
SPORT UNDERGRADUATE ASSISTANT

Voluntary Role – Starting August 2025



CHARTERHOUSE

CANDIDATE INFORMATION

Welcome from the Head



Thank you for your interest in this role at Charterhouse.

Charterhouse is an exceptionally rewarding place for our pupils and staff. The developments in our academic and co-curricular provision, boarding and social spaces have facilitated a highly successful move to full coeducation, demonstrating an intentional and strategic drive to deliver a world-class, future-ready education, where every individual is empowered to reach their potential.

Our vision and values place kindness and belonging at the core, and our culture is one of welcome and acceptance. Open our doors and you will find a diverse and enriching range of people, experiences, thoughts and interests that all contribute to our thriving community. We nurture our talent and offer a myriad of opportunities to learn and grow together.

We warmly invite people from all backgrounds to share their passions, skills and ideas and who can help us to continuously lead and inspire the next generation, in an environment where everyone can flourish.

A handwritten signature in black ink, reading 'Alex Peterken'.

Dr Alex Peterken
Head



About Charterhouse

Charterhouse is a beautiful school in a 250-acre campus – a wonderful setting for the whole community to live and work together and a splendid backdrop for teaching and learning.

Founded in 1611, Charterhouse is one of the world's leading coeducational independent schools, welcoming boarders and day pupils at 13+ entry and 16+ entry.

Surrounded by a world of opportunity and connected by a feeling of belonging, each pupil at Charterhouse is educated to embrace life's full potential, and empowered to carry this into their future. A Charterhouse education prepares for both academic success as well as laying the foundations for future professional, social and personal fulfilment.

The School is academically ambitious for every pupil, with all strands of a Charterhouse education leading towards being fully prepared for the real-world of tomorrow and equipped to grasp future opportunity.

The curriculum is all about choice for the individual and is firmly rooted in academic rigour, intellectual curiosity and independent learning. Year 9 pupils follow a real breadth of academic subjects, with the curriculum in Years 10 and 11 culminating in (I)GCSEs.

Pupils benefit from the dual offer available in the Sixth Form: A Levels with an Extended Project Qualification or the breadth of the IB Diploma Programme. A wonderful range of academic electives are on offer, including the Charterhouse Entrepreneurship Diploma (accredited by the Institute of Enterprise and Entrepreneurs) and the Ivy House Leadership Award.

From an outstanding and varied academic education to the raft of co-curricular options – opportunities abound at Charterhouse. With over 80 activities, the co-curriculum is an essential strand of a Charterhouse education, combining opportunities for leadership development, creativity, exercise and team work.

The Boarding House teams are at the heart of supporting each young person on their journey through the School. The Heads of House live in the Houses, and are supported by a team of tutors and pastoral staff – two of whom are also residential. The House Teams are supported by a 24-hour Health Centre and pupils also have access to support through the Wellbeing team, counsellors and chaplaincy.

Shared values are central to life at Charterhouse, enabling each person to be themselves – everything at Charterhouse begins with kindness. We warmly welcome applicants who will share our values and with the enthusiasm and energy to make a significant and lasting contribution to life at the School. Together we can ensure that Charterhouse continues to be a world-class education provider.

PERSEVERANCE CHARTERHOUSE RESPONSIBILITY MORAL COURAGE OPEN-MINDEDNESS KINDNESS

Our Values

At Charterhouse we recognise that we each have a responsibility to reflect upon everything we have been given and strive to make the most of the opportunities available to us in order to live our motto: '*Deo Dante Dedi*' – God having given, I gave.

Everything we do at Charterhouse is centred around living to our core set of values. They help steer how we behave, learn and treat each other. They are embedded in and reflected upon in all aspects of school life. Of these, kindness – to ourselves and to others – is the most important and something we encourage in all pupils from their very first day.

We concentrate on educating the individual, to provide a comfortable and welcoming atmosphere where each child feels valued and can flourish. Every year we welcome children from a diverse range of backgrounds and experiences; this enriches our community and is vital in preparing all our pupils for today's world.

Sport at Charterhouse

Charterhouse is growing its sporting provision. As part of our exciting development strategy to enable the School to become fully co-educational across all year groups, from Years 9 to 13, we are building our capability to promote excellence in all areas of sporting provision at Charterhouse for both girls and boys.

All pupils are able, and are expected to participate in a wide range of sports. There are both competitive inter-school sports programmes and inter-house competitions, providing opportunities not only for the most talented performers to develop and flourish but also for the many others who are keen to practise and compete at an appropriate level. We run over 20 different sports and across the last academic year the School played over 970 sports fixtures fielding 130 teams. Sport is at the heart of what pupils choose to do outside the classroom at Charterhouse and our core sports include football, hockey, cricket, netball and tennis. We are delighted to have had many pupils play representative sport in recent years. Our sporting opportunities also include a weekly lifestyle programme for those with more of an interest outside of team sports. Classes include spin cycling and yoga.

The Charterhouse Athlete Programme (CAP) for talented and aspiring sportsmen and women delivers a comprehensive offering of conditioning support, workshops and seminars. Our continued outreach work with Prep Schools continues at a pace with exciting masterclasses run in cricket, hockey and tennis for boys and girls along with our annual football 6-a-side tournament.

The focus on moving towards a fully co-educational School and delivering a co-curricular offer best suited to this support will present some very exciting opportunities for boys' and girls' sport.

The Sports Department is made up of 10 full-time staff who are hugely committed to sport and the School's co-curricular programme, coaching and leading teams in all three terms (Quarters), being involved in out of term time with pre-season camps as well as overseas tours.



Sport Undergraduate Assistant

The Undergraduate Assistant (Sport) is an extremely exciting volunteer opportunity for an undergraduate to gain valuable experience in a highly reputable independent school where sport plays a valuable role in the day to day lives of the pupils.

The Undergraduate Assistant (Sport) will be responsible for supporting the sporting development of pupils aged 13 to 18, and for working in a way that promotes the School values of Responsibility, Kindness, Perseverance, Open-mindedness and Moral Courage.

The Boarding Houses here at Charterhouse are home to our pupils for long periods of their lives, which makes it particularly important for us to provide a safe, secure and happy environment where their needs are met, their abilities

and strengths identified, and where they are given the support and space in which to flourish. Although this role comes without any pastoral responsibility in a Boarding House, it is vital that the post holder understands the importance of pastoral care. Similarly, it is vital that the post holder understands the importance of the academic work that our pupils undertake. Our co-curricular offering, our sport offering, needs to dovetail with and support the pastoral and academic work of the school.

Responsible to Director of Sport

Responsible for No direct reports



SPORT

Key Responsibilities

1. Support training programmes that reflect the needs of the sport and the individual and that are in line with the pupil's sporting and educational programme.

2. Educate pupils in their understanding of sports principles whilst providing opportunities to develop a rounded athletic skillset and sports specific physical qualities.
3. Work with the Director of Sport in building a strong culture of development within Charterhouse Sport and develop upon the framework of best practice.
4. Assist sports coaches and teaching staff in sport principles and practices.
5. Work collaboratively with fellow support staff and sports coaches, and communicate diligently with staff, parents and the School as required regarding pupils' training and development.
6. Contributing to and facilitating communication of relevant news and developments internally and externally, including within Charterhouse Sport, through the School's marketing department, with parents, and within the broader Charterhouse communities.
7. Facilitating the health and wellbeing of boarding pupils via designated school duties and processes, as agreed with the Director of Sport and Deputy Head (Pastoral).
8. Special projects as directed by the Director of Sport.
9. Requirement to work outside normal hours at the request of the Director of Sport with reasonable notice.
10. Coach and assist in the delivery of sport on designated days of the week, both during the day and evenings (to include Saturdays and some Sundays). According to your level of expertise, you will be expected to run a team in one Core Sport per term, and you may also be asked to cover, support and coach across a range of teams within this sport. You will also have involvement with specified other sports. Core sports for boys and girls are football, hockey, cricket, netball, tennis.
11. Provide administrative and developmental support for the Sports Office. Particular contribution in this respect will be discussed on arrival but could include collation of sports' results and termly sports choices; the writing of weekly match reports and sports stories for the school website; oversight of School Sport Twitter and Instagram account; overseeing staff taking registers of attendances; overseeing a system of tracking and chasing pupil attendance / absence.
12. Assist with the smooth running and delivery of Prep School and outreach programme and sports volunteering opportunities.

13. Undertake coaching courses, participate in inset (staff training) days and similar professional development as is required.

PASTORAL RESPONSIBILITIES

Key Responsibilities

- to encourage the pupils by supporting and enabling their activities.
- to communicate with parents as necessary.
- ♦ communicate House-related matters appropriately to Heads of Houses, Deputy Head (Pastoral) or other relevant member of the Leadership team.



Safeguarding of Children

Charterhouse is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment, as such you are required to attend necessary child protection training and participate fully in activities that ensure the School stays compliant with statutory child protection and safeguarding guidelines issued to the School by ISI and Ofsted.

Person Specification

The Undergraduate Assistant (Sport) will:

- ♦ be a current undergraduate, ideally working towards a degree in Sports Science or equivalent sports/coaching related degree.
- ♦ Have an interest to improve and develop their sporting pedagogy in recognised sports science discipline (video analysis, strength & conditioning, nutrition, sports psychology).
- ♦ Be committed to developing and instilling excellence in young sportsmen and women.
- ♦ Have some knowledge of practices and drills for young male and female athletes in sport sessions
- ♦ Have outstanding communication skills in a variety of environments and media.
- ♦ Have well-developed administrative and organisational skills.

The Undergraduate Assistant (Sport) will be:

- ♦ Committed to developing and instilling excellence and enthusiasm in young athletes.
- ♦ Able to engage and motivate young people in Sports practices and foster an enjoyment and understanding of athletic training.
- ♦ Able to display and instil strong and inspiring leadership qualities.
- ♦ Motivated and self-driven to develop themselves in their chosen career.

- ♦ A strong team player, capable of integrating their own ideas with those in a broader organisational environment.
- ♦ Capable of planning and delivering against identified goals.
- ♦ A self-starter capable of creating new ideas and implementing them.
- ♦ Embracing of Charterhouse's broad environment and approach to all-round education.
- ♦ Committed to equality and diversity.
- ♦ Willing to work flexibly in support of the sports department / Director of Sport.
- ♦ Committed to the values of the School.
- ♦ Able to present a welcoming, friendly aspect to all visitors to the School.
- ♦ Motivated to enjoy young people's company.
- ♦ Have high levels of energy, enthusiasm and reliability.
- ♦ Able to build strong relationships with pupils, parents, Heads of Houses and other boarding colleagues.
- ♦ Possess good behaviour management skills.



Terms of Appointment

Placement

Full time placement (10-month duration, term time only – end of August 2025 to beginning of July 2026)

Normal hours of Work

During term, time the Undergraduate will work at the School and at such other places as may be reasonably required. The Undergraduate shall work hours as instructed by the Director of Sport, but there is room for flexibility in initial conversations. Wednesday would be a day off.

Placement duration

Undergraduate Assistant positions are normally offered for one academic year, beginning at the start of the academic year, i.e. end of August and ending at the end of the summer term, unless involved in sports tours which take place in early July.

Salary & benefits

This placement is a voluntary one as part of your degree course. As such, there is no payment for your time here bar that reasonable travel expenses. There may well be opportunities to earn some money working at the Queens Sports Centre in the evenings where appropriate but discussion will be had with the Director of Sport in the first place. This will have been agreed with you and with your University in advance. You will receive experience that will add to your CV and will increase your employability and you will have a mentor and a development programme whilst you are with us.

- Lunches will be available on days worked, providing the School catering facilities are available.
- The sports department will pay and put you through any relevant sporting coaching courses and qualifications which you may want to add

to your CV. This will be discussed with the Director of Sport in the first place.

- The Director of Sport will also work with you in developing relevant contacts in the sporting world (teaching and non-teaching) which will assist job hunting prospects in the future
- Undergraduate Assistants will have membership of the School's sports centre which includes a gym, indoor swimming pool, indoor climbing wall and a spinning studio.

Subject to mutual agreement, other than in support of any sports tours that may be taking place, Undergraduate Assistants will not be required to work during School closure periods.

Medical Fitness

Any offer of a placement will be conditional upon the appointee's fitness to carry out the role. New volunteers will be asked, following the offer of a placement, to complete a questionnaire regarding medical fitness.

Criminal Background Checks

As a School, Charterhouse requires all new volunteers to complete an Enhanced level criminal background check through the Disclosure and Barring Service. It is a condition of a placement that the volunteer should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to placement; it will depend on the nature, circumstances and background of the offence. The School's policy on the recruitment of ex-offenders and security of disclosure information can be found on our web site: www.charterhouse.org.uk

In addition, all new volunteers are required to provide two satisfactory references, one of which should be from a previous employer. The School may also contact any previous employer, where the position has involved working with children or vulnerable adults.

The Disclosure and Barring Service's Code of Practice is intended to ensure that information released in Standard and Enhanced Disclosures is used fairly – and to provide assurance to applicants that this is the case. The Code also seeks to ensure that sensitive personal information is handled and stored appropriately and kept for only as long as is necessary.

Further information about the Disclosure and Barring Service may be obtained from <http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/> and a copy of the Code is available upon request or from the Home Office web site: <http://www.homeoffice.gov.uk/publications/agencies-public-bodies/dbs/dbs-checking-service-guidance/cop>



Application Process

Applications should be made in accordance with the School's application and safer recruitment procedures, via the School's website, selecting the relevant vacancy. The selected vacancy link will take you to our online recruitment system and give you the opportunity to register and complete an application form. You will also have the opportunity to upload your latest CV.

Please apply online from our website at:

<https://www.charterhouse.org.uk/about-us/employment-opportunities>

We are creating an inclusive culture where all forms of diversity are seen and valued – for our pupils, for our staff. A culture that supports the enduring Charterhouse education provided to pupils in our global and multi-cultural environment. Join us now to be a part of it.

Early applications are warmly encouraged, and a bespoke invitation to interview may be offered in advance of the closing date.

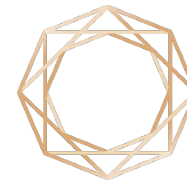
All successful job applicants will be required to undertake a Criminal Record check and to undergo child protection screening.

If candidates have any queries regarding the role, please email hr@charterhouse.org.uk

No job description can fully cover all aspects of the role and consequently the responsibilities are likely to evolve and change over time. This description does however give an overall view of the position

'Dynamic and energetically ambitious'

- CARFAX TOP 120 SCHOOLS IN THE WORLD

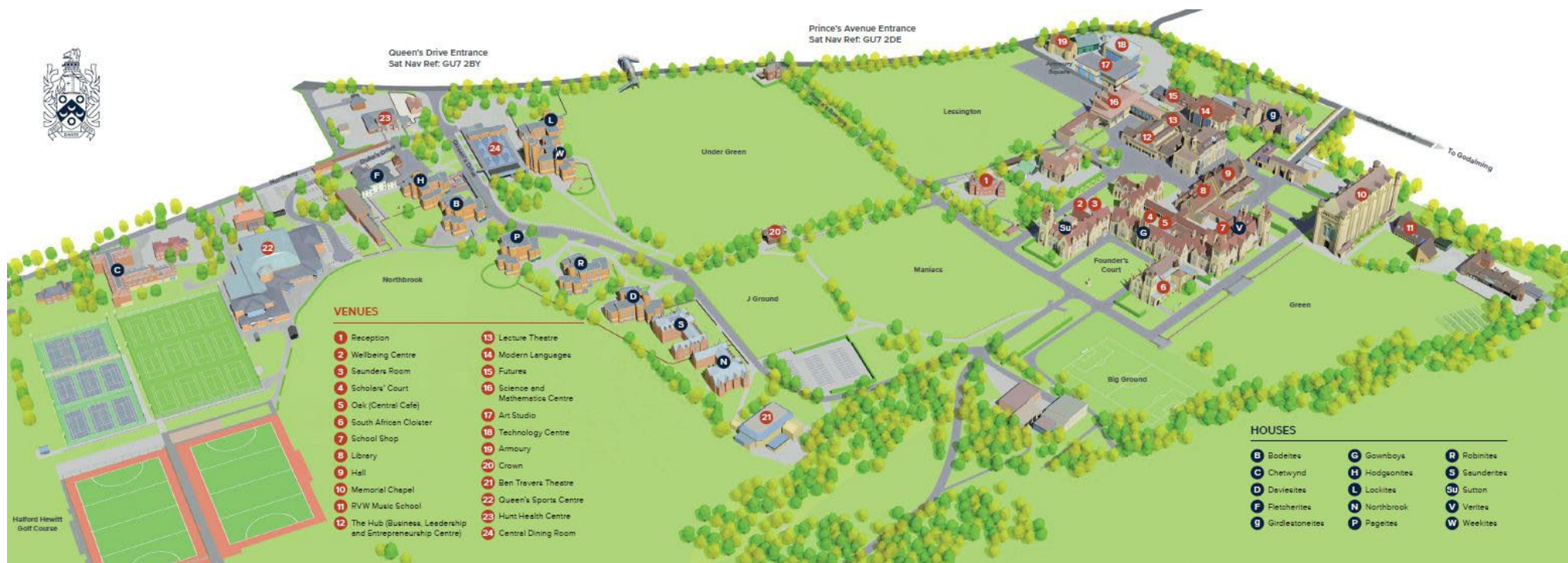


PRINCESS ROYAL
TRAINING AWARD
2023

'Crackling with dynamism, this is a place
where things are always happening.'

- TATLER SCHOOLS GUIDE 2023

The Charterhouse Campus



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