

Sports Assistant

Fixed Term Appointment

2 September 2019 – 10 July 2020 (Term Time only)



The Sports Assistant will play a significant role in the coaching of sport in the school and will work closely with the PE office assisting the PE teachers with lessons and coaching across a number of different sporting activities. They will be expected to be available at all times that the school sport takes place, including weekends during term-time.

Our major sports are Rugby, Football, Hockey, Netball, Cricket and Rowing and the ability to coach at least one of these sports (excluding rowing) to a high standard is desired.

The exact duties and responsibilities will be established by the Director of Sport but are likely to include:

- Coaching sports sessions at lunchtime and before and after school and at weekends
- In charge of teams and umpire/referee fixtures
- Assisting and supporting games afternoons and PE lessons
- General administration to support the sports programme
- Occasionally covering lessons for absent staff
- Assisting the PE staff with lessons and coaching

- To assist in ensuring the smooth running of the department. This will include some secretarial duties (including photocopying, lesson materials, forms and posters)
- To make notices and maintain the sports notice boards
- Carrying out equipment checks
- Maintaining good order and discipline among the pupils and safeguarding their health and safety

Terms and Conditions:

- Ideally the Assistant will work the full academic year, however we will consider applications from candidates wishing to work up to Easter only.
- Hours will be 37½ per week during term time (7½ per day excluding lunchtime). Assistants will be expected to work full days when pupils finish at lunchtime. All Assistants must attend INSED days (2 & 3 September 2019, 6 January 2020 and 22 May 2020)
- Appointments shall be subject to receipt of two satisfactory references and an enhanced DBS check (a standard legal requirement for all adults who are working with children).
- Current salary is £345 per week (£9.20 per hour).
- Holiday pay will be added to your salary and is based on a full time equivalent of 5 weeks annual leave and 1.6 weeks bank holiday. You will receive a pro-rata amount for term time arrangements.
- A free lunch will be provided daily during term time only.
- Free Sports Centre Membership, which includes a state-of-the-art gym and a 25 metre swimming pool, (terms and conditions apply)



If you would like to ask any informal questions about the post then please email the Director of Sport, Mr Tallan Gill at tpg@latymer-upper.org who will be happy to help.