



JOB DESCRIPTION

Downside School

Post Title: Graduate Assistant

Department: Sport

Location: Stratton-on-the-Fosse, Radstock

Reports to: **Director of Sport**

Date of Issue: 2nd November 2017

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

Role Summary

Our Graduate Sports Assistants work closely with the Director of Sport and Director of the Wider Curriculum, supporting the delivery of an extensive weekly sports and wider-curricular programme. There may also be an opportunity to tutor individuals or small groups of pupils in 'subject support sessions' in an area of specialism and provide support to House Masters/Mistresses in providing pastoral care within boarding houses.

Duties and Responsibilities

- Planning and leading sport and extra-curricular sessions for pupils. This includes running clubs (depending on skills/experience), supporting games lessons, supervising Junior Activities and attending other Schools for sports fixtures.
- Supporting pastoral staff in the provision of care for pupils in the evenings and at weekends.
- Sport and wider curriculum administration (assisting with the management and organisation of sports fixtures, extra-curricular activities and trips).
- Attending School trips.
- Supervise pupils travelling home on School transport at exeat weekends, half-terms and at the beginning and end of terms.

At the heart of your tasks are an active enthusiasm for education and an equally active enthusiasm for the young people being taught.

Professional Standards

- Support the Catholic and Benedictine ethos of the School
- Make a significant contribution to wider-curricular activities and the boarding life of the School
- Set a good example to students by appropriate dress, conduct and punctuality
- Treat all members of the School community with respect and consideration
- Treat all pupils fairly, consistently and without prejudice
- Promoting the highest standards of punctuality, discipline and service to others amongst all the pupils, taking appropriate action where necessary.
- Take responsibility for personal professional development within the School's CPD programme

The following duties are ones which all staff are required to perform:

- Observe health and safety procedures and work safely at all times;
- To be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role;
- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact;
- Undertake any other duties as required by your manager in order to meet the changing needs and demands of the Organisation.
- Conduct yourself with professionalism, tact and diplomacy at all times as a representative of the Organisation.
- To carry out such other related duties as may be reasonably requested from time to time by the Head Master, Deputy Head Master, Bursar or Director of Pastoral Care or HsM, subject only to the provision that such duties shall fall within the general aim of the post.

Review

This job description is provided to assist the post holder to know their principal duties. It may be amended in consultation with the post holder without change to the level of responsibility or remuneration appropriate to the post. This list is not exhaustive.

Data Protection and Confidentiality

In the course of employment at Downside, staff may have access to confidential information relating to staff, pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the Organisation's interest. Information which may be included in the category covers both the general business of the Organisation and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. Downside is registered under the Data protection Act 1998 and staff must not at any time use the personal data held by the Organisation or disclose such data to a third party.

Policies and Procedures

Staff are expected to follow all Downside policies, procedures and guidance as well as professional standards and guidelines relevant to individual disciplines. Copies of Trust policies can be found in the Staff Handbook which is available from the Human Resources Department.

Equality and Diversity

Downside is committed to promoting equality and diversity in all its activities. We aim to provide inclusive processes, practices and a culture of equal opportunity for all members of the Downside community.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL <i>These are qualities without which the applicant could not be appointed.</i>	DESIRABLE <i>This information could be used to differentiate applicants.</i>	HOW IDENTIFIED <i>(Application / Interview)</i>
Qualifications	University degree in Sports Performance / Sport Science / Physical Education / Sports Coaching & Development or any similar	Any qualifications related to education/coaching/working with children or young people	Application
Knowledge & Skills	Experience in coaching any one or more of these sports: Rugby, Hockey, Cricket, Netball, Tennis, Athletics/Cross Country or Swimming Excellent oral and written communication skills Ability to motivate and enthuse students, and work collaboratively with colleagues Ability to prioritise and be well organised Demonstrable evidence of administration, organisation and ICT skills	A sports person who has played sport at a high level in one sport, preferably university first squad level Excellence in one or more of the areas outlined in the summary of the role	Application/ Interview
Experience	Work with children/young people in a School Working in a team	Work with children/young people in any capacity	Application/ Interview
Personal competencies and qualities	A passion for working with children in an educational setting Energy, enthusiasm and generosity Calmness under pressure Resilience, commitment and confidence Both independent and a team player Flexible and adaptable	Openness to trying new experiences Willingness to develop further knowledge of the subject and extend knowledge in other areas	Application/ Interview

Received by (print name): _____

Signature: _____

Date: _____