Felsted

Graduate Resident Assistant (Sport)

Role Information Pack



Graduate Resident Assistant (Sport)

One-Year Fixed-term Contract from 01 September 2018 until 31 August 2019|
Full-time | Term-time (34 weeks per year)
Starting salary of £10,650 per annum

Every academic year we employ Graduate Resident Assistants to assist our Physical Education and Sports teams with supervising, coaching, refereeing, umpiring and organising major games and activities for students aged between four and thirteen years. The main sports at Felsted are hockey, netball, cricket and tennis. This role will also consist of supporting Boarding and House duties and contributing to the co-curricular learning activities during the academic year.

We are looking for an enthusiastic individual who is passionate about sports together with excellent subject knowledge. It is essential you are able to communicate effectively with a wide age group of students. The role will include covering lessons when needed with the possibility of accompanying school trips. It is essential candidates have an evident passion for sports and a strong interest in the teaching and the learning process, including

high expectations of all students to effectively fulfilling the role.

We particularly welcome applications from those who are able to coach more than one major sport, as is the willingness to assist with the life of our 'Excellent' Independent Schools Inspectorate rated school.

Full board and accommodation will be provided plus an honorarium payment. This is a fixed-term position commencing from 01 September 2018 until 31 August 2019. This would be an ideal position for someone who holds a degree in Sport and is considering a career in teaching or boarding education.

We are rated ''Excellent in every aspect' by the Independent Schools Inspectorate.

Closing date for receipt of applications is Wednesday 28 February 2018 at 12:00 noon.

Interviews will be held shortly after the closing date.

If you would like to apply for this role, please visit our website www.felsted.org/jobopportunities to access our online application form.

Felsted School is committed to equal opportunities, the safeguarding and promoting the welfare of children and young people. Therefore, all employees are required to undertake a Disclosure and Barring Service check.

Job Description: Graduate Resident Assistant (Sport)

ACCOUNTABLE TO:

Director of Sport and Co-curricular Activities

JOB PURPOSE

To assist the Sports teams with supervising, coaching, refereeing, umpiring and organising major games and activities. The main sports at the School are hockey, rugby, cricket and athletics for boys' and hockey, netball, cricket, athletics and tennis for girls'.

PRINCIPAL ACCOUNTABILITIES:

- To support and assist with Games and PE lessons and other Co-curricular Activities as requested Monday to Saturday in Years 3-8.
- To coach, umpire/referee and supervise school teams in home and away matches
- To assist with Sports Academies on Tuesday and Thursday evenings
- To be able to help with the cover of lessons when staff are absent.
- To assist staff with a share of duties (eg break, lunch and evenings with boarders)
- To assist School events over the academic year and with the possibility of accompanying pupils on school trips during weekdays and weekends
- Any other ad-hoc duties as reasonably requested by the Director of Sport and Co-curricular Activities and/or the Deputy Head.
- To help develop Inter-School links between the Preparatory and Senior School.
- To receive free board and lodgings accommodation provided by Felsted School and assist with the supervision of the girls boarding house on two or three evenings per week and some weekends on a rota (additional financial allowance)
- To receive two mornings free of lessons & duties each week as non-contact time.

EXPERIENCE AND SKILLS

ESSENTIAL:

1. Hold a relevant degree qualification or hold an equivalent qualification for Sport
2. Able to coach two of the girls major sports
3. Good organisational skills with the ability to work to deadlines
4. Flexible approach to work.
5. Be able to work effectively as a member of the Felsted staff team
6. Show initiative when required
7. Understand and commit to the Safeguarding of Children

DESIRABLE:

1. Have a First-Aid Qualification (we can provide training)
2. Able to coach more than two of the girls major sports
3. Willingness to assist with co-curricular activities.
4. National Pool Lifeguard Qualification, or an equivalent certificate
5. Opportunity to work one-to-one with Sports Scholars

REWARD AND RECOGNITION

- Employer and employee contributory Pension scheme

- Free life assurance scheme
- Free meals
- Free membership of the Felsted Gym and pool facilities
- Free membership to FelstedConnect.org
- Free parking
- Free uniform provided where required
- Free onsite accommodation
- Subsidised on-site 'Aroma' by Caffé Nero Coffee Shop.

TERMS OF EMPLOYMENT

- Term-time Contract (34 weeks per year)
- Location of work will be Felsted School, Felsted, Essex, CM6 3LL
- Allowance of £3,550.00 per term
- Fixed-term contract from 01 September 2018 to 31 August 2019.

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Our History

We are a leading independent co-educational day and boarding school, situated in the picturesque village of Felsted in North Essex. Originally founded by Richard Lord Riche as a Church of England Grammar School, we are proud of a heritage that dates back to 1564.

Felsted School offers an outstanding academic education, combined with excellent pastoral care and co-curricular activities. Felsted is truly international. We offer the International Baccalaureate in addition to A Levels, and as a global member of Round Square, pupils enjoy superb exchange programmes. The School cultivates an environment of self-confidence and intellectual curiosity where pupils benefit from a well-rounded education.

In 2014, we celebrated our 450th anniversary, one of only a handful of schools in the country that have claimed this milestone. The event was marked by a historic service at St Paul's Cathedral and a royal visit by Her Majesty the Queen and His Royal Highness the Duke of Edinburgh.



Felsted Preparatory School

Felsted Preparatory School is a day and boarding preparatory school educating some 514 pupils aged 4-13 years, the majority of whom progress to the Senior School. The Preparatory School is structured into four blended phases across the 4 -13 age range. This structure allows the School to provide individualised pathways to each Felstedian as they progress through the School. The School's mission is to foster Felstedian characteristics in every student; a strong sense of community, encouraging and nurturing the development of personal faith in a climate of tolerance and respect, and creating truly effective global citizens.

Stewart House - Ages 4-6

Housed in a new, state-of-the-art building opened in 2012, Stewart House starts pupils on their exciting learning journey with all its adventures, discoveries, challenges, achievements and advantages for life. Academic focus at this stage is on numeracy and literacy. Topic work allows for exciting exploration of the Humanities and Science.

Ffrome Court - Ages 7-8

Learning is an adventure at this age and in Ffrome Court the School helps children discover and explore all the exciting options available to them in a safe and secure designated teaching and play area, whilst also having access to the wider school for play and lessons. Specialist staff and subject-specific classrooms contribute to the learning adventure and small class sizes mean that every child is known as an individual. The overriding aim is to build children's confidence and to give them the courage to take risks and rise to new challenges as they discover new things. A real focus at this stage is on personal, social, health and citizenship education, where children are encouraged to become hard working, caring and co-operative Young Felstedians. Learning support is available for those who need extra help while extension work develops those who relish further challenges.





The extra time in School is quickly swallowed up as subjects are studied in greater depth, sporting teams take shape, hobbies are pursued further and being a valued member of one of the five Leagues becomes increasingly important.

Courtauld House - Ages 11-13

Here, with close guidance and support, Young Felstedians have the chance to discover young adulthood while still enjoying the very best of childhood. They rise to the challenge of new expectations and responsibilities and become leaders to younger pupils as well as to their peers.

Courtauld House sits ideally between the Senior and Preparatory Schools, functioning as a middle school and giving the youngest students of senior age a real opportunity to develop their identity and leadership. Many join Courtauld House from other schools.

Pupils work through a rewarding and demanding programme of study (Key Stage 3) in many different subjects in order to be able to take Felsted's own transfer exams at the age of 13

Sport

Felsted has an enviable reputation both locally and nationally for the high quality of its sporting teams and the dedication and e xpertise of the school's coaching staff. There is a strong tradition of sporting excellence at Felsted, however all abilities are catered for and every student is encouraged to enjoy a recreational interest in individual or team games, whilst developing a healthy attitude to fitness, exercise and wellbeing.

Pupils gain much enjoyment from expert coaching in core sports such as Rugby, Hockey and Cricket for the boys and Hockey, Netball, Cricket and Tennis for the girls. However, many opportunities are available for pupils to try other sports in PE sessions or in co-curricular clubs, such as Swimming, Football, Running, Horse Riding, Polo, Fencing and Badminton, hockey, netball, golf and show jumping.



Music and Drama

Music is a vital part of life at Felsted Preparatory School. Both curricular and co-curricular music is available to pupils with many different music groups and clubs as well as one-to-one teaching. The Phillips Music centre provides facilities for these one-to-one lessons with three practice rooms and a percussion room. Talented musicians also benefit from the School's unique partnership with the Junior Guildhall.

Drama is a key aspect of school life for young Felstedians. As well as curriculum drama all pupils have the opportunity to get involved in a number of productions held throughout the year in different age groups.

Art and Design, Technology and Engineering

Pupils at Felsted Preparatory School have a great opportunity to explore their artistic talents. With great facilities and teaching, pupils can create all kinds of art work, from self-portraits to pottery. Design and Technology is a subject which embraces thinking and communication whilst supporting the realisation of pupil's ideas through the use of materials such as wood, metal and plastics.

Co-Curricular

There are a wide range of co-curricular opportunities available to all Felstedians. These include cooking, gardening, ballet, judo and language clubs, FPS Model United Nations debating, outdoor learning and development through the Forest School and a range of courses available throughout the holidays.

Boarding

From the age of eight many children choose to board, for them it's all part of the adventure and the School offers flexible boarding options in a nurturing family atmosphere to meet the varied demands of modern family life. Three boarding options are available; Flexi, Weekly and Full. Through a committed and caring House Parent team, all pupils who take advantage of the school's boarding facilities do so in a warm, caring and encouraging environment, developing the School's jewel RUBY – Responsibility, Understanding others, Being the BEST you can be and being and becoming Yourself.



Application Process to Apply for this Role

To apply for this position, you will need to complete a formal application using our online process. We are unable to accept curriculum vitae (CV's) in substitution for an application form. Our online application form can be found at www.felsted.org/jobopportunitieshome.

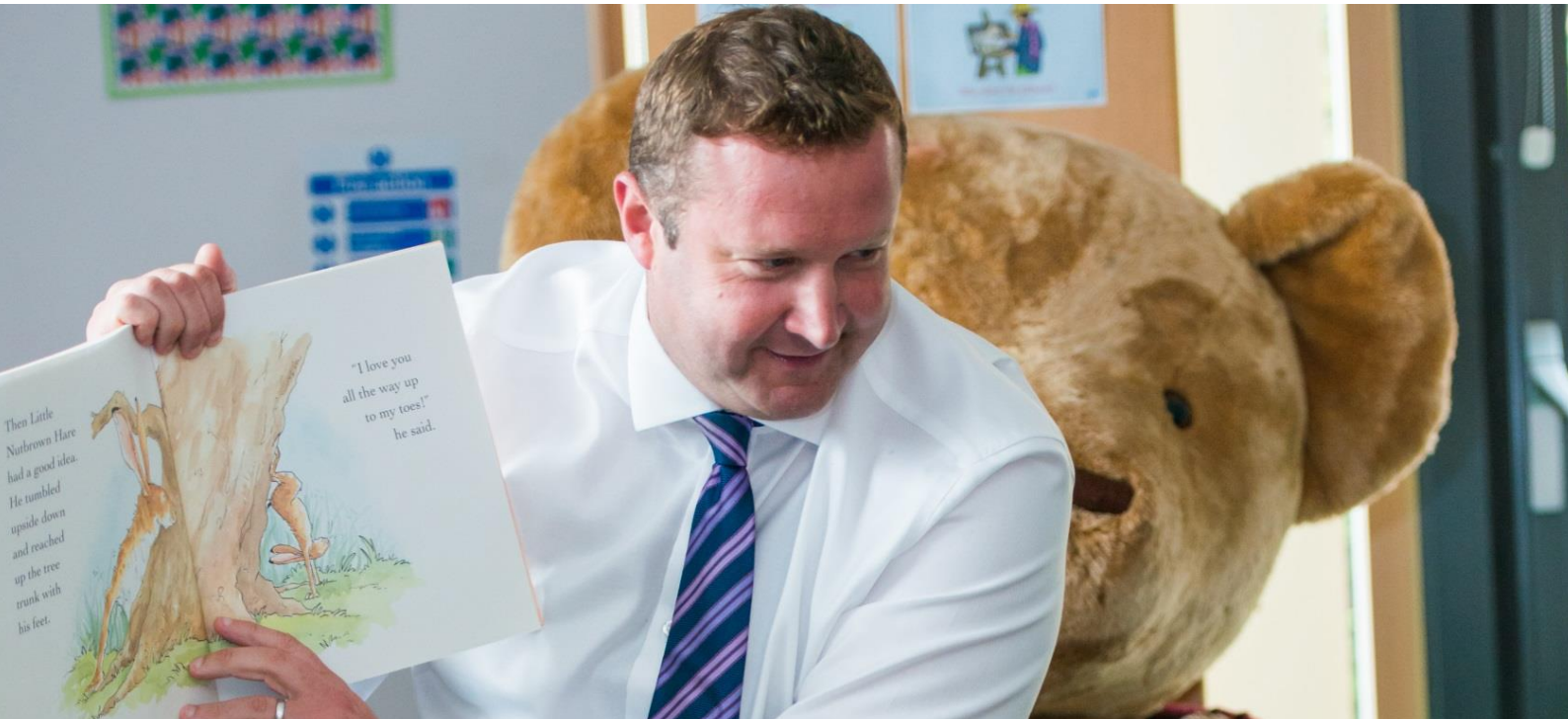
By submitting an application form you are required to demonstrate how your skills, knowledge and experience relate to the role you are applying for. Your suitability for the post will be assessed by examining the information you provide us on your application form against the requirements within the job description, so it is important you provide as much relevant information as possible.

Our application form will ask you to declare any criminal convictions as all positions at Felsted involve a degree of responsibility for the safeguarding and welfare of children. All posts are exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. Our Policy on the Recruitment of Ex-offenders can be found on our website www.felsted.org/jobopportunitieshome.

Once the closing date for receipt of applications has passed, your application will be shortlisted. If you are successful you will be sent an interview invitation by email. If you have not been selected, you will be also be notified by email. The interview will be held with at least two recruiting managers and you will need to bring with you to the interview:

a. Identification to prove your Right to Work in the UK
b. A completed DBS application form along with three pieces of ID
c. Evidence of any qualifications you hold that are necessary for the post you are applying for.
d. If appropriate, documentation evidencing changes in your name.

All necessary forms will be attached to your interview invite email. Please note that originals of the above are necessary. We are unable to accept certified copies or photocopies.



Terms of Appointment

If you are appointed to the role, a formal offer letter of employment will be posted to you. The following notes provide guidance, without prejudice, on the likely main provisions of the agreement. However, benefits are subject to amendment from time-to-time.

Appointment Date

The appointment will commence 01 September 2018

Salary

The starting salary is £10,650 per annum.

Pension Scheme

Felsted will comply with its legal obligations in relation to the provision of access to a pension scheme. The employer and employee contribution Pension Scheme for this role is The People's Pension.

Healthcare Scheme

Following a successful probationary review period, the appointee is eligible to join the group policy employee funded Healthcare Scheme, currently with BUPA.

Felsted Connect

The appointee is provided with membership to Felsted Connect: an online multi-platform engagement tool where employees have access to hundreds of discounts, offers and cashback from high-street retailers.

Employee Reward Package

A full list of employee benefits can be found on our job opportunities website pages under **'Employee Reward Package'.**

Terms of Employment

The role is a one-year fixed-term position working term-time only (34 weeks per year) from 01 September 2018 to 31 August 2019.

Criminal Background Checks

We require all successful applicants to allow Felsted to process and obtain (at our expense) an Enhanced level criminal background check (including a Barred List check) through the Disclosure and Barring Service. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances and background of the offence. Our policy on the Recruitment of Ex-offenders that can be found on our job opportunities home page.

As a School where regulated activity occurs, under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 2016, applicants are obliged to disclose **spent** convictions in addition to any **unspent convictions**.

The Disclosure and Barring Service's Code of Practice is intended to ensure that information released in Standard and Enhanced Disclosures is used fairly – and to provide assurance to applicants that this is the case. The Code also seeks to ensure that sensitive personal information is handled and stored appropriately and kept for only as long as is necessary. Further information about the Disclosure and Barring Service may be obtained from: https://www.gov.uk/government/organisations/disclosure-and-barring-service and a copy of the Code of Practice is available at: https://www.gov.uk/government/ publications/dbs-code-of-practice.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or Department for Education.

Other Employment Checks

The offer of employment is also conditional upon satisfactory receipt of the following employment checks.

a. Proof of your Right to Work in the UK
b. Two professional references
c. Barred List Check
d. Medical Questionnaire
e. Overseas Police Check (if you have resided outside the UK within the last ten years)
f. Evidence of qualifications held (if appropriate)
g. NCTL & EEA Prohibition Check (if applicable)
h. Prohibition from Management (if applicable)
i. Disqualification by Association (if applicable)

We look forward to receiving your application.

Felsted Human Resources Department
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Independent / Co-educational / Boarding & Day / Ages 4-18

Felsted