

GRADUATE INTERNSHIP JOB DESCRIPTION

Job Title :	Graduate Internship – Sailing
Line Manager:	Second Master

Purpose of Job

The post holder is responsible for supporting relevant administrative and educational tasks in the assigned department. This post is designed for an intern who has expertise in sailing; it will allow them to learn from experienced School staff. The intern will be expected to model leadership skills, ensure effective communication, and respect differing needs and priorities in the work place.

Duties and Responsibilities

General Responsibilities

- Specific duties in school and the assigned department, this may include project assistant work, administrative support, and cover for staff absence. Graduate interns for this post will perform the vast majority of their duties in the Sports Department
- Accompany students on out of school activities for example D of E, activities, sports fixtures, school trips, marketing and charity events
- Assist, as required, with major events in the School Calendar; e.g. open days, Prize-giving, Speech Day
- Assist in the preparation of rooms/facilities
- Encourage and set good example of behaviour for all students and colleagues, particularly in their relationships with others, and maintain at all times a professional relationship with students and colleagues in the School
- Help to provide a moral and professional example to students in line with the standards and expectations of the School community
- Offer flexibility in terms of providing office cover when necessary
- Act as Pool Lifeguard during swimming activities, (once qualified)

If Coaching and Instructing Students

- Support activities provider in coaching practical aspects of activities or lessons.
- Manage School teams in sailing and/or other sports
- Assist in training sessions in sailing and/or other sports
- Officiate or referee team fixtures, when appropriate
- Assist staff with the scheduling of training, fixtures and competitions
- Ensure that all safeguarding, health, safety and security requirements are met for daily use of equipment and facilities, and for anomalies that occur during activities or lessons or competition
- Ensure appropriate maintenance is carried out on all equipment, as necessary
- Complete stock takes and ensure stock is maintained for efficient and effective use in the relevant Department, including first aid provision.
- Set up equipment prior to the start of the activities or lessons and pack away at the end of each session
- Supervise changing rooms and other relevant facilities at start and end of each lesson
- Responsible for the safe collection of valuables

Other Responsibilities

- Undertake other reasonable duties as requested by the Second Master, including but not limited to, assistance with residential off-site trips, attendance at weekend fixtures/regattas, assistance with sports days and assistance with lifeguarding (full training given as required)
- Undertake other reasonable duties as requested by Line Manager and the Senior Leadership Team
- Any duties that the Head Master deems necessary for the effective operation of the School
- Commit to the protection and safeguarding of students. In the event of child safeguarding concerns, Graduate Interns must report to one of the School's child protection officers and/or to the designated safeguarding lead
- Know and understand the School's policies, expectations, procedures, other key School policies and fully abide by them. Maintain knowledge of these expectations and set a good example for students and colleagues. (e.g. Crisis Management Document, Safeguarding, Fire Procedures & Health and Safety, Staff Handbook, Code of Conduct, Dress Code)

Requirements

- Bachelor degree
- Expertise in climbing and/or sailing
- ICT literate with a knowledge of Microsoft Office, internet and intranet, computer skills including the ability to spreadsheet and word processing programs
- Excellent English written and verbal communication skills
- Excellent interpersonal skills, particularly the ability to relate to young people, parents, colleagues and external agencies
- Ability to work effectively, both in collaboration with other professionals/ teams and using their own initiative
- Excellent organisational skills/time management/ability to prioritise and organise own workload/able to work to deadlines
- Awareness of the unique demands of working in a School environment
- Demonstrate commitment, reliability and a high level of integrity
- Excellent attendance and punctuality
- A passion for reading and working with young people
- Identification with, and full support of the safeguarding culture within the School