



Wycliffe

JOB DESCRIPTION

JOB TITLE:	Resident Graduate Sports Assistant		
DEPARTMENT:	Sport	SCHOOL:	Preparatory
REPORTS TO:	Head		

PRINCIPAL PURPOSE:

Supporting sporting development of pupils aged 4 to 13, *helping promote enjoyment and competence in sport*, and to be fully involved in all aspects of school life.

KEY TASKS:

- Coaching and running teams as appropriate in two or more of the following sports: Rugby, Football, Cricket, Hockey, Netball, Tennis and Swimming.
- Officiating school fixtures, *including refereeing and umpiring*.
- Assisting in the delivery of the PE and swimming programme at Wycliffe.
- Supervising and assisting with recreational sports activities.
- Offering an extra-curricular activity.
- Team teaching and assisting in academic departments.
- Becoming involved with school excursions, residential trips, *weekend and evening activities*.
- *Supporting House staff* by performing Boarding House duties; facilitating the health and well-being of boarding students (including some weekends and evenings during the week).
- Undertaking playground and cover duties.

OTHER TASKS:

- Be familiar with the College's Safeguarding policy and comply with its requirements to safeguard and protect the welfare of children.
- Understand and comply with the College's Health and Safety Policy statement.
- Work with administrative staff to provide information requested by them for the efficient management of Wycliffe's financial and other administrative purposes to support the effective pursuit of Wycliffe's educational and pastoral goals.
- Undertake any other key tasks which the Head may reasonably assign.



Wycliffe

PERSON SPECIFICATION

JOB TITLE:	Resident Graduate Sports Assistant
DEPARTMENT:	Sport

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate:

	REQUIREMENT: E - Essential D - Desirable	MEASURED BY: A - Application Form/References B - Interview C - Lesson, coaching session observation
KNOWLEDGE AND EXPERIENCE:		
<ul style="list-style-type: none"> Coaching experience with children, <i>gained</i> within clubs or schools 	E	A,B
<ul style="list-style-type: none"> <i>Experience of playing at least 2 of the sports offered</i> 	E	A,B
<ul style="list-style-type: none"> Driver's licence 	D	A
SKILLS:		
<ul style="list-style-type: none"> <i>Evidence of being skilled in the sports being offered</i> 	E	A,B
<ul style="list-style-type: none"> <i>The ability to enthuse others and to be a positive role model</i> 	E	B,C
<ul style="list-style-type: none"> Outstanding communication skills 	E	B,C
<ul style="list-style-type: none"> A strong team player, capable of integrating own ideas 	E	B,C
<ul style="list-style-type: none"> A good understanding of young people, <i>with the ability to behave appropriately and professionally at all times</i> 	E	B,C
<ul style="list-style-type: none"> <i>An ability and willingness to support the school ethos and to contribute to the extra-curricular life of the school</i> 	E	B,C
<ul style="list-style-type: none"> Well-developed administrative and organisational skills <i>plus IT literacy</i> 	E	B
QUALIFICATIONS:		
<ul style="list-style-type: none"> Educated to degree level 	E	A
<ul style="list-style-type: none"> Sports specific degree, BEd, PGCE 	D	A
<ul style="list-style-type: none"> Relevant coaching, <i>umpiring or refereeing qualifications</i> 	D	A
ISSUED: January 2018		