**JOB DESCRIPTION**

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| **Job Title:** | Residential Sports Graduate (specialist in hockey or netball) | **Department:** | Physical Education/Residential |
| **Hours of Work:** | 36 hours per week 2/3 PE department and 1/3 Residential duties - 1 year post minimum with flexibility to meet the needs of the department |
| **Responsible To:** | Director of Sport & Head of Boarding | **Responsible For:** | N/A |

**Summary of Role:**We are seeking a dynamic Sports Graduate to coach and guide pupils to develop their passion and skills in hockey or netball as well as a summer sport, by preparing and directing them through games and practice sessions. The facilities at Woldingham are impressive and you will be working with a happy and supportive team.

Provide support to the residential teams to deliver pastoral care and activities for the boarders.

**Specific Responsibilities:**

**Physical Education**

1. Work effectively as a member of the sports department to improve the quality of teaching, coaching and learning.
2. Take responsibility for school teams in hockey or netball and in a summer sport. This will include team practice sessions, team selection and attendance at all fixtures.
3. Make a full contribution throughout the week to the extra-curricular life of the school by coaching hockey or netball as required by the Director of Sport.
4. All Sports Graduates are expected to play a full role in the life of the School, including weekend commitments and till 6:30pm/7:00pm on Tuesday and Wednesday evenings.
5. Give general assistance in Physical Education and Games lessons across all age ranges.
6. Assist with the smooth running of the PE & Games department under the direction of the Director of Sport including umpiring duties.
7. Assist with the Teaching of Core Physical Education and involvement with academic Physical Education lessons if required.
8. Assist with the school’s hosting of opposition pupils, staff and parents on match days.
9. Act as a role-model to pupils through personal presentation and professional conduct.
10. Attend departmental INSET training.
11. Undertake any reasonable tasks as directed by the Director of Sport, administration tasks and promotional material.

**Residential Duties**

Your residential hours are spent working in the working in the boarding houses, supporting our residential team.  You will be working across different age groups from Year 7 (aged 11) to 13 (aged 18).

**Weekdays**

You will work two evenings a week plus Fridays, from 7:00pm-10.30pm, helping to look after our Boarders.  This includes supervision with study (homework), snack time, taking in electronics for overnight storage and bedtime routine in the year areas and in the dormitories, as well as any other duties (e.g. administration) which the Head of Year/Housemistress may request.

**Weekends**

Graduates work on alternate weekends. Your weekend off duty, you are free after sports commitments finish on Saturday.

You can expect a typical weekend to include:

* Assist with Friday Fun (activity such as cupcake decorating, craft)
* Supervise study
* Assist with admin tasks in the year area
* Run an activity with the girls such as watching movie or going for a walk
* Ensuring the year area is tidy
* Help supervise the year area and be a presence in the year office
* Assist with the regular evening routine, including snacks, electronics and bedtime
* Where needed assist with trips offsite, e.g. ice-skating, shopping

**Escorts**

There may be occasions when you are asked to accompany a student to a medical or dental appointment as part of your residential duties.  This could be at any time when you are on duty.

**Duty at the beginning and end of each term**

Graduates must return to school on the evening prior to the Staff Conference Days at the start of term in order to participate in Residential Meetings.

At the end of each term, school finishes at 11.00am.  Graduates are expected to remain in school until early evening in order to assist residential staff to tidy and clear Year areas.

Graduates are expected to work from 12noon on a half term and 8:00am on a full term.

**Time Off**

* Two mornings per week
* Two evenings each week (after PE commitments)
* Saturday (after PE commitments) and Sunday on alternative weekends
* If it is your weekend **on** duty, you must stay on site, even when not required in the boarding area.  We may need to call on you in case of emergency

**Conditions**

All meals are provided free during term time.

**PERSON SPECIFICATION**

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| **Essential** | **Desirable** |
| **Operational Excellence** |  |
| * Skilled and enthusiastic hockey or netball coach
* Competent in a summer sport
* Experience and understanding of umpiring rules
* Competent and inspiring sports leadership
* Ability to challenge and support all pupils to do their best
* Create a happy, challenging and effective learning environment
* Have high expectations for all pupils providing clear structures for lessons maintaining pace, motivation and challenge
* Good ICT Skills
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| **Personal Behaviours** |  |
| * Communicate effectively (both orally and in writing)
* Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit
* Ability to work independently and as part of a team
* Acting as a role model and setting high expectations
* Sensitivity to the needs of others.
* Enthusiasm, commitment and energy
* Good organisational and interpersonal skills
 | * Ability to motivate others
* Develop good personal relationships within the team
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| **Ethos and Whole School Values** |  |
| * Committed to operating as part of the School community
* Committed to the Sacred Heart Values
* Commitment to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care
 | * Willingness to contribute to whole school initiatives, and support school improvement programmes
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| **Safeguarding and Pastoral** |  |
| * Committed to safeguarding and promoting the welfare of children and young people
* A satisfactory Enhanced Disclosure from the DBS
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