

JOB DESCRIPTION

SPORTS GRADUATE INTERN

Job Title:	Graduate intern
Line Manager:	Head of Sport

Purpose of Job

Graduate interns are employed to enrich the life of the school by bringing special expertise to the winter sports and outdoor pursuits curricula, they will also play a significant role in the smooth running of the boarding houses. The role will be for one academic year in line with a Working Holiday Visa.

Duties and Responsibilities

Overall responsibilities

- Encourage high standards in all aspects of school life, particularly in the graduate's identified area of strength
- Contribute to the effective and efficient running of the school by supporting full-time staff as required
- Attend staff training as required
- Assist with the planning and organising of the weekend programme for students which includes on campus weekend activities and optional off campus weekend activities and trips.
- Accompanying students on Short and Long Expeditions

Subject area and extracurricular specialism responsibilities

- Under the direction of full-time staff, assist with the teaching of students during the school day, especially in sports academies (Tennis, Golf, Mountain Biking, Trail Running, Skiing and Snowboarding)
- Help in promoting sports academies and events to students and the school community.
- Support coaching staff in planning and implementing training sessions for individual and team sports within the CCA programme.
- Conduct administrative tasks with efficiency and enthusiasm as directed by department heads
- Assist in the supervision and safety of students during sports activities, both weekdays and weekends.
- Act as a mentor and role model for students studying the graduate's assigned specialism or activity

Responsibilities in boarding

- Be present and ready for duties at least 24 hours before the school is in session
- Assist with collecting boarders safely from Morioka at the beginning and end of term
- Be on duty in boarding as and when required as part of the boarding schedule

Other responsibilities

- Undertake other reasonable duties as requested by the Head of Enrichment, including but not limited to, assistance with residential off-site trips, attendance at weekend fixtures, assistance with sports days and assistance with lifeguarding (full training given as required)
- Working in the Sports and Expedition stores undertaking tasks that include inventories stocking and organising equipment.

Benefits

- Free annual ski lift pass.

- Free rental of ski/snowboard equipment.
- Use of the resort onsen (hot spring).
- Accommodation provided.
- All meals during term time.
- Use of school facilities e.g., pool, gym etc.
- Return flights at the start/end of contract.
- Morioka-Tokyo shinkansen (bullet train) tickets.

Requirements

- An appropriate degree
- A high level of professionalism and consideration for the well-being of children
- Recent and consistent involvement in extracurricular activities
- Respect for all members of a school community, irrespective of position, gender, age and ethnic background and a positive and solution-focused attitude to working life
- Eligibility for a [Working Holiday Visa](#) for Japan
- A clean police check

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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request by the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually.

Harrow Appi Japan is fundamentally committed to safeguarding the children in our care and their welfare is our top priority.

All adults in the School community are expected to follow its Child Protection procedures and are required to undertake safeguarding checks.

Harrow Appi Japan reserves the right to recruit at any stage during the selection process.