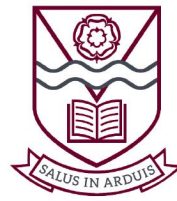


Post: Sports Graduate Assistant

Date of Issue: May 2024



**Wellingborough
School**

Founded 1595



The School

Wellingborough is a School that is keenly aware of its history and traditions, but not held back by them. Founded in 1595, it has always sought to make bold and timely decisions in order to ensure that the pupils are able to flourish and thrive, and that the nature of the School supports this aim.

The School moved to its current site in 1881 to support its growth, but leaving the town centre did not reduce the importance it places on its links with the local community. Our pupils and staff lead and support a number of initiatives, engaging with other schools, businesses and charities in Wellingborough and the surrounding area.

Girls were first taught here just over 50 years ago, and the School became fully co-educational in 1979. Girls now make up more than 40% of the pupil body. We welcomed pupils below the age of 8 for the first time in 1990 with the introduction of a Pre-Prep in a purpose-built facility, just a few years before converting to a day school at the turn of the century.

Each of these changes has strengthened the School's ability to maintain its appeal to a diverse range of pupils, a feature which is part of its core and attracts families from across five counties. Academic achievement is important but we focus on adding value and look to accept every child who we believe will be happy in our environment.

We are extremely proud of our pastoral care, and believe that we are far ahead of most schools with regard to pupil welfare. Our Club system in the Prep School and the Senior School House structure, the dedicated team of three counsellors in our Wellbeing Department, frequent and regular liaison between colleagues: all of these play a part in ensuring that each individual pupil's needs are met.

We know that our pupils will need much more than exam results when they leave us, and we put an emphasis on developing softer skills through a breadth of co-curricular opportunities. Sport, Music, Drama, CCF and the Duke of Edinburgh Award are big players, but there are so many other ways in which the pupils build confidence, leadership, flexibility, resilience and the ability to know what they want to do with their lives.

Wellingborough is a wonderful school. It has a warm, relaxed feel with a sense of partnership between pupils, staff and parents. There is a constant buzz created by a determined, purposeful desire to support each other and to fulfil the pupils' ambitions. The School is never still, as everyone in our community tries to get the most out of the opportunities that are provided. We look forward to welcoming someone new to join our quest to do the best for every child.

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The Role

Start Date: September 2024

Contract type: Term time, Fixed Term appointment from September 2024 to 11th July 2025

Reporting to: Director of Sport

Salary: £21,416 per fixed term, inclusive of holiday entitlement.

Disclosure Level: Enhanced

Hours of work: On average 46 hours per week (including some weekend working) over the academic year.

The post holder will be required to work as necessary to complete the job and should be willing to contribute fully to the life of the School including weekend fixtures as well as being involved in trips and expeditions outside term time (where appropriate).

Objectives:

- To fulfil the coaching and teaching requirements as directed by the Director of Sport, according to the overall aims of the School.
- To offer administrative support to all members of the Department as required, and be based in the PE office.
- To contribute to at least one other area of school life, be that academic, pastoral or co-curricular.

Principal Duties

The successful candidate will assist with the teaching of both P.E. and Games from the Lower Prep to the Senior School (Reception - Year 13) working with professional Sports coaches and PE/Games staff across the curriculum. An ability to coach two or more of the major games which are Rugby, Football, Cricket, Hockey, Netball and Tennis, or have a specialism in strength and conditioning would be preferable but expertise in all areas will be considered. He/she may also work with at least one other academic department as part of their professional development.

Administration

- To provide administrative support and assistance to the Director of Sport, Head of Sport (Prep School) and Heads of relevant individual Sports as reasonably expected.
- To prepare equipment and facilities for PE & Games lessons.
- To be responsible for the processes of identification, assessment and recording of the pupils in their charge.
- Keep an accurate register of pupils where necessary.

General

- To assist with pastoral care duties within the House system, as required by the Deputy Head (Pastoral).
- To realise the responsibility for Health and Safety problems/risk assessment and the oversight of the safety of all pupils when being coached and making pupils themselves aware of safety.
- To assist with Sports Days, House Matches, and other Departmental events.
- Attendance at INSET.
- Attend relevant departmental and staff meetings, as reasonably requested by the relevant Head of Departments.



- Take active note of the guidance in the Staff Handbook and Guide to the School.
- Willingness to fully immerse in the life of the school through availability for school trips, across all parts of the school, and in different areas of school life.
- Contribute to an academic department either by supporting a teacher in the classroom or by offering support on an individual basis to facilitate learning.
- Take responsibility, with colleagues, for the day to day supervision of all Sports Facilities.
- Attend meetings and/or staff training sessions to ensure the smooth running of the Sports Hall and Facilities.
- Take responsibility for stock control and purchase ordering as necessary, under the direction of the Director of Sport.
- Maintain and ensure safe storage of equipment.
- Set up and/or dismantle sports equipment and report and/or action repair of any faults. This includes all PE lessons, Games sessions and fixtures.
- Advise Estates Department regarding the maintenance, repair and replacement of equipment and facilities.
- Take responsibility for the maintenance and upkeep of the Fitness Suite, including servicing, general maintenance and reporting / recording all necessary work required.
- Supervision of 6th Form pupils when using the fitness suite during private study.

Coaching, Teaching & Learning

- To assist in managing pupil learning through effective teaching and coaching.
- To set high expectations for all pupils, to deepen their knowledge and understanding and to maximise their achievement.
- To assist in ensuring continuity, progression and cohesiveness in all teaching and coaching.
- To use a variety of methods and approaches to match the range of pupil needs, and ensure equal opportunity for all pupils.
- To support the teaching staff in the planning and coaching of Games sessions and team teaching P.E. lessons throughout the year for pupils of all ages and abilities.
- To work effectively as a member of the Sports Department to improve the quality of teaching, coaching and learning.
- To develop and maintain effective methods of communication with all colleagues, pupils and parents.
- To work with teaching staff to coach / lead and manage School sports teams each term as directed.
- To work with teaching staff to coach / lead extra-curricular sporting activities (lunchtime, after school and weekend) as directed.
- To participate in relevant matches, tournaments, tours and visits to other events in accordance with the School's policy for Educational Visits. To encourage pupils to develop a sense of team spirit with emphasis on cooperation and commitment to teams, one another and the School.
- Selecting and managing teams in mid-week and weekend fixtures in all three terms.
- Assist in officiating matches at all levels.
- To support the drive of the whole-school initiative relating to Health & Fitness, to include devising and implementing a programme with strategies for all ages and abilities.

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Talented Athlete Programme

- To assist with organisation and implementation of the annual Sports Scholarship assessments.
- To take a lead in the TAP programme and become a mentor to Sports Scholars, involving regular tutorials and the organisation of guest speakers.
- To assist in the delivery of an enhanced Sports Science framework for our Sports Scholars, to include video analysis, strength, conditioning and physiological monitoring and assessment.
- Willingness to contribute to the wider community by way of 'outreach' and attracting talented athletes to the school.

Professional Standards

- To support the hosting of opposing school pupils, staff and parents for fixtures, including meeting and greeting and supervising pupils at post-match teas as required.
- To cover for absent colleagues as is reasonable, fair and equitable as laid down by the Deputy Head (Academic).
- Promoting professional standards of punctuality, discipline and sportsmanship with all pupils, taking appropriate action where necessary.

Revision of Job Description:

There will be a periodic review to ensure that the principal duties have remained as stated above or that any changes have been made in agreement with the incumbent.

The duties of the post could vary from time to time as a result of new legislation, changes in technology or policy changes in which case appropriate training may be given to enable the post holder to undertake this new/varied work.

Benefits

- Generous pension scheme
- Free lunch available for all staff during term-time
- An employee wellbeing programme offering free and confidential support
- Free on-site parking
- A warm and supportive working environment

The Process

The application form should be returned together with a covering letter, ensuring it does not exceed two pages, in which the applicant should explain what he/she can offer to the post.

Applications by e-mail are welcome. CVs are not required. Please send them for the attention of Lulu Corrigan, HR Manager, to recruitment@wellingboroughschool.org by **9am Friday, 17th May 2024**.

Interviews will take place in w/c 20th May 2024.

The School reserves the right to make an appointment before the closing date.

Safeguarding

The post holder'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 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 risk to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Person or to the Headmaster.



Person Specification

Sports Graduate Assistant

Competence	Essential	Desirable
<u>Qualifications</u>		
• Coaching Qualification in one or more of the major games	Yes	
• Relevant degree (Sports Science / Sports Management & Coaching)	Yes	
<u>Skills & Experience</u>		
• Experience and / or qualifications in Strength and Conditioning.		Yes
• Personal playing experience to a good club level or above.	Yes	
• First Aid Qualification.		Yes
• High level of competency in the use of ICT.	Yes	
• Delivery of an effective sports programme within a school environment.		Yes
• Experience, interest and ability in another area of school life (academic, pastoral and / or co-curricular).	Yes	
<u>Personal Qualities</u>		
• An interest in, love of and passion for Sport	Yes	
• Self-motivation	Yes	
• A willingness to continue to develop as a professional	Yes	
• Flexibility and adaptability	Yes	
• Ability to work in a team	Yes	
• Effective and efficient communication skills	Yes	
• The ability to work well with initiative and to work with others as part of a team.	Yes	
• Full of energy and enthusiasm	Yes	
• Flexibility, adaptability and a willingness to undertake additional duties and responsibilities (as directed by the Director of Sport).	Yes	