


Hazelwood School

# Assistant Tutor (Sport)

## Welcome

It is a pleasure to welcome you to Hazelwood, a leading independent Preparatory School, which continues to forge an exciting path into the future of education with dynamism, commitment and a strong sense of community.

Our pupils are at the heart of everything we do and their remarkable energy and imagination inspires every one of the School staff each day.

Our committed staff, supportive parents and experienced Governors work together to form the strong and rich tapestry of our school.

## Our School

**We are a flourishing, non-selective, independent co-educational Prep School for children between the ages of 4 and 13 years of age with a linked Nursery and Early Years site catering for children from approximately 9 months to 4 years.**

The school is now approximately 600 strong across both sites, making it one of the largest Prep Schools in the country. Our pupils enjoy some amazing facilities, including the Baily Building which opened in September 2016, an Innovation Centre which opened in September 2018, the newly developed Outdoor Innovation Space, an all-weather Astro and a 200 seater theatre. The Prep School is set within 25 acres of countryside with far reaching views towards the Ashdown Forest and the South Downs beyond. The nearest town, Oxted, is less than one mile away and has excellent mainline rail links into London. The M25 and Gatwick Airport are also easily accessible.

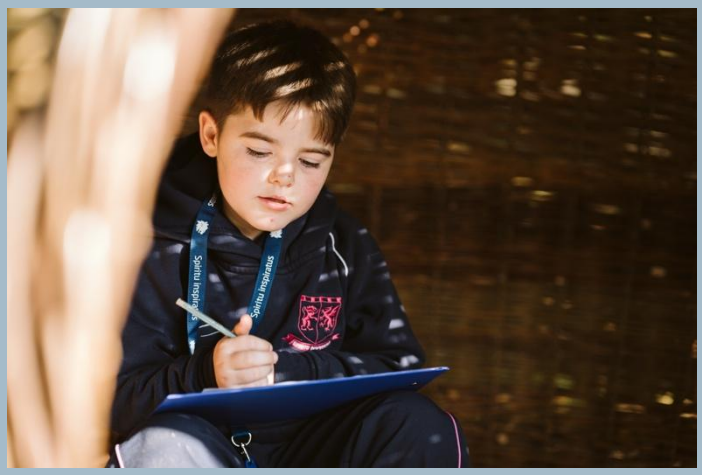
Further details about the school can be found on the website: www.hazelwoodschool.co.uk.

# Our Pupils

Our pupils have remarkable energy, imagination and consistently achieve incredible feats both inside the classroom and out. Academically, our pupils achieve excellent results across all key stages and secure senior school places at a vast range of schools, many pupils gaining highly competitive scholarships.

At Hazelwood, we have an unshakeable belief in the potential of every child. Whilst we play an important part in preparing our children for life, we place equal importance in them living in the present and enjoying the here and now; being part of this as educators is a privilege. We strive towards our pupils leaving Hazelwood being confident in who they are, honest about themselves, focused on what is important, resilient in all situations, able to care for and be sensitive to the needs of others and committed to their path and their community whilst retaining a sense of balance and humility.

**It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.**






## Employee Benefits

- Free lunch
- Onsite parking
- CPD
- Pension
- Use of staff gym
- Swimming pool
- Fees discount
- Wellbeing Hub
- Access to the Employee Assistance
- programme

Wolf's Hill, Oxted, Surrey RH8 0QU
+44(0)1883 733885
hr@hazelwoodschool.com

# Appointment of Assistant Tutor (Sport)

**To aid pupils to learn as effectively as possible both in group situations and on their own by, for example:**

- Supporting and assisting the teaching staff with the educational, physical and social needs of the children
- Assisting the teacher in providing a full range of stimulating activities for the children as part of their physical, intellectual, emotional and social development
- Motivating and encouraging the children as required by providing levels of individual attention, reassurance and help with tasks as appropriate to their needs
- Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task
- Consistently and effectively implementing agreed behaviour management strategies
- Being actively involved in the whole planning cycle and contributing towards reviews of pupils' progress as appropriate.
- Playing an active part within the Games department, to impart their knowledge and passion for sport.
- Effectively coach in a number of core areas and assist/lead matches.
- Supervise a whole class of up to twenty children during the short-term absence of the teacher as directed by the Head.

**To look after the welfare of the children by, for example:**

- Attending to their health, welfare, and safety at all times, including when in external play areas and personal care.
- Dressing minor wounds, dealing with their health requirements as necessary, subject to training and instruction provided.
- Supporting with playground/break time supervision.

**Other duties and responsibilities:**

- To play active part within the Holiday Provision Team, working a total of 20 days during the school holidays supporting in our holiday provision offer (Oct, Feb, Easter, May)
- To accompany the teacher and child on educational visits.
- To support the School Office with basic administration tasks.
- To take part in training activities offered by the school to further knowledge.
- To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.
- To support and implement the agreed aims of the school.
- To be aware of confidential issues linked to home/pupil/teacher/school.
- To bring enthusiasm, energy, and flexibility in all that you do.

The job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.

**Hockey and Netball coaching experience is required**

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## Person Specification

The individual should be able to:

- Uphold and actively promote the Hazelwood Behaviour Competencies of Big Picture Thinking, Communication, Adaptability & Flexibility, Building Relationships, Planning & Organisation, Professionalism and Teamwork.
- work alone, unsupervised and with proven initiative and to be part of a busy and focussed team.
- work under pressure and within tight lead-times.
- prioritise tasks successfully.
- plan ahead and to anticipate requirements.
- present themselves and their work in a smart and professional manner.
- demonstrate a reasonable level of technical expertise, in at least one area, with a desire to learn new skills
- be prepared to work as part of the wider team as and when the work load requires it.
- take ownership of new projects or to manage existing ones.
- be prepared to undertake training in First Aid prior to the start of the new academic year
- work across both the Hazelwood Prep School and Hazelwood Early Years and Nursery sites
- **Hockey and Netball coaching experience is required**

# Conditions

- The working hours will be between 7.30 to 4.30 or 8.00 to 5.00 on a rota basis.
- You will be required to work during term time plus inset days and 20 days in our holiday provision offer during school holidays.
- The annual salary for the role is £25,184
- This is a fixed term contract to commence on 1st November 2026 until the end of the academic year with a possibility of an extension until end of August 2027 working in the school's holiday provision.
- Hazelwood School is committed to Child Protection and the successful candidate will be required to obtain an enhanced DBS Certificate, through Hazelwood, prior to starting work.

# Application Process

**The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.**

### Applications

- For safer recruitment purposes application forms need to be completed in full and CV's will not be accepted

### References

- References may be taken up before being shortlisted, please indicate on your application form if you have any objection to us contacting the referee prior to interview.

### Dates

- Closing Date: 12th October 2026
- Interviews and appointments may be arranged where a suitable candidate is found prior to the closing date.

### More information

- For more information on the role, or to come and visit Hazelwood School prior to applying then please contact HR on recruitment@hazelwoodschool.com.

# Hazelwood School Competencies

### Building Relationships
To foster and promote positive, trusting and professional relations within and beyond the school community.

### Professionalism
Shows consideration and respect for others and embraces diversity within the Hazelwood community. Demonstrates excellent professional knowledge and passion for their job role whilst maintaining high expectations of themselves and others.

### Communication
The ability and drive to share and receive information (both written and verbal), seek advice and liaise with the staff, children, parents and others within the Hazelwood community.

### Planning and Organisation
The ability and desire to plan and organise effectively to meet the needs of all.

### Adaptability and Flexibility
To demonstrate a willingness to be open to change, to be approachable and pro-active in all aspects of your role.

### Teamwork
The ability and desire to work cooperatively with others, recognising and supporting team members. Understanding that there are many varied teams within Hazelwood, involving students, staff, parents, Governors and Community constituents.

### Big Picture Thinking
To be able to see the School as a whole and not just your department's perspective. To contribute to the whole School Vision by driving for the change and innovation it promotes, maintaining the highest of expectations from yourself and those around you.

### Leadership
To influence and maximise the effort of others towards the achievement of our school vision and to translate this vision into reality.



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