

Graduate Rowing/Teaching Assistant

(Fixed Term Contract)

Job Description

The Trust 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	<p>Job Title: Graduate Rowing/Teaching Assistant</p> <p>Department: Games</p> <p>Location: De Parys Avenue, Bedford</p> <p>Job Purpose: To assist with all Rowing activities, extra-curricular clubs and PE/games coaching throughout the School.</p> <p>Reporting Line: Director of Sport</p> <p>Hours: Full Time including weekends when the School is in session. The post holder will be required to work as necessary to complete the job (subject to the Working Time Regulations 1998). The successful candidate should be willing to contribute fully to the life of the School including weekend teaching and fixtures, as well as be involved in trips out of term time.</p> <p>Salary: £16,777 per annum (pro rata)</p> <p>Contract: This is a fixed term contract from 1 September 2021 – 31 July 2022.</p>
Main duties and responsibilities	<p>Your Professional Duties</p> <p>You are expected to act in accordance with the aims, policies and administrative procedures of the School.</p> <p>The Graduate Sports/Teaching Assistant will be line managed by the Director of Sport. Senior staff with other areas of expertise, will also take on a mentoring role.</p> <p>Specific Duties and Responsibilities</p> <p>The main duties and responsibilities of the Graduate Rowing/Teaching Assistant include (although this list is not exhaustive):</p>

	<ul style="list-style-type: none"> • Coach Rowing groups as directed by Director of Rowing (DoR). • Assist the DoR with the administration for Rowing. • In consultation with the DoR, manage and plan coaching sessions for specific year groups. • Drive minibus to events. • Assisting with the PE and extra-curricular programme in the Prep and Upper Schools • Assisting with evening duties for school boarding activities (e.g. sports hall etc.) • Contributing fully to the life of the school, including weekend trips and fixtures • Participating in trips and training camps outside of term time • Maintaining confidentiality at all times in respect of school-related matters • Supporting and contributing to the School's responsibility for safeguarding pupils • Working within the School's health and safety policy, to ensure a safe working environment for pupils, staff and visitors • Maintaining professional standards of attendance, punctuality and conduct with pupils, parents and colleagues • Undertaking other duties as reasonably requested by the Director of Sport or other senior staff <p>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 annually through the appraisal process.</p>
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You may also be required to undertake such other comparable duties as the Trust requires from time to time.

Person Specification – Graduate Rowing/Teaching Assistant

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	Essential These are qualities without which the Applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of assessment
Qualifications	Good general standard of education	Degree or equivalent qualification	<i>Certificates</i>
Experience	Rowing to a suitable level and/or coaching within in a recognised program.	Experience of working with children in a residential setting Experience of working with international students and/or living abroad Knowledge and experience of strength and conditioning work Sports coaching experience	<i>Application form and references</i>
Skills and Knowledge	Able to make a significant contribution to the School's extra-curricular programme Able to demonstrate an ability to manage children / pupils in groups. Strong communication skills, with ability to interact well with pupils, parents and staff Good ICT skills - proficient in the use of Microsoft Office and good knowledge and experience of Outlook Strong time management and organisational skills Well-developed interpersonal skills, with the ability to foster effective working relationships with others Able to work as part of a team and also use own initiative.	Awareness of current best practice and ideas in chose area of expertise	<i>Application form, references and interview</i>

	Hold a current driving licence.		
Personal competencies and qualities	<p>Positive and helpful approach</p> <p>Resilient, robust and personable</p> <p>Tactful and patient in dealing with individuals</p> <p>Pro-active approach to work, with the ability to plan and prepare ahead</p> <p>Flexibility, to meet the needs of the school</p> <p>Able to exercise good judgement</p> <p>Commitment to the safety, health and well-being of children and young people</p> <p>Committed to the ethos of a boarding school, including weekend and evening commitments.</p>		<i>Interview and references</i>