



OSWESTRY SCHOOL

FOUNDED 1407

JOB DESCRIPTION

Sports Assistant (residential)

Line Manager

Headmaster

Reports to

[Director of Sport](#) and [Senior Housemaster/mistress](#)

Job Purpose

To offer specialist sport support, boarding support, and to contribute to the broader extracurricular life of the School.

Responsibilities

- Assist in the physical educational and social development of pupils under the direction and guidance of the [Director of Sport](#) and class teachers
- Assist in the implementation of Individual Physical Education Programmes, where required, for pupils and help monitor their progress
- Lead, where requested, projects to develop sports provision
- Alongside the sports teacher, help to maintain pupil records and carry out administrative tasks and help with the assessment of pupils' progress
- Attend team and staff meetings
- Take part in such activities, including Saturday sports fixtures, as may be required.
- Support the supervision of boarding, evenings and weekends, under the direction of the Senior Housemaster
- Follow all policies and procedures as outlined in the staff handbook
- Carrying out other reasonable duties within the responsibilities of the post and capabilities and training as required and as asked by the line manager

Job Requirements

- Health and safety awareness
- Reasonable level of fitness
- Microsoft Office software (word-processing, spreadsheets, databases, internet use)
- Ability to liaise with and relate to a wide range of people, including suppliers, school pupils, parents and staff
- Excellent spoken and written communication skills, organised and methodical approach to work

Signed	Signed
Print name	Print name
Dated	Dated
(Post holder)	(Line Manager)