

GRADUATE INTERNSHIP JOB DESCRIPTION

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

Purpose

The graduate intern will use their expertise in gymnastics to support in relevant extracurricular activities and all aspects of boarding students' life. The intern will be expected to model leadership skills, ensure effective communication, and respect differing needs and priorities in the workplace.

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 and on the boarding village
- 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, Speech Day, Harrow Fair
- Assist in the preparation of rooms and facilities as required
- Encourage and role model good behaviour for all students and colleagues, particularly in 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
- Play a significant role in the life of the boarding community as agreed with the Director of Boarding/Second Master
- Offer flexibility in terms of providing cover when necessary
- Attend training and support in pool lifeguard rota

Coaching and Instructing Students

Support activity providers in coaching practical aspects of activities or lessons

- Manage school teams in gymnastics and/or other sports
- Assist in training sessions in gymnastics 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
- 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 in line with School safeguarding policy expectations
- Be responsible for the safe collection of valuables

Other Responsibilities

- Support the Holiday Programmes as required and as appropriate to existing role, (this may include, but is not limited to: general administrative support, front of house support, telephone and email communication or language translation support). Any support given should not detract from the main duties of this job description
- Follow all agreed school policy and procedures as shared and in the staff handbooks
- Undertake other reasonable duties as requested by the Head of Department, Head of Faculty or members of the Senior Leadership Team and any duties that the Head Master deems necessary for the effective operation of the school

Required Qualifications, Knowledge, Skills and Personal Qualities

- Bachelor degree
- Level 1 Women's Artistic through British Gymnastics as a minimum requirement
- ICT literate with a knowledge of word processing and spreadsheet packages, file management, the internet and intranet functionality
- 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 own initiative
- Awareness of the unique demands of working in a school environment
- Committed, reliable and with a high level of integrity
- Excellent attendance and punctuality
- A passion for working with young people
- Identification with, and full support of the safeguarding culture within the school

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually.