



Old Vicarage School

JOB DESCRIPTION – SPORTS GRADUATE

The Role

The School employs a full-time Head of PE & Sports and a Part-Time Teacher of PE & Sports. An enthusiastic and committed Sports Graduate is required to support and assist these teachers, offering inspiration and encouragement to pupils to support and guide their learning.

The Sports Graduate will work under the direction of the Head and Deputy Head of PE & Sports, but a degree of initiative, flexibility and self-motivation is expected.

This is a 1 year, term time only, contract.

Hours of work

The working day will start at 8.00am and finish at 4:30pm during term time. You will be required to assist with extracurricular sport after school finishing at 5:15pm and 6pm on two days of the week. The Sports Graduate must also be available to assist at one Saturday morning sporting event per month during term-time.

School teaching staff are not usually expected to work during school holiday periods. Holidays must be taken in school holiday periods.

Job Description

The Sports Graduate will be required to:

- Provide support with the delivery of lessons/team practices (netball, cross country, cricket, hockey, football, swimming, athletics, PE).
- Be a positive role model, creating a positive and fun environment in which to motivate and encourage girls to participate in sport or physical activity.
- Help collect, transport and put away sport equipment and first aid kits.
- Accompany pupils to the sports grounds/venue/fixtures either on foot or on the coach / minibus.
- Promote a sporting ethos of participation, competitiveness and good sportsmanship.
- Help to supervise the pupils at off-site locations.
- Attend off-site sporting fixtures with the teacher.
- Maintain and update information on departmental notice boards
- Keep the teachers informed of any relevant matters concerning pupils.
- Ensure storage of sports equipment and materials in an orderly manner
- Assist with the setup of PE and Games equipment prior to lessons and the safe dismantling of equipment at the end of lessons
- Assist in academic lessons, under the supervision of a qualified teacher, when and if required.
- Undertake tasks related to whole school activities, such as accompanying girls and staff
- on educational visits, residential trips and sporting fixtures as necessary

In addition, the graduate will be required to:

- Help provide good standards of pastoral support and guidance to pupils.
- Help the teacher to manage class behaviour.
- Help keep school and departmental resources in good order and clean.
- Assist with administrative tasks and extra-curricular activities as necessary.
- Attend regular staff and departmental meetings
- Share in the pastoral duties on a rota basis (e.g. breaks, cloakroom and lunchtime).
- Attend social functions and school events in support of colleagues.
- Undertake all necessary training including Child Safeguarding and Paediatric First Aid.
- Undertake any other duties as may be reasonably requested by the Head or Deputy Head.

PERSON SPECIFICATION

All staff at the Old Vicarage have the highest standards of professionalism and are expected to embrace the culture of mutual support and co-operation which makes the school such an enjoyable place to work. To fill this post, we are looking for candidates with:

Essential

- Undergraduate Degree
- GCSE's in maths and English of at least Grade C/Level 4 (or equivalent qualification).
- Qualification in the field of sports or relating to the field of Sports
- Competent ICT skills.
- Solid experience of participating in team sports, particularly netball, hockey and/or cricket.
- A professional attitude and a willingness to learn.
- A flexible, accommodating and enthusiastic approach to work.
- A readiness to work under the direction of a teacher and as part of a team.
- Reliability and sound common sense.
- Excellent communication skills.
- A sense of humour and pragmatism when faced with pressure.
- A kind and approachable manner
- A willingness to wholeheartedly embrace the spirit of our independent prep school.

Desirable experience

- Experience of working with primary age children.
- Experience of working in a school.
- Position(s) of responsibility at school/work.
- An interest in pursuing a career in Education.

Child Protection & Safeguarding

All staff are expected to be committed to the safeguarding and protection of children, show an understanding of the issues surrounding the safeguarding of children and follow the procedures in school policies and handbooks to ensure the safeguarding of all pupils at the school.