



ABINGDON



# **JOB PACK**

## **Graduate Sports Assistant**

### **for September 2019**

Closing Date: Friday 15 February 2019 (midday)

Interview Date: w/c 25 February 2019

Abingdon School, Park Road, Abingdon, Oxfordshire, OX14 1DE  
01235 521563 [www.abingdon.org.uk](http://www.abingdon.org.uk)



## Message from the Director of Finance & Operations, Justin Hodges

Thank you for your interest in the Abingdon School Foundation. I am delighted that you are considering working here. As a member of the support staff you would play a pivotal role in supporting the school deliver the very best academic, pastoral and Other Half opportunities to our pupils.

Please take some time to look at our website, [www.abingdon.org.uk](http://www.abingdon.org.uk), as this will tell you a lot about us and give you a taste of the atmosphere. The Abingdon Foundation is a community of some 1275 boys, currently 1015 at Abingdon School and 260 at Abingdon Preparatory School. Boarding houses are full with around 140 boarders and the sixth form has around 320 boys. We employ some 350 teachers and support staff across the Foundation. The Board of Governors oversee the whole Foundation.

Abingdon School and Abingdon Preparatory School occupy large and beautiful campuses. The facilities are excellent with recent significant developments including a new Sixth Form Centre, library and Art department which followed the opening of a stunning Science Centre in 2015. We have also recently added to our extensive sport facilities at Tilsley Park and on the school campus which now offer some of the best sport resources in the area. The Foundation benefits from a continuous refurbishment and redevelopment plan, adding further impressive facilities to a very well-resourced school.

We may be over 760 years old but we are a forward-looking, dynamic school. There is pride and commitment amongst those who work here and we always look for high calibre professionals to join us. I hope that you might see yourself joining this happy and purposeful community.

Justin Hodges  
Director of Finance & Operations



# **SUPPORT STAFF BENEFITS**

## **Annual Leave**

Full time staff benefit from 25 days paid annual leave (plus eight statutory bank holidays). The entitlement is pro rata for staff working part time or on a term time or term time plus basis.

## **Closure Days**

Each year at Christmas, consideration is given as to whether up to two additional closure days, which will usually be Christmas Eve and New Year's Eve, will be granted.

## **Death in Service**

All support staff aged between 18 and 65 are members of the Abingdon Foundation Death in Service Scheme. The policy covers staff up to the age of 70 with anyone over the age of 65 needing to complete a medical questionnaire. This scheme is managed by Legal & General and in the event of death a benefit of three times annual salary will be paid.

## **Employee Assistance Programme**

The Abingdon Foundation provides staff with a range of benefits to support them in everyday life including an Employee Assistance Programme (EAP) and a Health Risk Assessment (HRA) tool.

## **Foundation Grant**

Qualifying permanent\* employees are eligible for a discount (of up to 50%) on tuition fees for their own children attending Abingdon School or Abingdon Prep. Admission and entry to either School is subject to availability and satisfactory achievement in the admission requirements.

*\* Permanent employees are considered to be staff working under a contract of employment of a year's duration or more.*

## **Lunch**

Lunch is available for staff free of charge during term time.

## **Parking**

Free parking for staff is available on site.

## **Pension**

The Abingdon Foundation runs a group personal pension scheme with Royal London into which new staff are automatically enrolled on their first day of employment. The contribution rates with effect from 1 June 2018 are 3% employee and 6% employer.

In addition to the School's auto-enrolment pension scheme there is an enhanced support staff pension scheme (money purchase) which staff can voluntarily join whereby the contribution rates are 6.4% employee and 14.1% employer. These rates may be varied from time to time as the Governors see fit.

## **Private Healthcare**

Staff are eligible to benefit from free private health insurance (taxable as a benefit in kind).

## **Sports Centre Membership**

Members of staff have automatic membership of the Abingdon Sports and Leisure Club with free access to the gym and swimming pool at agreed times. Discounted rates apply for staff attending classes.

## **Ultimate Activity Camps**

Currently staff are entitled to a 50% discount on school holiday courses for children with Ultimate Activity Camps. Childcare vouchers can be used as payment. Further information is available from their website [www.ultimateactivity.co.uk](http://www.ultimateactivity.co.uk).

## GRADUATE SPORTS ASSISTANT



The Department is lead by the Director of Sport and currently comprises 7 full time teachers of Physical Education. Alongside these full time PE staff, members of other academic departments, who have expertise and/or an enthusiasm in a wide range of physical activities, assist the Department in delivering the sporting programme. External coaches with specialist skills are also brought in to complement the team, offering additional support and expertise. All of the sports Abingdon offers have a member of staff in charge, either within the department itself or drawn from the wider Common Room.

Sport at Abingdon is flourishing. Last year, the School saw multiple pupils representing their country in no fewer than 8 different sports, testament to the fertile ground boys find at Abingdon to develop their sporting talents to the very highest levels. Equally important to us, however, is our mission to provide sporting opportunities for all levels of ability and interest, something that is particularly enabled within our structure by the fact that year group sport is timetabled within the curriculum throughout the week. This allows the specialist teachers to work with the full range of teams across year groups. As we measure participation in sport, we are particularly proud of the fact that in any given year somewhere around 70% of the c.1000 boys we have will have represented the School in competitive fixtures in one sport or another (and often in multiple sports) and of course, all our boys *participate* in sport of some kind during the year, even if competitive fixtures are not their particular interest. It is not uncommon for the school to field in excess of 40 teams on a weekend over a wide range of sports.



Year groups have two timetabled sessions of sport during the week along with a main practice afternoon on Wednesdays. Saturdays are naturally the most common time for fixtures against other schools, but fixtures also take place on other days from time to time. Our long lunchtimes and generous Other Half timetable provision give further opportunities for boys to pursue their sporting ambitions. PE lessons are also integrated within the academic timetable for years 7 to 11 giving all pupils a wide and balanced range of activities, including the less able, access to specialist teaching.

The Department is housed in the Abingdon School Sports Centre, which was completed in 2008 and continues to be a vibrant and busy sporting hub for the School. The Sports Centre houses a large multi-use sports hall, a 25m 8 lane indoor swimming pool, a fitness suite, 2 glass-backed squash courts, a martial arts, dance and fencing studio, a rowing suite, a self contained climbing wall, a hospitality suite with viewing balcony, a classroom, a physiotherapy room, wet and dry changing rooms, a reception area and a large departmental office.



The School has a wide range of sporting facilities most notably a range of sports fields and tennis courts either on the senior site itself and 4 miles away at our Prep School site (Cox's Fields). We also have our own Boat House on the Thames, a short walk (or run!) away from the main school site. In September 2014, the School secured a long lease for Tilsley Park, a sporting facility just a mile from the School in Abingdon. With an 8 lane tartan athletics track with its own designated throws area and associated stand/clubhouse, two artificial hockey pitches, 3 five-a-side 3G football pitches, a new full sized 3G Football & Rugby pitch and a new 60 x40m 3G training area this is an exciting time for the development of sport within the Department.

There is a wealth of additional information about sport at Abingdon available on our website and prospective candidates are warmly encouraged to read what is there, in particular <http://www.abingdon.org.uk/sports>, [http://www.abingdon.org.uk/sports\\_centre](http://www.abingdon.org.uk/sports_centre) and [http://www.abingdon.org.uk/tilsley\\_park](http://www.abingdon.org.uk/tilsley_park). To gain an understanding of our especially noteworthy sporting achievements from the past 4 years then go to [http://www.abingdon.org.uk/other\\_half\\_achievements](http://www.abingdon.org.uk/other_half_achievements)





## GRADUATE SPORTS ASSISTANT

### JOB DESCRIPTION

#### BACKGROUND

The successful candidate will play a significant role in the coaching of sport in the School. They will work closely with the PE Department 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 during which school sport takes place, including Saturday afternoons during term-time. The School is able to assist with CPD courses during the year.

This is a great opportunity for candidates who are studying at one of the UK's top universities and representing your University through team sport who are contemplating a career in teaching or sports coaching to gain valuable experience in a school environment.

#### REPORTING

The Graduate Sports Assistant will report to the Director of Sport and PE; however they will have contact with the entire department, various heads of sports as well being an important member of the pastoral team within the school.

#### MAIN RESPONSIBILITIES

- Assistants will be required to help supervise, coach, referee/umpire the core sports in each of the three terms.
- Assist with PE lessons 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 PE stores, ensuring that they are kept tidy and ready for the next user.
- 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.



## 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 & Football
- Coaching qualifications would be a significant advantage

### Academic Background

- Educated to degree level

### 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
- Committed to the protection and safeguarding of children and young people
- Committed to valuing and respecting the views and needs of children and young people

### 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
- Displays commitment to the protection and safeguarding of children and young people
- Values and respects the views and needs of children and young people

## TERMS AND CONDITIONS

This is a fixed term appointment for one year commencing 1 September 2019. The salary for this position is £13,000 per annum, accommodation will be provided.



## HOW TO APPLY

If you would like to apply for this position you will need to register and apply on our recruitment portal via the following link: <https://vacanciesatabingdonschool.ciphr-irecruit.com>

### Completing your application

- Please read all the information provided before completing your application.
- Please note that prior to submission of your application you will be required to upload a covering letter which provides you with an opportunity to introduce yourself and explain your motivation for the role. This can be especially important if your circumstances are such that a significant pay change, career change or relocation is involved.
- Please do not send testimonials, certificates or examples of work etc., unless specifically requested in the Job Pack.

### Guidance for the completion of the section 'additional skills, experience and interests'

This is an important section of the application as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements. You should give clear examples rather than simply stating that you possess certain skills and abilities or simply outlining all your experiences whether relevant or not. For teaching staff it is important that you use this section of the application form to outline how you would contribute to Abingdon's 'Other Half' (extra-curricular) programme.

### References

All offers of employment within the Foundation are subject to the receipt of a minimum of two satisfactory references. One of the references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children. **If you are or have been employed within a school, then one reference must be from the Head of your current school, or the last school at which you worked.** Neither referee should be a relative or someone known to you solely as a friend.

Shortlisted applicants for teaching posts are advised that references will be taken up **prior to interview**.

Shortlisted applicants for support posts are advised that references **may** be taken up prior to interview. Please note, unless you ask us not to we will assume it is acceptable to contact your references at any time.

### Interview Process

If you are invited for interview your visit will involve a brief session with our Human Resources Department, in order to undertake a number of checks we are required to carry out by the Department for Education (DfE).

These checks include the requirement for a satisfactory criminal records check at enhanced level through the Disclosure and Barring Service (DBS). A list of valid identity documents will be sent to you in advance of your interview.

In addition, we require evidence of the following:

**Identity** – passport or photocard driving licence

**Address** – document from Group 2b of the DBS List of Valid Identity Documents with current address

**Right to Work in the UK** – passport or full birth certificate

**Qualifications** - original documents confirming any educational and professional qualifications you refer to in your application

**Overseas Checks** – if you have worked or been resident overseas for three months or more in the previous ten years please bring original copies of any overseas police checks that have already been completed

If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) you will be required to provide documentary evidence of the change.

During your visit with our Human Resources Department, if you have not done so already, you will be required to sign your application form in order to declare that the information you have given is accurate and true.

In the event that you are unsuccessful please be assured that photocopies of documents taken will be destroyed.

Interviews are conducted in person and will explore your suitability to work with children. On occasion, applicants will be invited to participate in a preliminary Skype interview.

## Teaching Posts:

If you are invited to interview you will be required to teach a lesson which will be observed. You will be advised beforehand as to the lesson brief. You should expect to attend a number of interviews, tour the School and meet some colleagues.

## Support Posts:

As well as a face to face interview, if relevant to the role, the selection process may include some other form of assessment e.g. administrative test, demonstration of practical skill, a presentation etc.

## Conditional Offer of Appointment

Any offer to a successful candidate will be conditional upon the following:

- verification of identity;
- verification of qualifications and professional status;
- a satisfactory criminal records check at enhanced level through the Disclosure and Barring Service (DBS);
- a check against the Barred List;
- a Prohibition from Teaching check (if applicable);
- a Prohibition from Management check (if applicable);
- a Check of Teaching Restrictions imposed by the European Economic Area (EEA) (if applicable);
- where the successful candidate has worked or been resident overseas for three months or more in the previous ten years, such checks and confirmations as the School may require in accordance with statutory guidance;
- verification of the right to work in the UK;
- receipt of at least two satisfactory references;
- a check for gaps in your employment history;
- verification of medical fitness - completion of a medical declaration and satisfactory medical examination in certain circumstances;
- satisfactory completion of the probationary period.

## Safeguarding

All adults working at Abingdon should be aware of their responsibility to safeguard and promote the welfare of every pupil, both physical and emotional, inside and outside school. This involves ensuring that pupils are protected from significant physical or emotional harm and that there is a positive commitment to ensure the satisfactory development and growth of the individual. Everyone working at Abingdon should be aware of and, when necessary, follow the school's Safeguarding Guidelines, which are in line with [Keeping Children Safe in Education 2018](#), [Prevent 2015](#), [Working Together 2018](#) and the Department of Education's (DfE) and Oxfordshire Safeguarding Children Board's (OSCB) practice and procedures (these are available online at <http://www.oscb.org.uk> and also refer to <http://schools.oxfordshire.gov.uk/cms/content/safeguarding>).

All new members of staff, including volunteers, agency workers and contractors are provided with the following documents and required to sign a declaration to confirm that they have read and understood them before they start work and at regular intervals thereafter:

- Keeping Children Safe in Education September 2018 (Part One and Annex A)
- Safeguarding Policy
- Staff Behaviour Policy
- ICT (Staff) Policy
- Health and Safety Policy
- Data Protection Policy

These documents include all the relevant information about safeguarding, KCSIE, codes of conduct, missing children policy and whistleblowing policy.

In addition, individuals appointed to work in an Early Years Foundation Stage (EYFS) setting are required to complete a 'Staff Disqualification Declaration' before they start work and on an annual basis.

## Warning

Candidates 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 DBS, and/or the Teaching Regulation Agency (TRA).

## Queries

If you have any queries at all about the recruitment process please contact the Foundation's HR Department on 01235 849136 or [recruitment@abingdon.org.uk](mailto:recruitment@abingdon.org.uk).

Abingdon School is an Equal Opportunities employer.