

# PE ASSISTANT

REQUIRED FOR FEBRUARY 2025

CANDIDATE PACK



James Allen's Girls' School

# JAMES ALLEN'S GIRLS' SCHOOL

With its distinctive heritage as the oldest independent girls' school in London, James Allen's Girls' School, JAGS, provides a forward-thinking and contemporary education for over 1100 girls aged 4 to 18.

Located in the London borough of Southwark, JAGS has a diverse school community and is committed to inclusive recruitment and inclusion in the workplace. The school has entered an exciting new phase in its development and this post presents the opportunity to work in a community without barriers to full participation. JAGS recognises that celebrating the full diversity of staff and students has a positive impact on all and invites applications from candidates from a broad range of backgrounds.

Awarded the title of London Independent School of the Year 2024 by the Sunday Times, the school has entered an exciting new phase in its development. Your input will help to bring a bold educational vision to life for all students and colleagues as we work together to develop this already exceptional school in its next chapter.



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James Allen's Girls' School 144 East Dulwich Grove London SE22 8TE

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## MESSAGE FROM THE HEAD

I am delighted that you are interested in joining the JAGS community. As Head, it's absolutely my belief that all girls should be given the opportunity to grow and flourish in an environment where there is no limit to their ambitions.

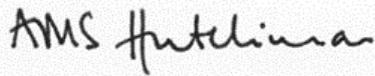
At JAGS you will find a happy, diverse and dynamic community, rooted in academic excellence and yet fully committed to the breadth of a holistic education both in and out of the classroom. Compassion and commitment are central to our ethos, in this environment that values individuality and inclusivity.

Our school aims, both in and out of the classroom, are clear:

- To celebrate our diverse and inclusive community
- To champion social awareness and sustainability
- To empower courage, creativity and compassion in each student
- To inspire aspirational and authentic lifelong learners and leaders
- To nurture respectful, resilient and kind individuals

It is an enormous privilege to lead this exceptional school, where all members of our school community share a passion for life and learning.

I hope that this matches your educational vision and look forward to welcoming you soon.



MRS ALEX HUTCHINSON, MA (OXON) PGCE



# PE ASSISTANT

## WORKING AT JAGS

Working at JAGS is about more than just working. JAGS is a community and a family that nurtures a warm and supportive environment for both the students and staff who come to learn and work here. From your first day at JAGS you will have access to some of the best educational facilities in the country and will be encouraged to take part in the many shared activities here.

JAGS works hard to attract the best staff from both the independent and maintained sectors and the benefit package is both generous and competitive. Candidates are welcome to visit JAGS prior to application should they wish to gain a greater sense of the school community. Please contact [recruitment@jags.org.uk](mailto:recruitment@jags.org.uk) if you would like to arrange this.



### We offer:

- The opportunity to join our outstanding school where public examination results consistently place JAGS amongst the leading schools in the UK
- A community of considerate, creative and compassionate students and staff
- A highly diverse and inclusive school community, committed to our bursary provision
- An inspiring and enthusiastic team of colleagues across the teaching and support staff
- Excellent facilities, including the latest resources to support learning
- A diverse benefits package including:
  - Competitive salary
  - Pension scheme with 10% employer contributions
  - Free onsite parking
  - Free gym membership with discounted family rates
  - Employee Assistance Programme
  - Free lunches
  - Free access to the Dulwich Picture Gallery
  - School fee discount
  - Cycle to work scheme
  - Interest-free computer loans
  - Interest-free transport season ticket loans

# PE ASSISTANT

## THE ROLE

<b>JOB TITLE:</b>	PE Assistant
<b>TERMS &amp; CONDITIONS:</b>	On average 40 hours per week, some weeks may be less and some weeks may be more, term time only Hours to be worked between 7:30am and 6:00pm, with 1-hour unpaid lunch break
<b>SALARY:</b>	£16,837pa - £20,381pa depending on qualifications and experience, for working an average of 40 hours per week, term time only
<b>RESPONSIBLE TO:</b>	Director of Sport

### Overview

The role is an exciting opportunity for an enthusiastic sports person to join our outstanding Physical Education (PE) Department.

The post holder will be passionate about Netball and be willing to contribute to the delivery of the PE curriculum and co-curriculum.

The post offers an opportunity to gain extensive and worthwhile working experience in a large independent school and therefore will be particularly attractive to individuals considering a career in education.

### Main responsibilities

- Support the PE department to deliver the highest standard of teaching by setting high, clear and consistent expectations, creating an environment which allows all students to thrive
- Assist and support PE teachers and coaches with the delivery of the PE curriculum and co-curriculum as directed
- Support PE lessons across all areas of the School, across Key Stage 1 to 5
- Take responsibility for a representative sports team in each term including on match days
- Support the organisation of sports teams and sports equipment for PE lessons across a range of sports
- Support with the preparation, coaching and umpiring of Netball as a main sport - but also assisting with all other sports offered as part of the School curriculum
- Always comply with school Health and Safety requirement and procedures
- Assist in the upkeep of display boards
- Assisting with the administrative running of the PE Department, including the preparation of class lists and registers
- Ensure the safety, welfare and good conduct of pupils
- Undertake any other duties commensurate with the role as required by the Director of Sport from time to time

# PE ASSISTANT

## PERSON SPECIFICATION

### Operational Excellence

- A keen sportsperson with experience of taking part in a wide range of sports
- A passion for the coaching of a range of sports, including netball
- Experience of coaching and netball (desirable)
- Educated to degree level in a relevant field (desirable)
- Experience in the organisation and management of school netball teams (desirable)
- Articulate in all forms of communication; fluent and accurate written and spoken English
- Excellent digital literacy

### Personal Behaviours

- Kindness and open-mindedness
- Intellectual curiosity, enthusiasm and a personal ethos of lifelong learning
- Resilience and optimism; someone who is willing to go the extra mile in the busy life of the school
- Team-working abilities and a keenness to enable all colleagues to contribute ideas and be part of positive change

### Ethos and Whole School Values

- The enthusiasm to assist in a strong co-curricular programme
- An individual with a genuine commitment to the wellbeing of the staff and students in their care
- Committed to operating as part of the School community
- Committed to equality, diversity, inclusion and anti-racism in the School community
- Committed to sustainability within the School community

### Safeguarding and Pastoral

- Committed to safeguarding and promoting the welfare of children and young people
- A satisfactory Enhanced Disclosure from the Disclosure and Barring Service

# PE ASSISTANT

## HOW TO APPLY

We welcome applications from all parts of the community and know that our school is strengthened when staff and pupils feel a true sense of belonging. To enable us to make any reasonable adjustments, please let us know when you submit your application whether you have any special requirements.

The Director of Sport; Michael Golding ([Michael.golding@jags.org.uk](mailto:Michael.golding@jags.org.uk)) will be happy to answer any questions.

Please visit our website [www.jags.org.uk/day-to-day/vacancies/](http://www.jags.org.uk/day-to-day/vacancies/) to download an Application Form.

Please note that CVs and letters sent without a completed application form will not be accepted.

For further information please contact [recruitment@jags.org.uk](mailto:recruitment@jags.org.uk) or call the recruitment team on 020 8693 1181.

**Closing Date:** Midday on Monday 06 January 2025

**Interview Date:** Friday 10 January and Friday 17 January 2025

*Interviews may be held at any stage after applications are received. Interested candidates are advised to apply as soon as possible. We reserve the right to close this vacancy earlier than the specified deadline, if a suitable candidate is found.*

*JAGS is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers, the Disclosure and Barring Service, and overseas police and regulatory authorities where relevant.*

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# James Allen's Girls' School

Ages 4-18

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