

ST MARGARET'S PREP



ST MARY'S CALNE

GRADUATE ASSISTANT - SPORT

SEPTEMBER 2025 - FIXED TERM - 1 YEAR

FULL TIME, RESIDENTIAL WITH BOARDING DUTIES



APPLICANT PACK

CLOSING DATE: 09.00 TUESDAY 22ND APRIL 2025



Head: Mrs Anne Wakefield

St Mary's is an exceptional boarding and day school for girls aged 11 to 18. It is a place where students feel appreciated, celebrated, and understood by friends and staff alike. We inspire girls to achieve academically, discover and nurture their unique talents, and create lifelong friendships.

St Mary's shares its site with St Margaret's Prep, also home to the Bluebirds Nursery, enabling us to welcome children from 2 to 11 years. St Margaret's is a vibrant co-educational day school offering inspirational learning to approximately 180 pupils.

As well as innovative teaching, learning and a wide co-curricular programme, both schools offer outstanding pastoral care and, joined by the St Mary's School Sports Club, offer a warm inclusive community.

Our site provides an exceptional working environment surrounded by landscaped and natural outdoor spaces in the heart of the Wiltshire countryside. Our staff are talented and motivated and show deep dedication to fulfilling the potential of each of our students, both in and out of the classroom.

St Mary's is committed to safeguarding and promoting the welfare of pupils. Due to the nature of the work involved, successful applicants are required to undertake an Enhanced DBS check and a number of initial online safeguarding courses.

We look forward to receiving applications from candidates who are ready to thrive as part of our PE department while making a difference as essential support to the boarding team and to the wider school.



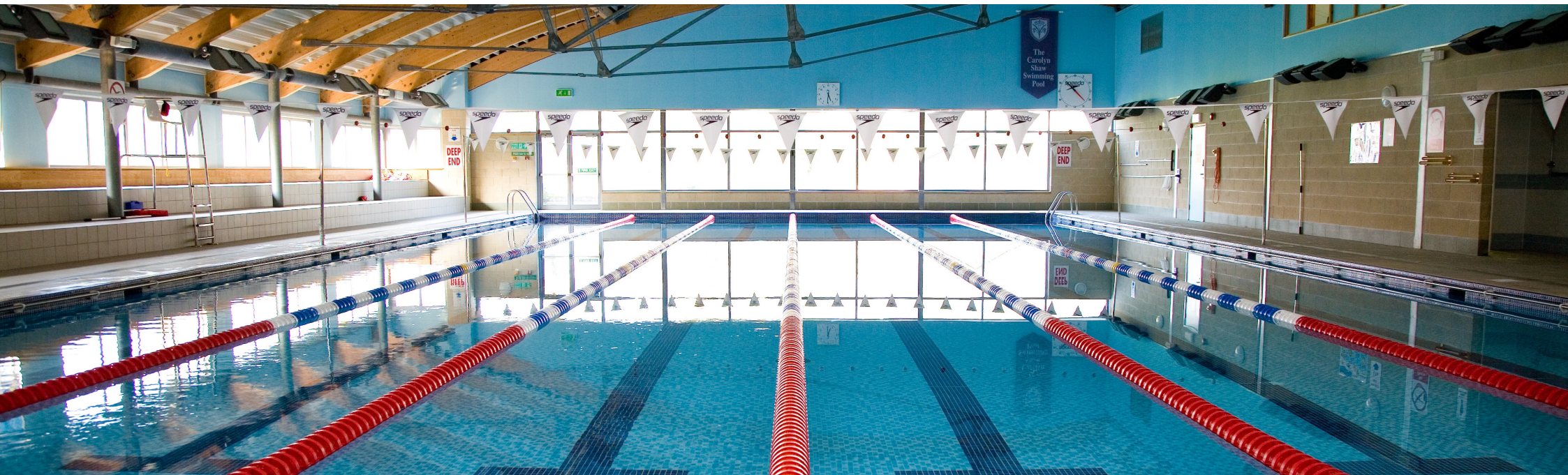
BENEFITS OF WORKING WITH US

Our schools are set in their own attractive 24 acre grounds and boast a homely atmosphere and friendly, supportive colleagues.

With a new structure introduced from September 2024, the Head, Anne Wakefield leads both schools with support from Head of Prep, Alex Hopkins, and the Senior Leaders across both sites, making this is an exciting time to join our team.

The benefits of working at St Mary's Calne include:

- An Employee Assistance Programme offering free services and access to experts aiding professional and personal life, such as legal and finance advice in addition to health, well-being and medical support
- A pension scheme with generous employer contributions
- Employee Life Cover (death in service benefit)
- Discounted membership of the on-site St Mary's Calne Sports Club, offering a variety of fitness classes including yoga, pilates, zumba & spinning, plus use of the gym and swimming pool, all included in the membership
- Complimentary meals in the Dining Hall during term time
- On-site accommodation for residential posts, with free on-site parking



TERMS OF THE ROLE

- Full time, permanent, residential contract starting September 2025. One year fixed term to August 2026, with potential to extend.
- Supporting duties with the PE Department.
- Boarding duties including evening supervision and weekend activities as part of the wider pastoral team rota.
- Salary starting at £21,560 (inclusive of rent-free accommodation and meals supplied during term time).
- While undertaking PE duties, reporting to the Head of Sport, and ultimately the Executive Director of Sport.
- In House, reporting to the Housemistress/Master or ultimately the Deputy Head Pastoral.
- Average weekly hours to include boarding duties are in the region of 50 hours per week during term time weeks (excluding overnight on-call where relevant). *
- A minimum of one full day off per week.
- Accommodation is provided with all bills paid. Meals are provided in the Dining Hall or in House (sixth form only) during term time. Residential benefits are subject to P11D reporting.

* A residential member of staff with boarding duties is not restricted to a rigid definition of hours. A degree of flexibility is required depending on the needs of the school and the students in any given week. However, Graduate Assistants are paid all year round, with all periods of school holidays seen as paid annual leave (subject to any exceptional circumstances that would be discussed and agreed in advance).

The Graduate Assistant is attached to one of six boarding houses. They are responsible for supporting the House team in all aspects of the girls' welfare and pastoral life. This may include administrative, supervisory and pastoral duties. Weekend duties may involve assistance either during the day or in the evening or both. Helping to organise, supervise and accompany trips and activities is a key part of the role. The Graduate Assistant's role is multi-faceted and this requires the individual to be a confident, well-rounded personality who enjoys life in a community and is flexible, sensible, energetic, and a good communicator.



MAIN DUTIES & RESPONSIBILITIES

PE & Sport Duties

- Will work across all age groups, both at St Mary's Calne and St Margaret's Prep, supporting lessons, fixtures, events and co-curricular activities.
- With a potential specialism in at least one of the school's major sports, will demonstrate a willingness to learn and develop in others (school sports are listed in background information on the Department below).

Roles and responsibilities include:

- Supporting timetabled lessons across the curriculum;
- Planning and delivery of team practices and clubs;
- Officiate fixtures, oversee teams and input results into SOCS;
- Help organise equipment and resources to support the smooth running of the department;
- Support PE staff with the administration around fixtures, clubs and trips;
- Support PE staff with Scholarship Assessment Days, Entrance Days and Open Days as required;
- Contribute to the Scholars and Sports Leaders programme as required;
- Liaise with parents, pupils and the wider school community;
- Follow school procedure and policies including risk assessments, schemes of work and school systems including safeguarding;
- Contribute to school publications and newsletters as appropriate;
- Attend department meetings.

Boarding Duties

- To complete registration in House and supervise morning and evening activities.
- To help to ensure the safety and wellbeing of girls at all times.
- To assist in the organisation of co-curricular activities in the evenings and weekends and to accompany co-curricular trips as requested.
- Various duties associated with travel including the duty travel mobile phone and escorting coaches at exeat.
- To supervise the girls' supper one evening per week.
- To escort and help supervise girls in other Houses, as directed by the Deputy Head Pastoral.
- To assist in collating information about the girls' Weekend, Exeat, Half Term or Beginning/End of Term travel plans, liaising with parents as necessary.
- To maintain House daily logs, diary and records of concern.
- To attend House Staff Meetings and any additional House Meetings as required.
- While on duty, must at all times be immediately accessible, whether in the House or elsewhere in the school.

No outline of responsibilities can encompass all that may be asked of a residential member of staff; at the heart of the role is an active enthusiasm to interact with young people and an ability and willingness to become involved in, and contribute to, the wider life of the school.

Person Specification

Qualifications, knowledge, skills and experience

- An ability to coach one or more of the school's major sports across all year groups.
- A willingness to contribute to the school's lacrosse programme and undertake the relevant training.
- An empathetic, enthusiastic and well-presented person, capable of inspiring confidence in pupils, parents and staff.
- Ability to: work flexibly to fulfil the requirements of the post; prioritise; work calmly under pressure and respond positively to changing demands.
- Excellent interpersonal and communication skills with very good written and spoken English.
- Excellent organisational and time management skills; competency in the use of ICT for administration and teaching purposes.
- An understanding of the expectations, ethos and aims of a full boarding school.
- Committed to the safeguarding and wellbeing of children and young people.

Desirable requirements

- Experience of working with children and young people.
- An ability to help with Health-Related Fitness and /or Strength and Conditioning.

All members of staff are expected to have proper regard for the school's safeguarding policy and procedures which includes undertaking necessary training. An enhanced DBS check is required for every member of school staff, this will be carried out by the school on appointment of a new staff member. For information, extracts from the school's Child Protection policy are appended on the final page of this document.



BOARDING AT ST MARY'S

From September 2025, the Lower School (Years 7 and 8) will board together in one House offering places for approximately 60 girls. The senior Houses (Years 9 – 13) have approximately 60 girls per year group in a horizontal boarding structure. From Year 10 upwards all boarders have single study bedrooms.

Each House is managed by a Housemistress or Housemaster (HsM) who is responsible to the Head via the Deputy Head Pastoral. The HsM is generally a teaching member of staff. They are supported by a residential Deputy HsM who will hold an additional teaching or non-teaching role within the school, and by a residential Assistant Houseparent dedicated to the administration of the House alongside the pastoral care of its students.

THE PE DEPARTMENT

Sport is highly valued and popular at St Mary's Calne. It plays a hugely important role in the day-to-day life of the girls and is a central part of the broad and balanced education we offer. Our aim is to provide all pupils with a first-class programme in physical education, sport, and physical activity.

Our dedicated team of specialist staff, across our site, have a shared philosophy which allows us to provide all our learners with an exciting range of opportunities and experiences. Our staff are passionate about sport, know our pupils well and care deeply about our offer to them. This is a combination that works well, and participation rates are consistently high across the school.

Our philosophy centres around putting pupils at the heart of everything we do. It is only by being clear about what we want to achieve for them that we can provide a carefully crafted offer to meet their needs. It is only by meeting their needs that we can create a culture where they can flourish and excel.

All pupils experience a generous programme of lessons and activities. These include PE lessons, games afternoons, team practices, fixtures and competitions, and a wider programme of co-curricular activities. Older pupils 16+ can make use of the state-of-the-art fitness suite based in St Mary's Calne Sports Club.

The school's major winter sport is lacrosse and major summer sport is tennis. In addition, we also compete in hockey, netball, swimming, cricket, athletics, cricket, cross country, equestrian, ski racing and badminton. We strongly believe in healthy competition. Each term there is a challenging and inclusive fixture programme for pupils to enjoy, whether they aspire to be a high-level performer or just enjoy participating with their friends.



Riding takes place all year round under the direction of the Equestrian Co-ordinator; girls stable their horses at local liverys and may choose riding as their main sport. In recent years Equestrian has grown in popularity and our team has been very successful.

We look to ensure pupils receive a broad, balanced, and engaging programme of activities to ensure variety. We strive to find something for everyone. Pupils can experience dance, health related fitness, water polo, climbing, outdoor and adventurous activity, archery, ultimate frisbee, yoga, pilates, mountain biking and kayaking, to name a few, in their time with us. This may be through our PE and games lessons or through our impressive co-curricular programme.

In addition, pupils can have 1-1 tennis lessons delivered by our on-site tennis academy, 1-1 swimming lessons delivered by our specialist swim coach based at St Mary's Sports Club or 1-1 riding lessons at local stables organised by our equestrian co-ordinator. These are paid extras and are carefully built into individual timetables.

During their time with us there are also opportunities for pupils to gain qualifications in sports leadership, officiating and coaching, as well as undertaking voluntary work with partner primary schools within our local community. Pupils can choose to study 'A' Level Physical Education in the Sixth Form.

Overseas sports tours, residential trips and visits serve to enrich experiences and providing lifelong memories of their time here with us.

We believe that by carefully selecting the right balance of activities and by adopting a multi-faceted approach we can provide opportunities that meet the needs of all learners allowing us to develop:

- Performance
- Competition
- Active Participation
- Health and well-being
- Memorable experiences

The successful candidate will be part of a large team of sports specialists working under the direction of the Head of Sport at St Mary's Calne. The Department is also supported by the Executive Director of Sport who oversees the strategic provision of Sport across the site which includes St Mary's Calne, St Margaret's Prep School, St Mary's Calne Tennis Academy, and the St Mary's School Sports Club.



FURTHER DETAILS AND HOW TO APPLY

Research tells us that applicants (especially those from under-represented groups) can be put off from applying for a role if they do not meet all the criteria. If you think you would be a good match for this role and can demonstrate some transferable experience please apply, regardless of whether you tick every box.

Further information about the school may be viewed on the website:
www.stmaryscalne.org

In order to ensure that all applicants are assessed equally and fairly, and to ensure compliance with our safer recruitment procedures, applications will only be accepted on a school application form which can be downloaded from the Vacancies page of the school website or can be sent on request from:

Clare Oatley, HR Administrator (Recruitment)

Email: recruitment@stmaryscalne.org

St Mary's School, Calne, SN11 0DF Tel: 01249 857 264

A fully completed [application form](#), together with a covering letter explaining your suitability and/or vision for the role, should be sent to the above email address.

Receipt of an application will be acknowledged as soon as possible.

Closing date for applications: 0900 Tuesday 22nd April 2025

Interview date: w/c 28th April 2025

The start date for this role is September 2025.

One year fixed term to August 2026, with potential to extend.

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APPENDIX 1:

EXTRACT FROM OUR CHILD PROTECTION POLICY

St Mary's Calne fully recognises its responsibilities for Child Protection.

We are dedicated to safeguarding and promoting the welfare of our pupils, regardless of sex, race, disability, religion or belief, gender reassignment, pregnancy and maternity, or sexual orientation. We follow the child protection procedures set out by Wiltshire's "Safeguarding Vulnerable People Partnership". We understand the need to engage with the Safeguarding Vulnerable People Partnership and the statutory duty to cooperate if the school is named as a relevant agency. We have regard to statutory guidance issued by the Department for Education "Keeping Children Safe in Education 2024" and are aware of our obligations under the Human Rights Act 1998 and Equality Act 2010. Our policy takes full regard to "Working Together to Safeguard Children 2018" (WT), "What to do if you are Worried a Child is Being Abused (2015)" and the National Minimum Boarding Standards (2022).

At St Mary's we have a 'Nominated Governor' to take leadership responsibility for the school's safeguarding arrangements.

What is safeguarding?

Safeguarding can be defined as promoting the physical and mental health, safety and welfare of all pupils.

Safeguarding is the responsibility of all adults, especially those working or volunteering with children. The school aims to help protect the children in its care by working consistently and appropriately with all relevant agencies to reduce risk and promote the welfare of children.

Staff:

- » are advised to maintain an attitude of 'it could happen here' as far as safeguarding is concerned;
- » should always act in the best interest of the child.

What is child protection?

Child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm.

