



THE PORTSMOUTH GRAMMAR SCHOOL

PGS JOB DESCRIPTION – SPORTS GRADUATE ASSISTANTS

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

Summary of the role

The Portsmouth Grammar School is a leading co-educational school located in the historic heart of Portsmouth. We are very much a family school known for excellent teaching, superb pastoral care and wide-ranging co-curricular opportunities and offer an education across the age range from Pre-School to Sixth Form.

The school seeks to appoint Sports Graduate Assistants to work under the direction and supervision of the Director of Sport, Assistant Director of Sport and Head of Physical Education to deliver an excellent standard of coaching in a range of sports, working with pupils throughout the Junior and Senior sections of the school. There will be opportunities to support in one or more of the following sports: netball, hockey, rugby, cricket, athletics, racket sports or athletics. The role will include a requirement to undertake general administration and support the smooth running of the department. This position will suit a new or recent graduate looking for experience in the field of sport and within a co-educational, independent day school as development to the next stage of their career.

The roles are full time (37.5 hours per week), year-round for one academic year from September 2025 to August 2026. You will be required to work some hours outside of the core school day, including after school and Saturdays during term time, to support the school's busy sporting calendar. During school holiday periods you will support pre-season training. Sports fixtures take place both at our PGS sports ground in Hilsea, Portsmouth, and across the region at other schools on our fixtures list.

In addition, during school holidays you will support the wider co-curricular life of the school by attending school trips both

in the UK and abroad, both in Sports and in other academic departments, as part of the staff team. There may be opportunities to support expeditions and activity days in programmes such as the Duke of Edinburgh Award, Outdoor Pursuits and PGS Enrichment Days.

The successful candidates will be enthusiastic and highly motivated, willing to be flexible, adaptable and work as part of a team. Our Sports Graduate Assistants must be prepared to participate fully in the school's demanding schedule of fixtures and extra-curricular activities during the week and at weekends, with a keen attitude and ability to promote and maintain the school's high standards of academic and pastoral care. The successful candidates must hold a current passport which enables them to travel in support of school trips overseas.

How to apply:

Any enquiries about the role or how to apply are welcome at recruitment@pgs.org.uk

Candidates are asked to apply using the online form linked to our advert on www.tes.com

The closing date for receipt of applications is midday on **25th February 2025**. Interviews will be scheduled to take place on the school site in the week commencing **3rd March 2025** with a provisional interview date of **3rd March**.

The Physical Education and Sports Department

Sport at PGS is led by the Director of Sport, Mr Simon Copeland, and the department consists of the Assistant Director of Sport, Head of Physical Education, Head of Infant PE, the Heads of Athletics, Cricket, Netball, Rugby and Rackets, the Head and Assistant Head of Hockey, PE staff including coaches and the PE & Games Administrator.

The Sports Department has excellent facilities. On the main school site in Portsmouth there is a Sports Hall with a climbing wall and 5 indoor cricket nets, three squash courts, a recently refurbished fitness suite, and a dance studio. Our excellent facilities at Hilsea include the Fawcett Pavilion, four rugby pitches, three cricket pitches, a water-based AstroTurf plus a training area, eight artificial and eight grass cricket nets and a hard-court area of four netball courts or five tennis courts; Netball is also played in the main school quad.

The school has the use of Governors Green in Old Portsmouth and the Portsmouth Tennis Dome. Additionally, we enjoy regular access to HMS Temeraire's excellent facilities that neighbour the main site consisting of a Sports Hall, swimming pool, three artificial surfaces for rugby and hockey and an athletics track. We also enjoy a growing partnership with the University of Portsmouth and we make regular use of their new Ravelin sports centre, directly opposite our main site. There

	is a vast array of co-curricular opportunities led from within the department including morning, afternoon and after school activities every day of the week. In addition, the department organises a comprehensive touring programme that includes pre-season training camps and a biennial sports tour.
Line management responsibility for	This role has no line management responsibility.
Main duties and responsibilities	<p>Key Responsibilities:</p> <ul style="list-style-type: none"> • As required by the Director of Sport, assist in the delivery of the Sport and PE Programme across the whole school (Junior and Senior School), including lessons, after school practices, fixtures, and sports events as required. • Collaborate with PE teachers and sports coaches to help create and implement engaging and inclusive sports and PE lessons that promote pupil participation and development. • To coach and officiate sports teams on Saturdays each term, providing high quality guidance, instruction, and encouragement to pupils. • Work closely with the coaching staff to plan and implement training sessions, develop game strategies, and prepare teams and individuals for competitions. • Provide support to our sports scholars or high performing athletes (if appropriate). • To write sports reports for their teams as requested. • To ensure quality supervision of pupils at all times. • To have a thorough knowledge and understanding of the coaching techniques required to promote the pupils' physical education and sporting skills. • To attend school trips and other co-curricular and enrichment activities as part of the staff team, supporting a variety of academic departments throughout the year, including during school holidays. • To show commitment to continuing professional development and attend all INSET (Professional Development Days) which are typically scheduled at the start of school terms. • To undertake all paid training required for the role such as first aid, lifeguarding and umpiring qualifications. • Be willing to undertake any other reasonable request by the sports department or school administration, demonstrating flexibility and adaptability in supporting various sports and PE activities, and the wider school co-curriculum.

	<ul style="list-style-type: none"> • To ensure that children are always kept safe and adhere to the School’s Safeguarding Policy. • Note - There will be <u>no</u> requirement to drive a school minibus.
Safeguarding responsibilities	<ul style="list-style-type: none"> • The role is based on the main school site in the Sports Department but will also involve working across the Junior School sites, Hilsea Playing Fields and external facilities. The role involves working with pupils on a daily basis and some residential trips and therefore involves regulated activity with children. • It is a requirement of the role to attend Professional Development Days as required by the line manager and to attend other essential staff training sessions throughout the year, as required by the Head or Bursar.
Benefits	<p>The school is always looking for innovative ways to improve the working conditions and remuneration of its employees and welcomes suggestions from all staff. All conditions of employment will be detailed to the successful candidate in a separate contract issued by the Bursary.</p> <p>Key financial benefits of employment at PGS include a generous salary structure and leave allowance.</p> <p>The contract will be for a fixed term from 1st September 2025 to 31st August 2026, paid at point 13 of the support staff payscale which from 1st April 2025 is £23,809 per annum. The annual leave allowance of 25 days holiday is to be taken during school holidays and at times when attendance is not required for school trips or pre-season training. Successful candidates should be available to attend a staff training day at PGS during w/c 27th August.</p> <p>Accommodation will be available in a school property at the Hilsea Playing Fields (bedroom and shared bathroom and kitchen) at a subsidised rent to include utility bills. It is not a requirement of the role that you live in school accommodation. Please contact HR@pgs.org.uk if you would like more information about the accommodation offer.</p> <p>School trips will be paid for by the school, with the exception of personal expenses incurred during the trip.</p> <p>Branded PGS sports kit will be provided by the school and should usually be worn when at work. The dress code for attending other school events as part of the staff team, for example Prizegiving, will be smart/business dress.</p> <p>The school will auto-enrol eligible support staff into the NEST pension scheme and also offers an alternative pension scheme for qualifying staff with Aviva, whereby if the employee contributes 6.5% of salary the school will contribute 8.5%. We also have a non-contributory death-in-service policy calculated at 3x salary.</p> <p>Additional benefits include the provision of a free two-course lunch during school term times, and free use of the school’s</p>

	<p>Sports facilities which include a well-equipped Fitness Centre. The school is also an approved operator of the Cycle to Work Scheme. We have a free staff car park on the main site.</p> <p>The Portsmouth Grammar School prides itself on being a caring employer and all staff are encouraged to discuss any aspects of their terms and conditions of employment initially with their line manager and, as necessary, with the Bursar.</p> <p>The school is a strong supporter of Continuing Professional Development (CPD) and support staff wishing to undertake appropriate professional training can apply for financial support towards any associated costs.</p>
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Person specification

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	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<p><i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i></p> <ul style="list-style-type: none"> Bachelor's degree 	<p><i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i></p> <ul style="list-style-type: none"> First aid certification and knowledge of health and safety protocols for sports activities (or willingness to undergo training). Lifeguard qualifications (or willingness to undergo training). Coaching qualification in a main school sport. Umpiring qualification in a main school sport. 	<p>Production of the Applicant's certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications if necessary</p>

Experience	<p><i>The categories of work or organisations, types of achievements and activities required by the Applicant that would be likely to predict success in the role</i></p> <ul style="list-style-type: none"> • Experience of working in a team. 	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i></p> <ul style="list-style-type: none"> • Experience of working with young people in an educational setting. • Experience participating in or coaching sports teams at the school, club, or community level. 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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Skills	<p><i>The skills required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Passion for sports and physical activity, with a desire to inspire and motivate young athletes. • The ability to work in a team. • A flexible and proactive attitude to the role. • Strong interpersonal and communication skills, with the ability to work effectively with pupils, colleagues, and parents. • A high level of IT proficiency including Microsoft Office with a willingness to learn other software packages as required. • Ability to remain calm in a busy school environment. • Ability to work with discretion and maintain confidentiality at all times. • Ability to follow instructions safely and effectively to ensure a safe working environment. 	<p><i>The skills that would enable the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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<p>Knowledge</p>	<p><i>The knowledge required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • A willingness to develop knowledge and understanding of legislation relating to current guidance in Keeping Children Safe in Education and other guidance issued by the Department for Education and ISSR. • A willingness to develop knowledge and understanding of GDPR legislation. • A willingness to undertake all training required by the school including safeguarding training. 	<p><i>The knowledge that would enable the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Knowledge of coaching principles, sports techniques, and rules across a breadth of sports. 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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<p>Personal competencies, qualities, attitude and behaviours</p>	<p><i>The personal qualities, attitude and behaviours that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> • motivation to work in a setting with children and young people. • ability to form and maintain appropriate relationships and personal boundaries with children and young people. • ability to work collaboratively across departments and support functions. • willingness to work as an integral part of a busy team in the accomplishment of common goals and strategy objectives. • willingness to support the aims and ethos of the school. 	<p><i>The personal qualities that would assist the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • An interest in continuous professional development, to expand knowledge and to undertake relevant training. 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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