

**JOB DESCRIPTION & PERSON SPECIFICATION**

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| **Job Title** | Classroom & Sports Coaching Intern (Post 2) |
| **Department** | Transition & Sports |
| **Responsible To** | Head of Transition Years & Director of Sport |
| **Grade** | n/a |
| **Salary** | £13812.50 |
| **Hours** | 0830-1700 Monday to Friday (& Saturday morning) |
| **Perm or Fixed Term** | Fixed Term (August – June) |
| **Probationary Period** | n/a |

**JOB DESCRIPTION**

**Overall Purpose**

Working alongside teaching staff, you will provide additional support in the smooth operation of the Senior School. During the first half of the day you will be responsible for actively assisting pupils in the classroom, providing administrative assistance, and assisting in the organisation of resources and activities. During the second half of the day you will support the Games Staff in providing sports coaching to pupils of all ages. Additional Saturday working will be required if you become involved in coaching a School sports team.

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| **MAIN DUTIES** | **(AM – Classroom and Support for Learning)** |
| **(PM – PE & Games Coaching)** |
| **Classroom Support:** |
| Assisting with Geits (P7) supervision during and between lessons |
| Accompanying Geits during assemblies, games and trips (where needed) |
| Assisting with playground and lunchtime supervision |
| Providing additional support at School events such as drama productions and sports days |
| **Support for Learning:** |
| Providing classroom assistance for pupils where needed (all years) |
| Working one-to-one or in small groups to support pupils with their School work |
| Assisting with exams and revision planning |
| Reading or scribing during exams and controlled assessments as required |

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| **PE & Games Coaching:** |
| Afternoons will be spent supporting the PE and Games programme at both the Junior and Senior Schools.Core School sports are: Boys: Rugby, Hockey, Cricket and Athletics Girls: Hockey, Athletics and TennisThis will also involve working on Saturday mornings. |
| Assisting in the coaching of sport and swimming lessons |
| Assisting with the games programme |
| Umpiring cricket matches on occasional weekends |
| Assisting with cricket, athletics and tennis during the summer term |

**The Rector/Bursar retain the right to implement changes to this job description to reflect changes in the demands of the post**

**Further Information:**

This post is fixed term, August to June, and is term time only. As the role involves working closely with children, the successful candidate will be expected to join the Disclosure Scotland Protection of Vulnerable Groups (PVG) Scheme.

Two references will be required.

All job offers are subject to the satisfactory receipt of PVG clearance and two written references.

**PERSON SPECIFICATION**

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| **General** |
| **Essential** | **Desirable** |
| Educated to a degree level (or working towards a degree) |  |
| **Proven Experience** |
| **Essential** | **Desirable** |
| Experience of working in a team | Experience of working with children (including voluntary positions) |
|  | Experience of Sports Coaching |
| Ability to take initiative | Administrative experience  |
| **Knowledge, Skills and Abilities** |
| **Essential** | **Desirable** |
| Practical, conscientious and reliable |  |
| Excellent interpersonal skills |  |
| Self-motivated |  |
| Excellent oral and written communication skills |  |
| Good knowledge of Microsoft Office (Work, Excel, PowerPoint, Outlook)  |  |
| **Other Attributes** |
| **Essential** | **Desirable** |
| Willingness to undertake a large variety of tasks as and when required |  |

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