

**Duke of Kent School  
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**Duke of Kent School Application Pack  
SPORTS GRADUATE ASSISTANT**

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*Duke of Kent School is committed to safeguarding and promoting the welfare of children and expects all employees and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. All teaching staff are required to submit a self-declaration form confirming their suitability to work with children across our age range. Appointment will be subject to satisfactory references and pre-employment checks as detailed in our Recruitment Policy.*

## **I. Advertisement: Sports Graduate Assistant**

**Duke of Kent School, Ewhurst: Co-educational independent school (Nursery-Year 11) in the Surrey Hills. Competitive salary.**

We seek to appoint from September 2019 a **Sports Graduate Assistant**.

The ideal candidate will inspire enthusiasm and confidence in our students, will be an excellent communicator and will be a team player, keen to share ideas with colleagues and committed to lifelong learning.

Duke of Kent School aims to provide an excellent and stimulating education on our beautiful forest site. We aim to foster curiosity and the love of learning in our pupils; teachers benefit from a friendly and supportive staff room, excellent pupil behaviour, innovative approaches to teaching and learning and a strong home-school partnership.

Staff and students are all provided with an iPad for use in class and personal study, experience of teaching through this technology would be useful but training and support will be provided.

Our class sizes are small which allows teachers to form excellent relationships with the students and support them individually.

Salary is payable at the rate of £18,000 per annum and the appointment will run from 1<sup>st</sup> September 2019 through to 31<sup>st</sup> July 2020 i.e. 11 months at a gross amount of £1,500 per month.

Accommodation on site may be available for the successful candidate.

Closing date for applications: Friday 26<sup>th</sup> April 2019

To apply please complete an application form which is on the School website:  
<http://www.dukeofkentschool.org.uk/school-community/vacancies>.

The contact for this recruitment campaign is Rachel Harris, Assistant Bursar (HR & Operations) and applications and any questions regarding the role can be emailed to Rachel at [rharris@dokschoo.org](mailto:rharris@dokschoo.org)

## **2. Letter for Prospective Applicants: Sports Graduate Assistant**

Dear Prospective Applicant,

Thank you for your interest in Duke of Kent School. The information attached is designed to inform you about our School and the post of Sports Graduate Assistant and should be read in conjunction with our Safeguarding and Recruitment & Selection Policies, available on our website. All staff and volunteers at Duke of Kent School are responsible for the safeguarding of children and young people and for promoting their welfare.

All applications must be made via the School Application Form which can be obtained from the School website <http://www.dukeofkentschool.org.uk/school-community/vacancies> .

Please note that references will, where possible be taken up prior to interview.

We look forward to receiving your completed application.

Yours faithfully,

Rachel Harris

Assistant Bursar (HR & Operations)

### 3. School Information

Duke of Kent School is a co-educational school with 311 pupils from Nursery to Year 11. The School is organized into three sections: Pre-Prep (Nursery –Year 2); Prep (Year 3 - Year 6) and Senior (Year 7 – Year 11).

The School has an inclusive ethos and we are proud of meeting the needs of pupils across a broad range of academic ability. We seek to enable each pupil to achieve his or her potential, to address challenges and to develop interests and aptitudes.

Our small size enables us to know each pupil as an individual and we aim to ensure that our programme of learning inside and beyond the classroom meets the needs of that individual: social, academic, spiritual, sporting, cultural. We place great value on personal progress and expect our pupils to strive for a series of personal bests. In all aspects of school life we pursue a dual strand of participation for all and the pursuit of excellence. We have a 'growth mindset' and expect pupils to invest considerable effort in all aspects of their school experience.

Significant change has taken place over the past seven years. The original prep school expanded to offer GCSE education in 2008, with the first Year 11 pupils graduating in Summer 2011. Since September 2014 we have operated as a day school; bus services bring day pupils from Guildford, Horsham and surrounding villages. Our Extended Day model, with prep and activities available on site daily until 7.30pm, is staffed by teachers on a rota basis. In addition to lunchtime sessions such as chess tournaments and a History Society, the after school Activity Programme, with courses on offer as diverse as Magic Club, Gardening, Photography, Film-making and Football, provides opportunities for personal development for pupils. All teachers contribute to the programme and are encouraged to offer a course in an area of particular expertise or interest.

Form teachers take responsibility for the pastoral care of the pupils in their form and report to the Head of Senior School, John Wilson, and Head of Prep School, Rebecca Green. We enjoy excellent home-school partnerships with our families and the form teacher is the first point of contact with parents on pastoral or academic matters. Teachers throughout the School work with parents to encourage pupils to develop confidence, intellectual and social independence, and to reflect on, and take personal responsibility for, their learning. Where necessary all teachers and support staff work with the Head of Prep and of Senior Learning Development to ensure pupils' individual learning needs are met.

The School enjoys excellent facilities including large areas of forest, extensive sports pitches (including a new floodlit all-weather pitch), an indoor swimming pool, sports hall, Performing Arts Hall, Prep and Senior library areas, laboratories and ICT facilities with both Macs and PCs. Very significant investment in technology over the last three years has brought the School a dedicated fibre optic line; the campus has an extensive wi-fi network and all staff and pupils from Year 2 upwards are equipped with an iPad for learning and teaching. All classrooms have Apple TV to mirror iPad screens for teaching purposes.

We place great value on learning beyond the classroom and pupils enjoy frequent trips, including residential visits, and opportunities to camp on site. Forest School and Duke of Edinburgh activities are popular aspects of School life. We have a varied programme of visiting speakers at the school and arrange a wide variety of educational visits and experiences outside the classroom.

Sport is an important aspect of both the curriculum and the extra-curricular programme. Swimming, hockey, netball, rugby, football, tennis, badminton, cricket, athletics, rounders, fitness training, dance, gymnastics and cross-country are all taught and, in addition to house events, a busy fixture list brings regular opportunities for pupils to represent the School. A large proportion of our teachers are involved in the sport programme and suitably qualified candidates will have opportunities for coaching, umpiring and supervision of sports.

Art is a striking and central activity at Duke of Kent School. Music and Drama are vital aspects of School life, with pupils participating in choir and annual productions and many taking individual music lessons; pupils have regular opportunities to perform.

Behaviour throughout the School is extremely good and the focus on moral, cultural and spiritual development of pupils is very strong. Duke of Kent School has a kind, caring and supportive ethos of which pupils and staff are proud and which we strive to maintain. Regular assemblies celebrate achievement and clarify expectations. Pupils are keenly involved in a range of environmental and charity activities, as well as a School Council. The House system and initiatives such as paired reading schemes bring together pupils of different ages across the School community.

All staff are expected to participate in Professional Development and to attend external and internal training relevant to their work. Duke of Kent School makes a significant investment in training its staff and teachers can apply to the Head for funding for courses from a day's INSET to Masters level or doctoral study. A full programme of induction for Newly Qualified Teachers is in operation.

#### **4. The Post: Sports Graduate Assistant**

##### **The Post**

The post is designed to provide the opportunity to develop first hand practical experience of working in a school and for the graduate to perhaps determine whether they may wish to consider teaching as a possible future career. The role would interest those who possess a strong interest in working with young people and in sport, together with the ability to coach, referee/umpire and motivate a team, particularly in netball, hockey, football, rounders and cricket. An excellent ability in netball and hockey would be particularly welcome. In addition to this, the candidate should be willing to help out with administrative tasks and some assisting within the classroom as required by the school.

## 5. Job Description: Sports Graduate Assistant

Applicants must be capable of carrying out the duties and fulfilling the responsibilities set out in the following Job Description.

<b>Duke of Kent School Job Description</b>	
<b>Job Title</b>	Sports Graduate Assistant 2019-2020
<b>Job Purpose</b>	To support the Director of Sport and contribute towards the smooth operation of the PE Department
<b>Structure</b>	Reports to Director of Sport, Graham Herbert
<b>Main Duties and Responsibilities include:</b>	
<ul style="list-style-type: none"><li>• To support Games Staff in teaching, setting up equipment and accompanying pupils to matches</li><li>• To umpire and assist in the teaching of the schools main female sports – netball, hockey, football, rounders and cricket. A particular interest in netball and hockey would be desirable.</li><li>• (Qualified candidates only) to supervise pupils using the Swimming Pool</li><li>• To accompany teaching staff on off-site trips and activities during the school week and occasionally at weekends</li><li>• To contribute to the Lunchtime and Evening Activities Programme by running clubs in areas of specialism or enthusiasm</li><li>• To support a designated Form Tutor at Registration Time and during Form Time</li><li>• To support teachers in timetabled lessons, in the classroom and in the sports programme, as required</li><li>• To provide individual or small group support for pupils requiring additional help or additional challenge with their work</li><li>• As part of the Duty Team, to provide supervision of pupils during Morning Arrivals, Break-times, Prep, Tea and Evening Departures</li><li>• To respond flexibly to timetable alterations necessitated by cover requirements</li><li>• To model and promote positive behaviour, work ethic and attitudes among all pupils</li><li>• To provide basic administration support in the Front Office (answering phone, dealing with parent enquiries)</li><li>• To undertake other administrative support to the School as required.</li></ul>	
<b>Notes</b>	<ul style="list-style-type: none"><li>• This role is not a teaching but a support role; you should expect to assist a teacher under supervision.</li><li>• This job description identifies the key responsibilities attached to the post described. It is subject to amendment from time to time within the terms of your conditions of employment, as the needs of the school may require, after consultation.</li></ul>
	<i>Duke of Kent School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).</i>



## Person Specification

### Sports Graduate Assistant

Competence	Essential	Desirable
<b><u>Qualifications</u></b>		
<ul style="list-style-type: none"> <li>Degree in Sports related subject</li> </ul>	Yes	
<b><u>Skills &amp; Experience</u></b>		
<ul style="list-style-type: none"> <li>Relevant Sports Coaching qualifications</li> </ul>	Yes	
<ul style="list-style-type: none"> <li>Competent and confident in the use of ICT</li> </ul>	Yes	
<ul style="list-style-type: none"> <li>First Aid Qualification</li> </ul>	Yes	
<ul style="list-style-type: none"> <li>Driving Licence</li> </ul>	Yes	
<ul style="list-style-type: none"> <li>Experience working with children either in a club or school setting</li> </ul>		Yes
<b><u>Personal Qualities</u></b>		
<ul style="list-style-type: none"> <li>Strong Interpersonal skills</li> </ul>	Yes	
<ul style="list-style-type: none"> <li>Good administrative and time-management skills</li> </ul>	Yes	
<ul style="list-style-type: none"> <li>Great team player</li> </ul>	Yes	
<ul style="list-style-type: none"> <li>Enthusiastic and positive</li> </ul>	Yes	
<ul style="list-style-type: none"> <li>Relates well to both children and adults</li> </ul>	Yes	
<ul style="list-style-type: none"> <li>High level of personal fitness</li> </ul>	Yes	
<ul style="list-style-type: none"> <li>Commitment to the Duke of Kent ethos</li> </ul>	Yes	