



**Sports Assistant
(University Placement Year Student)**

Lower School and Upper School

JOB DESCRIPTION

Colston's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Accountability

The Sports Assistant is ultimately accountable to either the Headmaster or Head of Lower School through the Deputy Headmaster, but day-to-day accountability will be to the Head of Department.

Summary of the role:

The Sports Assistant at the Lower School and Upper School will provide in-class support and sports coaching.

Main Duties and Responsibilities:

- Assisting with the teaching of pupils during sports and games
- Provide support to the Headmaster, Head of Lower School Sport and Director of Sport as required
- Working collaboratively with PE staff, sports coaches and other staff across the school
- Supporting lessons, including preparation of resources, photocopying.
- Coaching pupils to a good level in one or more sports.
- Administration duties such as filing and organisation of stationary/ textbooks/ office files.
- Undertake such other comparable duties as the Headmaster requires from time to time.
- Attending and supporting with the organisation of weekend fixtures.

Review

This role profile is not exhaustive: it will be subject to periodic review and may be amended to meet the changing needs of the business. The post holder will be expected to participate in this process and Colston's School would aim to reach agreement to the changes.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Colston's is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to an enhanced disclosure through the Disclosure and Barring Service (DBS).