



# West House

INDEPENDENT PREPARATORY SCHOOL FOR BOYS

# West House School

## Application Pack

## PE Assistant (part-time, temporary)



# The School

## The History of the School

West House is an independent preparatory school for boys aged 4 to 11 that prides itself on the creation of well-rounded individuals, by instilling a set of values that will carry them far in life.

We are also home to West House Nursery, a co-educational nursery for children aged from 6 months.

For over 125 years, we've been renowned for our unique family atmosphere and for successfully striking the perfect balance between academic rigour and providing an incredibly nurturing environment, in which our children thrive.

Our pupils achieve outstanding academic results and, just as importantly, grow into resilient and balanced individuals with excellent communication and problem-solving skills.

## Sport at West House School

Our comprehensive programme of physical and creative activities encourages all boys to try something new, whilst developing their talents alongside a desire to pursue sport throughout life. We put sport at the heart of life at West House and know from years of experience how much sport and physical activity contributes to the overall well-being and happiness of our pupils.

Our aim is for all children to enjoy Physical Education and Games by developing their self-esteem in both individual and team sports, as well as in the swimming pool. Boys in the Prep Department engage in two full afternoons of sport every week. Sports Day, Swimming Galas and Dance performances are held throughout the year, and boys are invited to take part at various levels of competition.

An impressive fixtures list sees the boys regularly representing the school in competitive matches against local schools as well as participating at national events such as the competitive Independent Association of Prep Schools (IAPS) and English Schools Swimming Association Championships. Additionally, out inter house-school competition and C, D and E team matches encourage participation for all. The school is proud to have been the starting point in the journey towards professional and international sporting honours for a number of former pupils.

Further details about the school can be found at [www.westhouseprep.com](http://www.westhouseprep.com)



# The role

**West House School is seeking a part-time, term-time only PE Assistant for afternoons from September 2025 until July 2026.** The ideal candidate will be enthusiastic about sports, flexible and reliable and able to assist pupils in improving their sports abilities. The successful candidate will need to be available for occasional away matches outside of their normal working hours and at weekends. Additional hours may also be available during the school holidays at Holiday Club.

## Job Description

Reporting to: Head of PE and Games

### Key tasks:

- Assist the PE staff with the delivery of lessons, including setting up equipment, demonstrating skills, and providing individual or group support to students
- Preparing and maintaining PE equipment, ensuring it is safe and in good working order, reporting broken or faulty equipment to the Head of PE and Games and maintaining an inventory of equipment.
- Supervise and monitor pupils during PE lessons and matches according to the school's Pupil Behaviour Policy
- Assist with matches, including preparing equipment, team sheets, administrations, travelling on minibus and escorting pupils at away matches, as directed by the Head of PE and Games.
- Support students with special educational needs or disabilities in PE, demonstrating alternative techniques or other ways to participate as directed by the PE staff
- Lead an after school sports club one day a week
- Assist the Head of PE and Games with other administration such as recording pupil achievements, preparing certificates and awards, and maintaining a record of match results
- Support the delivery of the PE and Games curriculum
- Promote participation in sport and games to all pupils, encouraging them to interact and engage in activities whilst supporting inclusion and setting high expectations for behaviour and sportsmanship.
- Assist with lunchtime, playtime and after school supervision as required

### General:

- Work effectively as part of a team and to promote the smooth running and efficiency of the PE and Games department.
- Work within the agreed framework of the school's policies and procedures.
- Attend staff meetings, staff development and training as appropriate to your position.
- Carry out such other duties which will enhance the efficiency and effectiveness of the department and the school.
- Liaise with outside agencies as appropriate.
- Keep all information regarding the school, pupils and staff completely confidential at all times.
- Attend at least one Open Day or Parents' Association event organised during the academic year.
- Carry out any other tasks as directed by the Head of PE and Games.

This job description is not exhaustive. Other tasks and responsibilities may be allocated as necessary and reasonable from time to time.

# The role

## Person Specification

Qualifications (tested at application)	Essential	Desirable
Educated to GCSE level (or equivalent) including Maths and English at grade C or above	✓	
First Aid training, or willingness to undertake training at start of employment	✓	

Knowledge and Experience (tested at application and interview)	Essential	Desirable
Ability to play and demonstrate one or more sports (e.g. rugby, football, cricket, basketball, athletics, swimming, golf, tennis, dance or any other sport) to a reasonable amateur level	✓	
Ability to referee matches in cricket, rugby, football or other sports, with knowledge of rules and regulations		✓
Experience of working in a similar role, e.g. teaching assistant, coaching or volunteering to work with children in sports		✓
Experience of working in the education sector		✓

Skills and Abilities (tested at application, interview and test)	Essential	Desirable
Ability to multi-task and remain calm under pressure	✓	
Ability to prioritise tasks	✓	
Excellent communication skills, with a polite and friendly manner	✓	
The ability to work as part of a team or independently, showing initiative	✓	
The ability to respect and maintain confidentiality	✓	
The ability to carry out work with good attention to detail	✓	
Good IT skills, including Word and Excel	✓	

Attitudes and beliefs	Essential	Desirable
High standards of personal and professional integrity	✓	
Enthusiasm for working in a school to deliver the best environment for education	✓	
Willingness to promote and support the school's aims and ethos	✓	
Willingness to promote and support the school's safeguarding policies and procedures	✓	

# Key terms and how to apply

**Type of position:** Part-time, term-time only, fixed-term between September 2025 and July 2026.

**Salary:** £9,487.17 per annum (£23,874.98 full-time equivalent. £12.21 per hour).

**Hours of Work:** 18.5 hours per week, term-time only, Monday to Friday.  
Four days 1pm – 4.30pm, one day 1pm – 5.30pm to include running a club (day tbc).  
Plus potential additional hours for matches including occasional weekends.

**Holidays:** 22 days annual leave plus bank holidays, to be taken during school holiday and shut down periods.

**Benefits:** Eligible for discount on school fees for pupils at West House School Nursery, West House School (for boys) and Edgbaston High School for Girls (subject to normal admissions procedures), eligible to join a Contributory Pension Scheme, free lunch and refreshments, free parking, Employee Assistance Programme including Wider Wallet discount scheme, Bike2Work scheme, enhanced Maternity scheme.

**Start date:** As soon as possible.

## How to apply

To apply for this role, forward a completed application form and a covering letter addressed to Callum Williamson, Head of PE and Games, outlining why you feel that your skills and experience would equip you to take on this role, by email to: [recruitment@westhouseprep.com](mailto:recruitment@westhouseprep.com)

The deadline for applications is **Wednesday 16<sup>th</sup> July at 9.00am**.

Short listed candidates will be contacted to arrange a suitable time for interview during the summer holidays.

If you have any queries about the role, or would like to discuss it in more detail, please contact Jo Ollier, HR Manager, by email: [jollier@westhouseprep.com](mailto:jollier@westhouseprep.com)

*West House School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All successful candidates will be required to undergo all statutory checks including an enhanced DBS check. A copy of the Recruitment, Selection and Disclosure Policy is available on the website.*

*This post involves working with children and is exempt from the Rehabilitation of the Offenders Act 1974 and all subsequent amendments. All convictions, police cautions or "bind overs", including any that would otherwise be considered "spent" under the Act must be disclosed, and will be taken into account in deciding whether to make an appointment.*

