

GRADUATE INTERNSHIP JOB DESCRIPTION

Job Title :	Graduate Internship – Sailing/Climbing Variation
Line Manager:	Director of Sport

Purpose

The Graduate Intern will use their expertise in climbing and/or sailing to support in relevant extra-curricular activities and all aspects of boarding students' life. The intern will be expected to model leadership skills, ensure effective communication, and respect differing needs and priorities in the work place.

Duties and Responsibilities

General Responsibilities

- Specific duties in school and the assigned department, this may include project assistant work, administrative support, and cover for staff absence. Graduate interns for this post will perform the vast majority of their duties in the Sports Department
- Accompany students on out of school activities for example D of E, activities, sports fixtures, school trips, marketing and charity events
- Assist, as required, with major events in the School Calendar; e.g. open days, Speech Day, Harrow Fair
- Assist in the preparation of rooms and facilities as required
- Encourage and role model good behaviour for all students and colleagues, particularly in relationships with others, and maintain at all times a professional relationship with students and colleagues in the School
- Help to provide a moral and professional example to students in line with the standards and expectations of the School community
- Offer flexibility in terms of providing cover when necessary
- Attend training and support in Pool Lifeguard rota

Coaching and Instructing Students

Support activity providers in coaching practical aspects of activities or lessons

- Manage School teams in climbing/sailing and/or other sports
- Assist in training sessions in climbing/sailing and/or other sports
- Officiate or referee team fixtures, when appropriate
- Assist staff with the scheduling of training, fixtures and competitions
- Ensure that all safeguarding, health, safety and security requirements are met for daily use of equipment and facilities, and for anomalies that occur during activities or lessons or competition
- Ensure appropriate maintenance is carried out on all equipment, as necessary
- Set up equipment prior to the start of the activities or lessons and pack away at the end of each session
- Supervise changing rooms and other relevant facilities at start and end of each lesson in line with School safeguarding policy expectations
- Be responsible for the safe collection of valuables

Other Responsibilities

- Undertake other reasonable duties as requested by Line Manager and the Senior Leadership Team and any duties that the Head Master deems necessary for the effective operation of the School

- Commit to the protection and safeguarding of students. In the event of child safeguarding concerns, Graduate Interns must report to one of the School's child protection officers and/or to the designated safeguarding lead
- Know and understand the School's policies, expectations, procedures, other key School policies and fully abide by them. Maintain knowledge of these expectations and set a good example for students and colleagues. (e.g. Crisis Management Document, Safeguarding, Fire Procedures & Health and Safety, Staff Handbook, Code of Conduct, Dress Code)

Required Qualifications, Knowledge, Skills and Personal Qualities

- Bachelor degree
- Expertise in climbing and/or sailing
- ICT literate with a knowledge of Microsoft Office including Excel, internet and intranet and ability
- Excellent English written and verbal communication skills
- Excellent interpersonal skills, particularly the ability to relate to young people, parents, colleagues and external agencies
- Ability to work effectively, both in collaboration with other professionals/ teams and using own initiative
- Awareness of the unique demands of working in a School environment
- Committed, reliable and with a high level of integrity
- Excellent attendance and punctuality
- A passion for working with young people
- Identification with, and full support of the safeguarding culture within the School

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually.