**JOB DESCRIPTION**

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| **Job Title:** | Residential Sports Assistant | **Department:** | Physical Education/Residential |
| **Hours of Work:** | Approximately 36 hours per week in the PE department and undertaking residential duties Fixed term- late August 2021 to early July 2022. |
| **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 students to develop their passion and skills in 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.

Additionally, you will 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 across all terms. This will include team practice sessions, team selection and assisting with organising attendance at all fixtures.
3. Make a full contribution throughout the week and at weekends to the extra-curricular life of the school by coaching as required by the Director of Sport. Fixtures are Saturday morning until 12:30pm every week. During the week this involves training until 6:30pm/7:00pm on Tuesday and Wednesday evenings.
4. Give general assistance in Physical Education and Games lessons across all age ranges. This will include umpiring duties.
5. Assist with the Teaching of Core Physical Education and involvement with academic Physical Education lessons if required.
6. Assist with the school’s hosting of opposition students, staff and parents on match days.
7. Act as a role-model to students through personal presentation and professional conduct.
8. Attend departmental INSET training.
9. Undertake any reasonable tasks as directed by the Director of Sport such as administration tasks and promotional material.

**Residential Duties**

Your residential hours are spent 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, 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 are expected to support boarding on a rota basis at weekends. Typically a graduate would work on alternate weekends (after commitments to fixtures are complete).

You can expect a typical weekend in boarding 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. Graduates are expected to attend all INSET days with the main staff body.

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 to assist with welcoming back boarders.

**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**

During employment, all meals are provided free in our dining room during term time.

**PERSON SPECIFICATION**

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| **Essential** | **Desirable** |
| **Operational Excellence** |  |
| * Skilled and enthusiastic coach
* Experience and understanding of umpiring rules
* Competent and inspiring sports leadership
* Ability to challenge and support all students to do their best
* Create a happy, challenging and effective learning environment
* Have high expectations for all students providing clear structures for lessons maintaining pace, motivation and challenge
* Good ICT Skills
 | * Relevant degree
* Experience in coaching
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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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