



# APPLICATION PACK



## **Graduate Sports Assistants (Residential Post) November 2017 – June 2018**

From November 2017, we are looking to appoint a number of Graduate Sports Assistants who will have the opportunity to be fully involved in all aspects of School life, academic, pastoral and the wider curriculum and will be fully supportive of Downside's Catholic character. A primary responsibility of post holders will be to support the delivery of the Sports and wider-curriculum programmes. This will suit a new graduate with an interest in entering the teaching profession or who is looking for professional experience before following a career outside education.

## DOWNSIDE SCHOOL

Stratton-on-the-Fosse, Radstock, Bath BA3 4RJ

[www.downside.co.uk](http://www.downside.co.uk)





Downside School's vision, as a leading Catholic school - is to be a bright light in the world of education, illuminating the lives of young people and inspiring service in the world through experience of Benedictine culture. It will enable pupils and staff to develop their own identity through experience of a community with Christ at its centre.



# THE SCHOOL & BACKGROUND

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Downside, as a leading Catholic school, maintains an ethos that is just as strong today as it was when the School was founded in 1606. The core aspects of Benedictine education are

WELCOME  
LISTENING  
REVERENCE & HUMILITY  
TEACHING & LEARNING  
PERSONAL DISCIPLINE  
CONCERN FOR THE INDIVIDUAL  
BUILDING COMMUNION  
STEWARDSHIP OF GIFTS

The **eight aspects** provide a valuable perspective on the key qualities of a Benedictine education.

The Benedictine community of St Gregory the Great was founded at Douai, France, in 1606 by a group of English and Welsh monks who were in exile because of the penal laws in England against Catholics. The community received the protection of the Infanta **Isabella** Clara Eugenia of Spain and Portugal, the joint ruler of the Spanish Netherlands, and they were furnished with buildings by Philip de **Caverel**, Abbot of St Vedast's in Arras. By 1617 English Catholics were sending their boys across the Channel to be educated. The School has been in existence since that time, with the monks engaged not only in teaching but also in scholarly work, writing and lecturing, and in priestly and pastoral work.

Downside became a fully co-educational school, admitting boys and girls in all years, in 2005. Downside School is housed in magnificent buildings set in a 500 acre estate at the foot of the Mendip Hills, twelve miles south of the city of Bath. The Old House – formerly known as Mount Pleasant – dates from the 18th century; Isabella House was completed in 2007. The Abbey Church, partly designed by Giles

Gilbert Scott, lies at the heart of the School.

One of the notable aspects of our school is its love of scholarship, combined with a lively sense of tradition. While the school educates young people to thrive in the 21st Century, it also values individuality and character, as young people are guided to live together positively within the school community while achieving excellence academically, culturally, in sport and in the wider curriculum. Downside offers a Christ-centred education through which pupils can discover their true selves. As part of that project, staff act as role-models to the young people in our community, doing all they can to embody the values of the institution, living according to Christian values and working positively for the benefit of all. St Benedict refers to 'ora et labora', prayer and work; we aim at Downside to embody spiritual values in all that we do.

The School has excellent teaching, boarding and recreational facilities. There are purpose-built centres for the Sciences and Humanities, dedicated Music and Arts Schools, a 500 seat theatre, a comprehensive swimming-pool and sports complex, over 100 acres of playing fields with all-weather hockey, netball and tennis courts, six distinctive girls and boys boarding-houses and extensive buildings and classrooms set in rolling grounds and farmland.

As a national boarding-school, Downside takes pupils from far and wide but the boys and girls come principally from the South of England, London and the Midlands. Our classes contain a maximum of twenty pupils. The School appointed its first lay Head Master in 2014.



## THE FACULTY: *"The contribution of curricular and co-curricular provision is excellent. Sport is well co-ordinated. Specialist staff coach teams with a significant benefit to the pupils' enjoyment and success." ISI report 2013*

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One of our key '2020' aims is **"to develop the character and confidence of young people through sport and extra-curricular opportunities"**. As part of this we will develop strategically the provision of sport and the wider curriculum for all pupils. Our philosophy for our high performance players and coaches, alongside all students participating in Sport and Physical Education at Downside is based on a positive attitude and exceptional work ethic.

Our aim is to coach the whole child to adopt the core values of Downside School Sport and a Benedictine Education:

### **DISCIPLINE HONESTY STEWARDSHIP**

Downside School believes that physical activity plays an important role in every pupil's life. Sport for All is a central part of the school's philosophy as is the desire for every pupil to enjoy sport and achieve their own personal best. While our curriculum distinguishes between Physical Education and Sport, the notion of excellence permeates throughout. Excellence will be measured by improvements in pupil, teacher/coach and representative team performances. The whole experience is an integral part of the school curriculum and the department has to react to the needs of each pupil and the aims of the School, all within the resources available, both material and human.

The expectation of Downside School, as reflected in its reputation in the outside community, are that we deliver a premium sporting experience, within an atmosphere of enjoyment, endeavour and success. We aim to develop and maintain successful partnerships with clubs, governing bodies

and other community partners. Wider-curricular activities provide vital experiences and opportunities, and Downside offers an exceptionally wide choice to its pupils. All boys and girls are expected to participate: there are extended time slots for activities, clubs and societies, drama, music and sport on every weekday afternoon and a huge range of activities also take place outside the formal wider-curricular times.

Our objectives are to promote enjoyment and a sense of achievement to develop communication, cooperation and teamwork through interaction with others, to encourage good health and fitness, educating students in the benefits of a healthy active lifestyle, to give opportunities for participation as a performer, a leader or an official and to encourage participation in extra-curricular activities and representative school teams.

The School has some 100 acres of playing fields, providing cricket, rugby, football and a running track, as well as an all-weather hockey pitch and twelve newly-refurbished tennis and netball courts.

There is a fully modernised swimming pool (opened in summer 2009) and sports hall complex which includes fitness rooms, and facilities for indoor nets, tennis, netball, basketball, badminton and volleyball, and also a gymnasium and glass-backed squash courts. Mendip, Orchardleigh and Farringdon golf clubs are nearby and there are local facilities for fishing, polo, riding and sailing.

Find out more about our Sports Staff: [http://www.downside.co.uk/School/sports\\_co\\_curricular/downside\\_school\\_staff\\_profiles.php](http://www.downside.co.uk/School/sports_co_curricular/downside_school_staff_profiles.php)

# JOB DESCRIPTION

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## Summary

Our Graduate Sports Assistants work closely with the Director of Sport and Director of the Wider Curriculum, supporting the delivery of an extensive weekly sports and wider-curricular programme. There may also be an opportunity to tutor individuals or small groups of pupils in 'subject support sessions' in an area of specialism and provide support to House Masters/Mistresses in providing pastoral care within boarding houses.

The successful applicant will be fully involved in all aspects of life at Downside School. This will include a full timetable made up primarily of sports and wider-curricular sessions, which you will have the opportunity to lead where appropriate, or to work alongside professionals, expert in the field. You will receive full board accommodation in a boarding house or school accommodation plus salary of around £13,650 (pro-rated per annum).

## Main duties and responsibilities

- Planning and leading sport and extra-curricular sessions for pupils. This includes running clubs (depending on skills/experience), supporting games lessons, supervising Junior Activities and attending other Schools for sports fixtures.
- Supporting pastoral staff in the provision of care for pupils in the evenings and at weekends.
- Sport and wider curriculum administration (assisting with the management and organisation of sports fixtures, extra-extracurricular activities and trips).
- Attending School trips.

No list of responsibilities can really encompass all that is asked of the Graduate Sports Assistant; at the heart of your tasks

are an active enthusiasm for education and an equally active enthusiasm for the young people being taught.

## Professional Standards

- support the Catholic and Benedictine ethos of the school
- make a significant contribution to wider-curricular activities and the boarding life of the School
- set a good example to students by appropriate dress, conduct and punctuality
- treat all members of the School community with respect and consideration
- treat all pupils fairly, consistently and without prejudice
- promoting the highest standards of punctuality, discipline and service to others amongst all the pupils, taking appropriate action where necessary.
- take responsibility for personal professional development within the School's CPD programme

## General

- take responsibility for matters relating to health and safety

The School is committed to **safeguarding** and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any candidates willing to undertake a pastoral role of responsibility should make this clear in their application. **Accommodation is provided.** Responsibilities may be direct, joint or through devolved structures, but always in accordance with whole school policies. These details may be amended at any time by agreement, but in any case will be reviewed through the performance management process. **You will work 6 days per week including the weekends, covering 34 weeks of the academic year.**

## PERSON SPECIFICATION

<b>Person Specification</b>		
This will suit a new graduate with an interest in entering the teaching profession or who is looking for a year's professional experience before following a career outside education.		
	<b>Essential</b> <i>These are qualities without which the applicant could not be appointed.</i>	<b>Desirable</b> <i>This information could be used to differentiate applicants.</i>
<b>Qualifications</b>	University degree	Any qualifications related to education/coaching/working with children or young people  University degree in Sports Performance / Sport Science / Physical Education / Sports Coaching & Development or any similar
<b>Experience</b>	Experience in coaching any one or more of these sports: Hockey, Netball, Tennis, Athletics/Cross Country or Swimming	Work with children/young people in any capacity  A sports person who has played sport at a high level in one sport, preferably university first squad level
<b>Skills</b>	Excellent oral and written communication skills Ability to motivate and enthuse students, and work collaboratively with colleagues Ability to contribute significantly to the school's wider-curricular programme Ability to prioritise and be well organised We are looking for someone who has strong administration, organisation and ICT skills	Excellent skills in one or more of the areas outlined in the summary of the role
<b>Knowledge</b>	Secure knowledge of the subject studied to degree level Awareness of safeguarding and pastoral issues Appreciation of the ethos of a Benedictine boarding school	Willingness to develop further knowledge of the subject and extend knowledge in other areas
<b>Personal competencies and qualities</b>	A passion for working with children in an educational setting. Energy, enthusiasm and generosity Calmness under pressure Resilience, commitment and confidence Both independent and a team player Flexible and adaptable	Openness to trying new experiences
<b>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b>		

## WHAT OUR TEACHING STAFF SAY & BENEFITS

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*"Most of the pupils really appreciate what teachers do for them and that makes the long hours and full week which are typical of a boarding school so worth it. And the long holidays are great. I have worked in quite a few schools but nowhere have I felt so quickly 'at home' as at Downside."* **D Bryson, Director of Admissions**

*"I have such a wide range of activities that I undertake and the pupils and staff with which I interact mean that every day is different and very fulfilling. At Downside I can educate pupils above and beyond the curriculum in Geography and share my passion for different areas of this wide and varied subject. This has culminated in some exciting fieldtrips including this year's visit to Iceland. I have also been able to introduce Ultimate Frisbee to the School, take pupils out on Cross-Country runs across the beautiful Mendip Hills, and teach pupil survival skills in the Combined Cadet Force. Downside looks a little like J K Rowling's 'Hogwarts', with pupils zooming from stair case to stair case, but it has a calmness that belies the hardworking nature of the pupils."*

**O Simper, Head of Faculty**

*'This is the fourth school I've worked in and, by quite a margin, it has the friendliest, most welcoming and helpful common room of them all. Add to that the well-behaved, biddable pupils, excellent food and glorious buildings, and you see why Downside is such a fantastic place to work.'* **J McNamara, Director of Music**

**Lunch:** We have an excellent catering facility, which offers all our staff a complimentary lunch.

**Childcare Vouchers:** Benefit from using a Childcare voucher scheme, available through our provider, Sodexo.

**Health Cash Plan:** Access to a cash plan which allows you to claim money back towards the cost of check-ups and treatment for you, your partner and your children.

**Well-being:** We have an Employee Assistance programme offering access to advice, information, coaching and counselling and provide a range of spiritual, emotional and physical support mechanisms.

**School Fee Remission Scheme:** Staff fee remission is granted to permanent employees with a workload of 0.5 FTE or greater.

**Career Development/ CPD:** Downside is committed to the professional development of staff and will support training as required. We are keen to support ambitious teachers, and CPD opportunities for individuals are identified in Faculty Development Plans and prioritised.

**The Weld Café:** a great addition open to staff and pupils for hot drinks and cakes.

**Cycle to Work Scheme:** All staff have access to a cycle to work scheme which enables staff to purchase a bike tax-free through a salary sacrifice arrangement.

You can find out more about 'Downside Sport' by watching this short video: <http://tinyurl.com/zfok36v>



## YOUR APPLICATION – WHAT HAPPENS NEXT?

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**Closing date** for applications: Friday 22<sup>nd</sup> September, 10am

**Interviews** to be carried out: early October 2017

To apply, please complete an application form which can be downloaded and submitted through an applicant tracking system on our 'Working With Us' page.

Please contact us if you require further information after reading the job description and application pack. We can only accept applications made on the Downside School application form. Your letter of application should be addressed to Mr Richard Jones, Director of Sport.

Please contact the HR email address if you require further information after reading the application pack.

**References:** Two professional references are required, for all shortlisted applicants ahead of an interview. Referees should be able to respond within the timescales above. You should ensure that your application form provides sufficient information to enable us to follow your complete employment and other history since leaving school.

We look forward to hearing from you.

*Downside School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the DBS. We are an equal opportunities employer. By car, we are within 40 minutes of Bristol, 30 minutes of Bath and 15 minutes of Wells.*

Please do not hesitate to contact a member of the HR team should you have any queries.

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Registered Charity No: 1158507