

WYCLIFFE

JOB DESCRIPTION



JOB TITLE:	Resident Graduate Assistant – Boarding with Sport		
DEPARTMENT:	Boarding House & Sport	SCHOOL:	Prep
REPORTS TO:	Deputy Head and Head of Boarding		

PRINCIPAL PURPOSE:

To be fully involved in the life of the Prep School, supporting the development of pupils aged 3 to 13 both within the boarding community and across the school's sporting provision.

KEY TASKS:

Boarding

- To perform boarding house duties on agreed evenings, mornings and weekends, to include facilitating the health and well-being of boarding students and to support the Housemaster/Housemistress in ensuring that pupils treat all elements of the Boarding Community with respect.
- To offer and support a varied extra-curricular activity programme within the Boarding Community, ensuring pupils (particularly younger ones) are appropriately occupied. This includes weekends, evenings and Boarding trips.
- Working closely with the Housemaster/Housemistress, Matron(s), Medical Centre and School Doctors to ensure that pupils' wellbeing and medical requirements are properly catered for.
- To fully understand and support the school's disciplinary policy, in respect to encouragement and reward, and by developing a clear understanding of the system of sanctions, in order to foster an acceptance of the code of conduct of the Houses and the School.

Sport

- To coach and run teams each term. The main school sports for Spring and Summer are Football, Cricket, Netball, Tennis and Swimming
- To officiate in matches where required
- To assist in the organisation of kit and equipment for PE lessons, fixtures and training
- To assist in the administration of teams and fixtures as necessary
- To work across the prep and senior school site where necessary within the games department
- To assist PE and swimming lessons during the school day as required

General

- To undertake day-time and cover duties as directed by the Deputy Head - this can be varied and with the full age range.

OTHER TASKS:

- Understand and comply with the College's Safeguarding policy and comply with its requirements to safeguard and protect the welfare of children.
- Understand and comply with the College's Health and Safety Policy statement.
- Understand and comply with the College's GDPR and Data Protection Policy.
- Work with administrative staff to provide information requested by them for the efficient management of Wycliffe's financial and other administrative purposes to support the effective pursuit of Wycliffe's educational and pastoral goals.
- Undertake any other key tasks which the Head of the College and/or the Chair of the Council of Trustees may reasonably assign.

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PERSON SPECIFICATION



JOB TITLE:	Resident Graduate Assistant – Boarding with Sport
DEPARTMENT:	Boarding & Sport – Prep School

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate:

	REQUIREMENT: E - Essential D - Desirable	MEASURED BY: A – Application Form/References B – Interview C – Lesson, coaching session observation
KNOWLEDGE AND EXPERIENCE:		
<ul style="list-style-type: none">• Educated to degree level	E	A
<ul style="list-style-type: none">• Sports specific degree, BEd, PGCE	D	A
<ul style="list-style-type: none">• Coaching qualifications	D	A
<ul style="list-style-type: none">• Coaching experience with children, either in clubs or schools	E	A, B
<ul style="list-style-type: none">• Clean driver’s licence	D	A
SKILLS:		
<ul style="list-style-type: none">• Enthusiasm and reliability	E	A, B, C
<ul style="list-style-type: none">• Outstanding communication skills	E	A, B, C
<ul style="list-style-type: none">• A strong team player, capable of integrating their own ideas and having confidence in their own initiative	E	A, B, C
<ul style="list-style-type: none">• A good understanding of young people	E	B, C
<ul style="list-style-type: none">• Willingness to support the school ethos	E	A, B, C
<ul style="list-style-type: none">• Well-developed administrative and organisational skills	E	A, B
ISSUED: January 2021		