



DR CHALLONER'S GRAMMAR SCHOOL

PE/ COVER ASSISTANT

Fixed Term Contract for one year from September 2019

Full Time Equivalent Salary	£16,452 per annum if aged 25 or over £15,067 per annum if aged 21-24 £13,656 per annum if under 21
Actual Salary	£13,948 per annum if aged 25 or over £12,774 per annum if aged 21-24 £11,578 per annum if under 21
Hours per week	37.5 hours
Working weeks per year	39 weeks
Paid holiday per year	5.087 weeks (included within salary)

We are seeking to recruit a Gap Year student to support the work of our outstanding Sport and PE Team. This post represents a unique opportunity for a recent graduate or school leaver with a strong interest in sport to gain experience working with young people. Applicants will be expected to assist with teaching and coaching as well as undertaking administrative and other duties. An interest in hockey netball or rugby would be an advantage. Sport plays a central role in the life of the school, and Challoner's sportsmen compete at the highest level both locally and nationally.

Prospective applicants are welcome to contact John Deadman (Director of Sport) on 01494 787568 or by email, jde@challoners.com, prior to application.

Closing date: Friday 03 May 2019. Please apply as soon as possible



Please return your completed application form to employment@challoners.org

Dr Challoner's Grammar School is committed to safeguarding and successful candidates will be required to complete an enhanced DBS check.

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

SPORT AT CHALLONER'S

The Sport & PE Team

The Team Leader, John Deadman (Director of Sport), is supported by two Assistant Team Leaders, Andrew Sharpe and Richard Pontin. Other current members of the team are Chris Duggan, Richard Ambrose, Samuel Lunnon and Richard Gledhill. We are also supported by a part time Curriculum Support Technician and a non-teaching PE/Cover Assistant, we frequently support a trainee teacher from the Astra Alliance SCITT.



Teaching



Sport at Dr Challoner's is both enjoyable and rewarding. Students are intelligent and enthusiastic, and their attainment and commitment levels within PE lessons are exceptional. All students at Key Stages 3 and 4 have two one hour lessons per week (one PE and one Games lesson). Key Stage 5 students in Year 12 also have one Games afternoon per week. Added to this, GCSE PE and BTEC Sports Science are taught from the AQA specifications. These are popular courses, with currently over 60 GCSE students and 10 studying BTEC Sports Science. Examination results in these subjects have been consistently good.

Accommodation and Resources

We have first class facilities for Sport and PE. These include a floodlit all-weather pitch, two sports halls, two fitness suites, eight tennis courts, climbing wall, an outdoor activities area and extensive playing fields which incorporate a county-standard cricket pitch plus rugby and football pitches. We also use the adjoining Hervines Park for its excellent cross country features, as well as for football and cricket.



Extra-Curricular Sport



Our extra-curricular programme is supported by twenty non-PE staff, who help with the running of School teams, and also some Sixth Form sports leaders, who help run lunchtime clubs and assist with coaching teams. Over 60 School teams represent Dr Challoner's in 14 different sports. Our School teams have an outstanding record, having competed at Regional and National Finals in Cricket, Football, Hockey, Swimming, Squash, Table Tennis, Cross Country, Tennis and Rugby during recent years. B teams (and sometimes C teams) are also run in several sports. We enjoy a prestigious fixture list in many sports, and this includes regular block Saturday fixtures in Football, Rugby, Hockey and Cricket.

Apart from School teams, an extensive House Sports competition is organized throughout the year, and many recreational clubs are run at lunchtimes for those students not in School teams. This is the most important part of our extra-curricular programme because it supports our inclusive, non-elitist 'sport for all' ethos. We currently run over 25 lunchtime clubs per week in activities such as Basketball, Badminton, Weight Training, Football, Hockey, Cross Country, Dodgeball and Table Tennis. There is also an after school Climbing club. Some activities are

available to everyone, but some are restricted in numbers. These activities are open initially to students who are not playing in any School teams.

House Competitions are organised for each sport, and run throughout the year in many different activities. This includes a House Swimming Gala and Sports Day. Between 18 and 20 in each form group are regularly involved, whilst certain events (e.g. Cross Country, Fox & Hounds & Dodgeball) can be offered to all boys.

Sports Tours at Challoner's are an integral part of our extra-curricular programme. These operate on a regular basis, recent examples being Cricket in the Caribbean and India, Tennis and Senior Football to Portugal, Senior Rugby to France, and also a Junior Football & Senior Hockey Tour to Holland. There are also annual Ski trips.



Parents Sports Strategy Committee

Our Parents Sports Strategy Committee was formed in April 2014. It is a voluntary group of parents working to support the school to ensure that all the students receive the best sporting experience possible. Consisting of parents from a wealth of backgrounds and with varying experiences of sport at DCGS, the committee meets up formally every



half term. The progress that has been made during this time has been fantastic – a real tribute to the expertise, dedication, enthusiasm and above all teamwork of the members. We have introduced paid activities such as fencing, mountain biking, tennis coaching and sailing, as well as extra coaching for our hockey teams. Added to this, the committee has helped to improve communication to parents, arranged sponsorship deals for several team sports, and there are three parental volunteers who currently support administration for the PE & Sport Team. Each summer, the committee help to organise our annual Celebration of Sport evening and we were delighted to welcome Gareth Ainsworth as our guest speaker in 2018. Gareth is manager of Wycombe Wanderers Football Club.



ROLE PROFILE

Job Title

PE/Cover Assistant

Job purpose

To support the teaching and learning process.

Objectives

To provide high quality and flexible support for teachers.

To assist in the smooth operation of school routines.

Principal Responsibility Areas

A Administrative and technician support for the Sport and PE Team.

B Providing classroom management for classes in the absence of a teacher.

Key Tasks

A1 Assist with the teaching of PE and Games lessons.

A2 Assist at school fixtures.

A3 Prepare equipment for lessons and extra-curricular activities

A4 Oversee washing, drying and storage of team kits

A5 Prepare class lists and registers for all PE and Games groups

A6 Carry out general administration duties, e.g. photocopying

A7 Supervise loan of kit

A8 To assist in leading extra-curricular activities

B1 To provide classroom management to classes in the absence of a teaching member of staff

B2 To provide an orderly and purposeful environment in which students can complete the work set by the teacher, using the school's rewards and sanctions as appropriate.

B3 To undertake professional development activities to assist in B1 and B2

B4 To accompany students as an additional adult on educational visits as required.

B5 To undertake any other reasonable task required by the Headmaster or line manager.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Qualifications	Good standard of general education up to A Level or equivalent	Coaching qualifications in a major sport.
Previous Work/School Experience	Experience of a position of responsibility, either at school or in a club environment	Experience of employment requiring reliability and initiative.
Professional Skills & Experience	A competent IT user, including MS Word and Excel to a good level. Good written and oral communication skills.	
People Management Skills	Effective communicator with students, staff and parents An effective team player, working collaboratively with others	Experience of working with young people in a sporting context.
Other Personal Qualities	Appropriate motivation for working in a school (one which values young people and shows concern for their personal safety & well-being) Well developed planning & organising skills including time management Personal stamina & energy including a good record of attendance and health.	Ability to use initiative but be willing to ask for help Sense of humour A willingness to contribute to extra-curricular activities outside contracted hours.