

Graduate Assistant Job Description

PURPOSE OF JOB: To assist the Games Department in delivering an effective, efficient and educational programme of games coaching for pupils. Graduate Assistants will have specific emphasis in their specialist area, but still add to the wider ethos of the Games and activities programme.

REPORTING TO: The Director of Sport, the Heads of Core and Academic PE (or the relevant Head of Department if offering subject other than PE)

KEY RESPONSIBILITIES:

Games Department

- Coaching and umpiring / refereeing games as advised by the Director of Sport on all practice and match days in all three terms of the school year
- To assist when possible with the preparation of equipment for practice sessions and any administration tasks required for the smooth running of games
- To assist the teacher i/c of their sport in specialist coaching both in the main term and any extra tournaments/competitions, pre-season trainings etc.
- Accompany any pupils to county or regional trials as advised by the Director of Sport

Physical Education Department

- Assist the Physical Education Department in the effective delivery of the PE programme, as directed by the Head of Academic and/or Core PE.

Second Subject (where relevant)

- Assist the relevant department delivering effective and high quality lessons as directed by the Head of Department as well as contributing to departmental life by helping create resources and supporting events put on by a department

Pastoral

- Undertake day and evening duties in a boarding house as part of a House tutor team under the supervision of a Housemaster or Housemistress, to include late night lock ups on 2 evenings a week. Occasional help on Sundays will be required.
- Have a willingness to help out with administrative tasks on occasion as required by the school.
- Appreciate the requirements of a busy boarding school, which will include a commitment to Saturday matches and other week-end activities, as well as some school supervision duties during the term (as carried out by teaching staff) and an involvement in the wider co-curricular programme (eg music, drama, DofE, CCF).

WORKING RELATIONSHIPS:

The Graduate Assistant will work extensively with the Director of Sport, the Heads of Core and Academic Physical Education and the teachers in charge of their sport or activity. The post (for the right candidate) is residential and will include some boarding duties (under the direction of the relevant Housemaster or Housemistress) and a commitment to the wider life of this thriving boarding school.

TRAINING:

The cost of any training deemed necessary to fulfil this role, together with any reasonable expenses (which must be approved in advance by the Deputy Head Pastoral), will be borne by the school.

TENURE:

This post is for one year initially, with the possibility of an extension depending on circumstances.

BENEFITS:

Shared accommodation will be provided, as well as other benefits such as on-going training and equipment as required. School meals are available during term time and Gold membership at the King's School Recreation Centre.

CHILD PROTECTION:

The Graduate Assistant is responsible for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with who s/he comes into contact, and to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy at all times. If in the course of carrying out the duties of the post s/he becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School's Designated Safeguarding Lead.

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