



Bishop's Stortford College

GRADUATE SPORTS COACH

FOR SEPTEMBER 2021

BUILDING CONFIDENCE FOR LIFE

Bishop's Stortford College is one of the leading independent, co-educational day and boarding schools in the country. It is a wonderful place of learning, in a beautiful setting on the edge of a market town between London and Cambridge.



We are offering a fantastic opportunity for a number of Sports Graduates to join us for one or two-year development posts.

If you are accepted into the programme, from day one, you will have a full and varied role in the academic and pastoral functions of the school, gaining insight and experience into all facets of this vibrant establishment. Your days will be spent assisting in PE and swimming lessons in the morning and coaching in the afternoon. You will also be involved in after school clubs, the Sport Scholars' strength and conditioning programme and the provision we offer our boarding pupils.

You will reside in staff accommodation which is usually situated within a boarding house, and during two evenings a week, you will play an active role in the running of the boarding house and also take part in leave-weekend activities.

After the first year, if you would like to pursue a career in teaching, we may be able to support you in a PGCE course, enabling you to continue working with us while training towards Qualified Teacher Status.

During your PGCE year you will:

- Teach a timetable across 2 key stages as well as coaching games every afternoon
- Be assigned a mentor to guide you and help you through the programme
- Receive relevant on the job training and work experience

CLOSING DATE FOR APPLICATIONS: MONDAY 3RD MAY 2021



Judged 'excellent' in all areas by the Independent Schools Inspectorate

INTRODUCTION TO THE COLLEGE

One of the UK's top co-educational, day and boarding schools, Bishop's Stortford College is a diverse and exciting place for pupils and staff alike. Set in peaceful and spacious grounds on the edge of the market town of Bishop's Stortford, the College is easily accessible by road, rail and air.

Infectious enthusiasm and dedication are characteristics of this community that make it a stimulating place to work. There are just over 1200 pupils aged 4 to 18 years old on our spacious site, blending full, weekly and part-time boarders with day pupils.

Pupils are organised across three schools: Pre-Prep, Prep School and Senior School. Music and Sports departments together with Professional Services, work across all three schools. Professional Services incorporates Finance, HR, Facilities and Estates, IT, Marketing, Development and the Medical Centre.

As three schools in one, the College is large enough to provide an exceptional range of opportunities, whilst each part is small enough for pupils and staff to be known and valued and feel part of a community.



150+ years old



Set on **100 acres** site



Small class sizes



120+ sports teams



Indoor **swimming pool**



State of the art
fitness centre

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title Graduate Sports Coach

Terms Full time (Term-Time); Monday to Saturday; plus boarding duties

Reports to Director of Sports

Overview

The role involves coaching Pre-Prep, Prep School and Senior School Games and assisting with the teaching of PE lessons.

Main Tasks

Sports Coach

- Coaching the major games for each term (Rugby/Hockey, Hockey/Netball, Cricket/Tennis/ Rounders) during games sessions.
- Managing Prep and Senior teams in each term.
- Assisting in the teaching of PE lessons across all age groups.
- Working collaboratively with colleagues as part of a professional team.
- Attendance at Open Days and other meetings and events taking place outside school hours e.g. staff meetings and INSET.
- Assisting with the supervision of pupils and encouraging good behaviour.
- Providing constructive feedback to the pupil and teacher.
- Delivering agreed teaching points in line with learning objectives.
- General administration in the department.

Resident Assistant

- Deputise for the Housemaster/Housemistress when he/she is absent from school or unavailable during the school day in the absence of other members of staff.
- Attend House Assemblies on Wednesday and/or Thursday mornings.
- Be available to cover registration on days when other staff are unavailable.
- Sit with the House during Assemblies in the Memorial Hall or FLT, whenever possible.
- Attend House events, whenever possible.
- Support members of the House, wherever possible, at events such as plays, concerts, competitions etc.
- Be familiar with the administration of the House; including the MIS and filing systems.
- Assist the Housemaster/Housemistress with any allocation of responsibility to facilitate the smooth running of the House (eg. lost property, charity week, House Music/House Sports selection).
- To cover up to two evening late night 'lock ups' each week – between 10.30 and when the House is quiet by arrangement with the HsM.
- Help with the cover of Leave Weekends and pupil airport transfers
- To be 'on duty' in the House on two Sunday's (9am to 6pm) each term by arrangement with the Housemaster/Housemistress.
- To cover Sports Hall Duties each evening and at weekends- Saturday and Sunday
- To assist with the running of the Sunday excursion run by the House, one per term.
- To carry out any reasonable task requested by the Head of Boarding or Housemaster, which are within your experience and ability. The above list is not exhaustive but is by way of example only. Responsibilities and duties may vary from time to time as the position evolves.

Additional Duties

The above list is not exhaustive but is by way of example only. Responsibilities and duties may vary from time to time as the position evolves.

A flexible approach to all aspects of this role is essential.

Safety, Health, Environment and Fire

The job holder has a duty to take reasonable care to avoid injury to themselves and to others by their work activity, and to co-operate with the College and others in meeting the statutory requirement of the HASAW Act 1974. Report all accidents and near misses on the day they occur to the line manager.

The job holder is not to interfere with or misuse any equipment provided, in accordance with the act, to protect their health, safety or welfare. Ensure your working environment is safe and comply with all College risk assessments and policy directives.

Equality and Diversity

The College is committed to providing equal opportunity to all employees and pupils. This means that employees are treated fairly, irrespective of sexual orientation, ethnic origin, religion, disability, age, gender, marital status or other reason. The job holder is expected to always comply with the provisions set out in law and the College policies on equality and diversity.

Data Protection

The job holder is required to comply with all College policies and procedures for the safe custody and handling of Personal Data that is stored and used by the College.

Employment Terms and Conditions

Full details of the terms and conditions are set out in a separate booklet that will be issued with this job description. The booklet is reviewed at regular intervals to ensure the College operates within current legislation and to take into account the introduction of new equipment, working practices and techniques. You will be sent amendments to the terms and conditions booklet when they are issued.

Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the College's Safeguarding Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to their Line Manager or the College's relevant Safeguarding Lead.

PERSON SPECIFICATION

The below essential and desirable requirements will be measured using the following:

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|---------------------|------------------------|-------------------------|
| • A covering letter | • Interview | • Medical Questionnaire |
| • CV | • References | • DBS Application |
| • Application Form | • Documentary Evidence | |
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Education and Qualifications

Essential

- Ability to coach at least one of the major games to a high standard.
- Ability to interact with children and young people.
- Ability to interact with staff from all disciplines.
- Ability to undertake all the physical requirements of the post and use equipment, according to health and safety guidelines.
- Subject Specific Degree.

Desirable

- Ability to coach three of the major games to a high standard (rugby, hockey, cricket, netball, rounders, swimming)
- Experience of coaching players from a wide age range (7 – 18)
- First Aid Knowledge.
- Relevant coaching & officiating qualifications
- Umpiring Qualifications.

Experience and Skills

Essential

- School / club playing experience in three of the major sports.

Desirable

- Representative playing experience in at least one of the major sports.

Personal Qualities

Essential

- Work in a team environment and have collaborative approach to duties.
- Conscientious, take pride in their work.
- Demonstrate initiative and a proactive approach to work.

Other

Essential

- Undertake all the physical requirements of the post and use equipment according to health and safety guidelines.
- Successful candidate requires an enhanced DBS clearance.
- Able to work in a non-smoking environment.