

**GRADUATE SPORTS ASSISTANT**  
**(1<sup>st</sup> Year: Full-time, Fixed-Term, Term-Time Only Contract with**  
**2<sup>nd</sup> Year option: Full-Time, Full-year, Fixed-Term Contract)**  
**possible Initial Teacher Training for a suitable candidate)**  
**Sports Department**

Whitgift is one of Britain's leading independent boarding and day schools for boys aged between 10 and 18 years, with approximately 1500 pupils and over a hundred boarding pupils. It was founded in 1596 by Elizabeth I's last Archbishop of Canterbury, John Whitgift, and is the oldest school in Croydon. Whitgift enjoys facilities of outstanding quality, amongst the best available nationally, in a beautiful parkland estate in South Croydon with excellent links to London, Surrey and the south coast.

We are offering a fantastic opportunity for a Graduate Sports Assistant to join us initially for a one-year contract (September 2019 to July 2020) with the option of a possible extension to a second-year developmental post (July 2020 to July 2021). Our Sports Graduates will ideally offer a sports specialism but be highly versatile in skill and can coach at a high level. The post would suit someone who is considering a career in teaching. Expertise in Cricket, Football, Hockey, and Rugby in particular would be an advantage, but all applications will be considered.

**Sport at Whitgift School**

Sport and physical activity play a central role in the life of Whitgift. Many boys are attracted to the School, not just because of the academic excellence, but also the considerable opportunities that exist in physical education, both in the curriculum and in co-curricular activities. Central to the work of everyone in the Sports Department is a desire to encourage pupils to give their very best at whatever level they can achieve. The result is an enormous number of boys involved in sporting activities of one kind or another and very high quality in all activities, culminating in professional standards for many of the most talented boys.

Curriculum PE is taught to all the boys from Lower First to Upper Fifth (Years 6-11). The schemes of work encourage all boys to participate in the core skills of PE, and it is seen as an essential part of the overall sporting success. At GCSE level, the boys follow the iGCSE Specification, and results are excellent. Approximately 60 boys took the GCSE last year, with this number increasing year by year. In the Sixth Form, we offer two pathways – Physical Education A Level and Sport and Exercise Sciences BTEC. Results again are impressive, with a 99% success rate of A\*-B in 2018. A significant number of students go on to read Physical Education/Sports Science at major universities each year.

The Department, led by the Director of Sport, has 30 full-time staff and several sports coaches. The Department is closely linked to London Irish, Wasps, Harlequins RFC, Surrey CCC, Chelsea FC, Charlton FC and Crystal Palace FC, Sutton Tennis Academy, all of which play an active role in the School and have benefited from an ever-increasing crop of professionals produced by the School.

The PE Department is very comfortably housed in a new Sports and Conference Centre, including an 8-lane variable-floor swimming pool, double sports hall, multi-purpose hall, 4 squash courts, a 28-station aerobic fitness suite, and 3 classrooms, as well as having substantial playing fields and an AstroTurf. The School's reputation for sport ensures a high number of candidates for scholarships and there is generous financial support for sport in the School. Each year, there is a full calendar of sporting events which involve inter-school matches, sports visits and overseas tours.

## **MAIN DUTIES AND RESPONSIBILITIES:**

The successful candidate will be expected to in Year 1:

- Assist in running and coaching sports teams throughout the year
- Officiate fixtures, both weekday, weekends and occasionally out of term time
- Assist PE staff members with the delivery of lessons & Games
- Assist with the implementation of the IGCSE course
- Assist with PE and Games administration
- Assist with the Primary School Project (PSP)
- Assist Form Tutors

### **Year 1:**

Your first-year contract will end on Friday 3 July 2020. At the end of the first year, we will undertake a review to establish your suitability to continue into a second year to pursue a career in teaching.

### **Year 2 Option:**

We may be able to support you in an Initial Teacher Training (ITT) course, giving you a structured timetable to continue working with us while studying, and assist you in gaining the relevant experience for the teaching qualification. Your second year will incorporate:

- Teach a timetable across 2 key stages as well as coaching games every afternoon
- Be assigned a mentor to guide you and help you through the programme.

## **PERSONAL RESPONSIBILITIES**

To carry out the duties and responsibilities of the post, in accordance with the School's Health and Safety Policy and relevant Health and Safety Legislation.

The Whitgift Foundation is committed to safeguarding and promoting the welfare of young and elderly people in their care and expects all staff and volunteers to share this commitment.

## **PERFORMANCE STANDARDS**

To ensure that all services within the areas of responsibility are provided in accordance with the School's commitment to high quality service provision.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

## **PERSON SPECIFICATION:**

### **Essential**

- Sports Science or sports related degree or equivalent
- Educated to 'A' Level or equivalent.
- Excellent verbal and written communication skills.
- Experience of a range of sports and an ability to assist with coaching.
- Some previous experience of working with children or young adults.
- Ability to supervise pupils under direction of the sports staff.
- Knowledge of relevant sports Health and Safety legislation.
- Knowledge of sports centre operating procedures.
- Reasonable level of fitness to accommodate manual handling duties.
- A reasonable standard of administrative skills and IT literacy.
- Smart and presentable appearance.
- Flexibility, adaptability and a 'can do' attitude.
- Good humour and the desire to achieve the highest standards.

## **FURTHER INFORMATION**

All of our staff benefit from a competitive remuneration package, including:

- First Year: 25 days' holiday pay. Second Year: 25 days' holiday to be taken outside of term time
- Membership of a generous money purchase pension scheme for all support staff which includes 3 x salary life assurance cover
- Free access to an Employee discount Club, which offers discounted rates on a range of products and services, including insurance, holidays and travel, fashion and retail
- Discounted school fees for permanent staff working at, or for, the Foundation Schools
- Discounted off-peak membership at our onsite gym, Nuffield Health
- Membership of the Simply Health Cash Plan Scheme, which gives financial support towards the cost of optical, dental and medical costs as well as a free 24 hour advice line for all staff
- A range of family-friendly benefits including enhanced maternity pay and childcare vouchers
- Season ticket loan
- Onsite parking
- Lunch is available onsite during term time

## CONDITIONS OF SERVICE

This position is offered initially as a full-time, term-time only, fixed-term contract from 1 September 2019 to 3 July 2020, with a possible extension from July 2020 to July 2021 as a full-time, full-year, fixed-term contract.

The Graduate Sports Assistant (Aquatics) will work 5 days per week, term time only. The hours of work are 8.00am to 5.00pm (40 hours per week) with a one-hour unpaid lunch break. There is a requirement for some flexibility with start and finish times as you will be required to attend some sporting fixtures throughout the first and second years, some of which may fall outside of term time dates.

### First Year

The salary for this post will be at Point 12 of the Whitgift Foundation Support Staff Pay Scale. This is currently £21,881.00 per annum and equates to £17,252.33 (pro rata to 41 weeks, term-time only and including 5 weeks' holiday entitlement). Salaries are reviewed on 1 September. Accommodation may be available.

### Second Year

The salary for this post will be at Point 12 of the Whitgift Foundation Support Staff Pay Scale. This is currently £21,881.00 per annum (subject to annual review).

We welcome applications from all parts of our community as we aspire to attract staff that match the social and cultural diversity of our student intake.

To apply, please visit [www.whitgift.co.uk/vacancies](http://www.whitgift.co.uk/vacancies). For any queries, please telephone 020 8688 9222 or e-mail the Human Resources Department at [SchoolHR@whitgift.co.uk](mailto:SchoolHR@whitgift.co.uk).

Applications will be reviewed on a daily basis and we invite interested candidates to apply as soon as possible.

**Closing date: Midnight on Monday 22 April 2019. Interviews: Week commencing 22 and 29 April 2019.**

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British Nationals are eligible to work in this country. Therefore any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents as detailed on their application.

***Whitgift School is committed to safeguarding and promoting the welfare of young people, and applicants must be willing to undergo safeguarding and child protection screening including checks with past employers and the Disclosure & Barring Service.***

March 2019