



NORWICH SCHOOL

JOB DESCRIPTION

Job Title: Graduate Assistant - Sport

Reports to: Director of Sport

Specific Responsibilities:

- To work within a dynamic, Independent School, Sports Department
- To assist with the delivery of both senior and lower school sports provision
- To lead teams and assist with school fixtures (including Saturdays)
- To assist with the daily running of the extensive extra-curricular programme
- To assist with the daily running and administration within Sports Department
- To assist with a tutor group
- Provide cover teaching of up to 10 periods per week
- To undertake other responsibilities, which the Director of Sport considers to be appropriate to the role.
- Play an active role in wider school life

Other

- Participate in training and other learning activities as required; and in the Probation / Professional Development Review process.
- Undertake other similar duties and activities that fall within the band and role; and any other duties as may be reasonably required by the Line Manager, the Bursar or the Head Master.

Personal Qualities

- To have achieved a sports related, degree level qualification
- To have high level experience in coaching or playing (desirable) in one of the core school sports
- To be able to work as part of a team, as well as be able to lead when necessary
- To have good communication skills
- To be able to develop pupils skills in a wide range of ages and abilities
- To be a role model to all pupils
- To promote sport at Norwich School and in the wider community

Norwich School offers successful applicants the unique opportunity to gain experience of working within a dynamic, successful independent day school. Norwich School is one of the top sporting schools in the East of England. The school has fixtures throughout the week and at weekends in its core sports.

For the right candidate, there may be an opportunity to complete a PGCE whilst on placement, desire for this should be made clear in the cover letter.

Successful candidates will be expected to assist in the delivery of sport programmes at the senior and lower school; including Saturday and mid-week fixtures, sport education lessons, sports events and extra-curricular clubs. They will play a full role in the daily running and administration of a busy department. Candidates will also be expected to attend pre-season tours and other extra-curricular trips and training during holidays.

Sports Graduates report to the Director of Sport and will undertake other sporting responsibilities considered appropriate to the role. Graduates will also have the opportunity to help support academic staff and assist with a school-based tutor group.



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Candidates will be expected to work as part of a team, as well as use their leadership and initiative skills. They should promote sport, at both an elite and participation level, to a range of ages, including Lower School pupils. An aptitude for coaching sport is essential.

Please contact Mr Joe Cowan, Director of Sport for further information.

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