- Maintain registers, risk assessments and programme records.

Fulfil wider professional responsibilities

The Sports Development Officer will:

- make a positive contribution to the wider life and ethos of the school
- be supportive of the School's Christian ethos
- develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- liaise effectively with support staff

- contribute effectively to teams (departments)
- take ownership and responsibility for tasks, seeing them through to completion
- lead by example, acting as a role model to others
- take responsibility for improving in their role through appropriate professional development, responding to advice and feedback from colleagues
- be responsible for the care and welfare of all students and to pass on any pastoral or safeguarding concerns in line with the School's policies
- be responsible for health and safety in their area and report any concerns to the Works Department
- communicate effectively with parents
- attend INSET days at the start of each term
- have read and understood the College's Safeguarding Policy and protocols.

Personal and professional conduct

The Sports Development Officer is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for their conduct.

- Uphold public trust and maintain high standards of ethics and behaviour, within and outside school, by:
 - treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to their professional position
 - having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
 - showing tolerance of and respect for the rights of others
 - not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
 - ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
 - having a proper and professional regard for the College's ethos, policies and practices, and maintaining high standards in their own attendance and punctuality.
 - having an understanding of, and always acting within, the statutory frameworks which set out their professional duties and responsibilities.

Training and Development

The Sports Development Officer will:

- Maintain their own continued professional development
- Undertake training as necessary and ensure records of this are passed to HR for recording

Benefits

The successful candidate will be eligible for the following benefits:

- Lunch each day when the kitchen is operational;

- Free parking;
- General Life Insurance
- Private Cash plan healthcare
- Contributory Pension Scheme (after a qualifying period);
- Professional development and ongoing CPD through internal and external training;
- Generous school fee discounts may be available.

Hours and remuneration

This is a full time, term-time role, with flexible requirements. The normal working week is Monday to Friday with some weekend and evening work as required to support fixtures, tournaments and events.

The salary for this position is competitive depending on experience and qualifications.

Applications

A completed application form together with a covering letter should be submitted by email to the HR Officer hr@kwc.im

The closing date for applications is Friday 5th June 2026 but applications will be considered as they are received and we reserve the right to interview before the deadline.

