**SPORTS ASSISTANT (Placements available for 2018-2019)**

**BACKGROUND**

The successful candidates will play a significant role in the coaching of sport in the school. They will work closely with the PE office assisting the PE teachers with lessons and coaching across a number of different sporting activities. They will be expected to be available at all times that the school sport takes place, including Saturday afternoons during term-time.

**REPORTING**

The Sports Assistants will report to the Director of Sport and PE.

**SPORTS FACILIITES**

The Sports Assistants will use our extensive range of sports facilities, covering some 50 acres of playing fields, including tennis courts, all weather floodlit pitches, rugby pitches and cricket pitches. The resources available at the School led to our successful selection as a training venue for the 2015 Rugby World Cup.

The sports centre has a magnificent 25 metre indoor heated swimming pool. The centre also includes squash courts, weight-training room, large sports hall, complete with 7.5m high climbing wall, and a smaller multi-purpose gymnasium. These facilities are also available for staff to use at agreed times during the week free of charge.

**MAIN RESPONSIBILITIES**

* Assisting with PE lessons with respect to setting up for the lesson and co-ordinating the warm up.
* Being pro-active within the lesson, by listening to teaching points given by the staff member in charge and helping with correction detail in terms of body position, grip, etc.
* Responsibility for closing down the lesson, ensuring that equipment is put away.
* Responsibility for all the PE stores, ensuring that they are kept tidy and ready for the next user.
* Stock-take of equipment at the end of each term. Repair of various items and informing the Director of Sport and PE of any problems.
* During the sports sessions you will be linked to a particular activity to assist with the running of and coaching of the activity. This will usually be linked to your area of speciality.
* The opportunity for you to accompany various school trips and various sporting events.
* Assistance with Saturday fixtures as requested

**PERSON SPECIFICATION**

**Sports Coaching**

* A high level of playing and / or coaching experience in at least one (and preferably two) of the following sports:

Rugby, Cricket, Hockey, Tennis

* Whilst coaching qualifications would be a significant advantage, they are not essential – the placement would allow the sports assistant to gain refereeing and umpiring qualifications.

**Academic Background**

* Graduated or soon to graduate (i.e., out-going final year students looking for on-the-job experience).

**Personal Qualities**

* Conscientiousness, enthusiasm and the ability to sustain long hours during term time, including evenings and weekends.
* Ability to work independently and also as part of a team.
* Ability to develop a rapport with pupils throughout the School.
* Strong organisational skills and the ability to meet deadlines.
* A positive attitude towards professional development and their own learning.

**Pastoral and Extra-Curricular Duties**

* Commitment to boarding school life
* A professional, yet caring and compassionate approach to dealing with students.
* Willingness to be involved in a range of extra-curricular activities.

**RENUMERATION**

During their employment at Warwick School, ie for the academic year 2018-2019, the Graduate Sports Assistants will be provided with accommodation and meals. Our dining facilities offer “restaurant quality” meals and can accommodate dietary requirements.

We have reviewed our salary arrangements for Graduate Sports Assistants, and are delighted to confirm an increased, competitive financial package for the successful candidates. They will receive a salary based on Point 10 of the Warwick Independent Schools Foundation’s salary scale which is currently £15,735 per annum.

Based on working 37 hours per week for 35.4 weeks per year (term-time only) this would be £12,545 per annum, which includes holiday pay. Following current HMRC guidelines, the adjusted salary figure, to take accommodation provided into consideration, is £10,798 per annum. If you require any further details please contact the HR team for more information 01926 735413.

**Geoff Tedstone Director of Sport**

**December 2017**

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| **Declaration –** I have received a copy of the job description for the position of Graduate Sport Assistant and agree to undertake to carry out the duties as described.Employee Signature ……………………………………………….. Date ………………….Print name ……………………………………………………………………………..………….. |