

GRADUATE SPORTS ASSISTANT, SEPTEMBER 2018 ONE YEAR FIXED TERM

We are looking for an inspirational and motivated graduate to join the Physical Education department at Colfe's School. The role of the Graduate Assistant is to provide support across the department and to work alongside the PE teaching team, coaching rugby, football and cricket, in addition to the duties below. This role is term-time only but will include some evenings and weekends.

Duties will include:

- Assisting with the teaching of PE lessons
- Management of school teams (expertise dependent)
- Officiating at school sports fixtures and tournaments
- Responsibility for morning, lunchtime and after school training sessions
- Lesson cover
- Administration including updating team lists, departmental records, registers and displays
- Supervision of pupils on sporting fixtures/trips
- Attendance at departmental meetings
- Assisting with Outdoor Pursuits activities involving residential stay
- Other related tasks as reasonably requested by the Director of Sport/Head

The successful candidate will be:

- A sportsperson who has played at a high level in at least one sport with a good background knowledge of the school's core sports.
- Enthusiastic, positive and self-motivated with a desire to inspire and pass on his/her skills to young people.
- Organised and efficient at administrative tasks with a good range of IT skills.
- Sufficiently mature and confident to act as a role model to young people and liaise with school staff and parents as necessary.
- Prepared to familiarise him/herself with school policies and formal procedures, including Health and Safety.
- Willing to be involved in the life of a busy day school which will include evenings and weekend fixtures.

Responsible to:

Mrs N Rayes (Director of Sport)

Bursar/Head of Junior School

Graduate Assistants appointed to Colfe's are expected to maintain the highest professional standards and to contribute significantly to the extra-curricular life of the school. In return, those who join Colfe's can expect to become part of a caring, purposeful and committed community with training and support given as required.

Colfe's School is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure & Barring Service.



Application procedure

The recruitment process will require all applicants to complete an application form, accompanied by a letter of application, current CV and details of two referees, who will be contacted prior to interview, in accordance with the School's Safer Recruitment procedures.

The application should be submitted either by post to:

Mrs A Ross
Human Resources
Colfe's School
Horn Park Lane
London SE12 8AW

Or electronically to: recruitment@colfes.com

Applications should be sent **as soon as possible** and by **Noon, 25 June** at the latest. Colfe's reserves the right to appoint to this post before the closing date if necessary.

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