



SPORTS ASSISTANT

'To Love is to Live.'



Safeguarding

Manor House School is committed to safeguarding the welfare of children and young people for which all staff share responsibility. We have an extensive policy regarding safer recruitment practices which ensures those unsuitable for working with children are identified at the initial stages. All staff in regulated activity with pupils are subject to the standard pre-employment checks including an enhanced DBS check. Volunteers and visitors are also subject to identity checks.

All staff have a responsibility for safeguarding the students with regular training and updates when required.

You may be liable to prosecution if you are found to be included in the Disclosure and Barring Service's/Disclosure Scotland's or on the Children's Barred List and engage, seek or offer to engage, in work which either involves contact with children or any opportunity for contact with children.

Diversity and Inclusion

Manor House School is passionately committed to promoting and supporting a diverse and inclusive community of staff and students.

We seek to offer fair and inclusive interview and employment policies and arrangements that avoid bias and support all applicants and staff equally.



Dear Applicant

Thank you for taking time to consider applying for the Sports Assistant role at Manor House School, which is aimed at students or graduates undertaking a gap year. I hope that after reading the enclosed information you will be excited and encouraged to join our team. We are seeking to appoint as soon as possible.

The successful candidate will be part of a team of PE Staff which is a popular subject across the school.

Manor House is a fantastic place in which to work. The pupils are highly motivated and fully engaged in the life of the school. We have a strong and experienced body of staff who are willing to work hard to ensure positive learning experiences for our students and very supportive parents.

We are truly committed to the importance of Physical Education and have a very active Sports Department offering a range of clubs and fixtures.

If you are passionate about sport and are perhaps considering a future career in teaching then I would encourage you to apply.

Ms Tracey Fantham
Headteacher

About Us



Manor House School is nestled in seventeen acres of magical gardens, woodlands and sports fields that makes our beautiful school a very special place to learn and grow. The magnificent country house, complemented with state-of-the-art educational facilities, is brought alive by the creative and positive energy of the pupils who choose to learn here.

We are a selective independent school for ages 2-16 years (with boys in the Nursery and Kindergarten), located in the village of Bookham, Surrey. We are members of the Girls Schools Association (GSA) and have an on-site Nursery, Prep School (Lower and Upper) and Senior School.

Manor House School is easily accessible from Leatherhead, Ashted, East and West Horsley, Cobham, Guildford, Dorking, Epsom and the surrounding Surrey villages. A comprehensive and efficient school bus service transports girls to and from various locations in the mornings and afternoons from as far southwest as the historic town of Guildford through to Wimbledon and London connections.

Our vision is to always ensure that pupils leave Manor House School with the confidence to pursue their dreams and ambitions, with qualities that ensure integrity and kindness and with experiences that foster a better understanding of democratic ideals and responsible citizenship.



School Life

Our full curriculum inspires a lifelong passion and love of learning and our girls' results consistently exceed expectation, but there is far more to school life here.

The Manor House School experience enables all our students to happily develop confidence and maturity at their own pace whilst taking part in an exceptionally broad range of extra-curricular clubs, sport and enrichment activities including school trips, clubs, productions and outdoor activities.

Our termly calendar is packed full of events both during and outside of our typical school day. Within our website pages, you can find out more about our day-to-day life, including our sport provision and our renowned approach to pastoral care, as well as view some photographic memories in our photo galleries section.

School life is busy and fulfilling and underpinned by a fantastic parent body in the form of our Parent Association and the Friends of Manor House School, who, together with our staff and pupils, always makes Manor House School an unforgettable experience.



Our Values

A Love of Learning

Academic
Excellence

Unforgettable
Experiences

Individual
Challenge

Happy and Healthy

Creative and
Collaborative

Future
Leaders

We aim to develop happy young women who believe in their abilities and achieve their personal best.

Our seven core values, seen on the left, underpin our school maxim "To love is to Live".

We are proud of our beautiful facilities, our academic excellence, our technology to support learning and our achievements in a wide variety of activities and pursuits. GCSE and Prep School results are well above average and our staff are fully committed to supporting and advancing every girl academically, whilst ensuring that she is happy and participative and excels in a range of activities.

The positive and nurturing environment fosters a happy and healthy outlook and unforgettable experiences help to forge character and ensure individual challenge.



Our Team Benefits

Manor House School employs over eighty staff in varying roles; all of which contribute to the success of the school.

The beautiful grounds and community atmosphere of Manor House School make working within our team very special. The pupils are highly motivated and fully engaged in the life of the school. We have a strong and experienced body of staff who are willing to work hard to ensure positive learning experiences for our students and very supportive parents.

Benefits at Manor House School alongside our free parking include:

- access to great support and facilities
- enthusiastic and intelligent pupils who enjoy learning
- excellent standards of behaviour
- favourable school holidays
- small, safe environment
- access to our tennis courts and outdoor pool
- well-being programme including access to a 24 hour employee assistance programme
- complimentary lunch in the staff dining area with tea and biscuits at 4.00pm



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Sports Assistant Job Description

The Role:

We are looking for an inspirational and enthusiastic applicant to join our Sports Department. This role may be well suited to a gap year student or graduate. The successful candidate will provide support with the delivery of Physical Education lessons, our extra-curricular programme, and administrative tasks. In addition to this, they will help to support our team of Teaching Assistants and when required may be asked to help in other areas of the school.

Flexibility to take part in all areas of the school is required.

The candidate should be able to show a high level of competence and ability to coach one or more of the school focus sports, including netball, football, hockey, gymnastics, cricket or athletics. Candidates will have an excellent attitude and will have played or coached in at least one of the above sports to a high standard.

We would expect them to be enthusiastic about passing on their sporting skills and enjoyment of sport to young people. Candidates must have a willing attitude and be eager to learn and develop their coaching expertise in other sports that may be outside of their speciality. It will be preferable if candidates have had prior experience of working with children.

The candidate would be supported with both in house training and offered opportunities for funded external courses, giving them the opportunity to further develop their qualifications and skills whilst working with us.

This role would be ideal for someone who is considering a future career in teaching.

Key Responsibilities:

Teaching and Learning

- Supporting in the delivery of physical education lessons across both the prep and senior school.
- Supporting on the delivery of after school coaching sessions.
- Facilitating and running lunchtime practices.

- Administrative roles, including booking and confirming fixtures, booking minibuses and match teas
- Carry out other administrative duties
- Accompanying teaching staff and students on out of school activities as required including sports fixtures and competitions
- Assist the TA team in supporting students in lessons

School improvement and quality assurance

- A good understanding of health and safety during sports activities
- To support the school in promoting sports and sporting events

School ethos

- Create and maintain a positive environment that secures good teaching, effective learning, high standards of attainment and good discipline across the department
- Contribute to and promote the development of a positive school ethos and achievement of the seven school values
- Contribute to the extra-curricular programme offering at least one club per term
- Perform additional duties and tasks required for the effective operation of the school as directed by the Headteacher

Pupil Support

- Facilitate and encourage pupil participation in a broad range of sporting activities
- Build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and be concerned for their development as learners.
- Demonstrate and promote the positive values, attitudes and behaviour expected from the pupils at all times.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head of Department or Headteacher to carry out appropriate duties within the context of the job.



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Sport at Manor House

Aims and Ethos of the Department

Enjoy

- We support positive experiences of physical activity and play in order to enhance a young person's mental health by building confidence, self-esteem and resilience.
- We are committed to finding physical activities that appeal to all students so that they benefit from a healthy and active lifestyle, be it in competitive team sports or in a more recreational manner.

Empower

- We help to develop strong, confident and independent young women who feel
- empowered to achieve their very best.
- By developing team work skills in addition to communication, problem solving and analytical skills, we nurture girls to become future leaders with the resilience to succeed in life.

Excel

- We push our more able students to excel in their performance in a controlled and safe environment.
- We offer a tailored sports scholarship programme where we mentor, coach and support individual students through the many opportunities on offer as a scholar, or as members of our sports teams.
- We aim to ensure that every Manor House pupil experiences individual challenge through sport and in turn, the sense of pride that comes with meeting that challenge.

Sport is a fundamental part of Manor House School life with all girls encouraged to participate in team and individual events. Specialist teaching takes place throughout the school, with girls developing individual and team skills, self-confidence and a positive attitude towards physical activity and fitness, encouraging and fostering a healthy, active lifestyle. Physical Education is also offered at GCSE level.



Our Prep School PE curriculum develops students' physical movement patterns and core skills, as well as working on their spatial awareness. Early Years and Key Stage 1 have weekly swimming lessons included in their PE timetable, whilst Key Stage 2 enjoy one games lesson each week, in addition to their two skills lessons across a breadth of activities.

Our Senior PE curriculum covers a wide variety of sporting experiences throughout the school sports journey including the traditional team games of netball, hockey and cricket. Pupils also experience other units of games such as football, handball, volleyball and rugby. Movement is also expressed through gymnastic and dance themes, whilst fitness, swimming and athletics are also measured and timed.

Facilities at Manor House include our own heated swimming pool, five tennis and netball courts (some of which are flood lit) plus hockey and rounders pitches and a grass athletics track. We also have a hall for indoor fitness training and dance. There are training sessions each day during the lunchtime long breaks as well as timetabled lessons of up to three hours per week, including one games lesson and up to two skills lessons. In Year 9 we also offer a sports leadership programme to develop students' confidence and leadership skills when working with younger students.

Our extra-curricular activities include our Tennis Academy, taekwondo, netball, hockey, rounders, tennis, athletics, gymnastics, cross country, rugby, swimming, badminton, yoga and dance.

We play competitive matches in sports against a wide variety of local schools and compete successfully in district and county championships. We also organise inter-house competitions in cross country, netball, hockey and rounders in addition to school sports days and swimming galas.

Manor House School Sports Assistant

Salary: £15 -17K – dependant on experience and qualifications.

Hours of work: Monday – Friday (term time only) including up to 3 afterschool clubs each week

Annual placement – fixed contract from September 2024 until July 2025

Application Process

Please submit your application form via the recruitment platform.

If you would like to write to the school, please use:

HR and Compliance Officer
Manor House School
Manor House Lane
Bookham
Surrey
KT24 4EN
trostron@manorhouseschool.org

If you have any further queries, please contact the Thea Rostron, HR and Compliance Officer via the email above

For any other enquiries please contact our main office on 01372 458538 or visit www.manorhouseschool.org

