

Role: Graduate Assistant

Line Manager: Deputy Head (Academic)

Type: Full time, term time only (42.5 hours per week for 35 weeks per year. Working hours to be 8.30-4pm Monday to Friday with an additional 7.5 hours per week of after school or weekend fixtures and practices)

Pay: £13.15 per hour

JOB DESCRIPTION

Purpose of the Role

The postholder will work as part of the Senior School, providing cover for academic lessons when needed on a short term and ad-hoc basis, as well as supporting the PE department with practical sports and games lessons, training and fixtures.

Duties

- To provide short term lesson cover in the event of short term teacher absence, in line with a pre-determined lesson plan.
- To support and assist in the delivery of PE, Games and swimming lessons for a range of pupils in both the Junior and Senior School.
- To assist with team practices and co-curricular activities
- To attend and support Saturday fixtures.
- To assist with administrative tasks across the School as required.
- To take a pro-active role in the sporting life of the School. This may include (but is not limited to):
 - Organising and running sporting trips and fixtures;
 - Referee/ umpire fixtures;
 - Liaising with parents;
 - Creating resources for use by pupils and staff;
 - Promoting sporting events to school staff/pupils/parents and the wider community where appropriate.
 - Consideration of the needs of individual pupils to ensure that all are developing at an appropriate pace and have the opportunity to be challenged and engaged in sport.
 - Take responsibility for looking after kit and equipment.

Other Requirements

- Flexible approach to working hours. Participation at off site matches and fixtures and travel to these.
- Ensure that School guidance on Health and Safety is followed at all times.
- To take part in CPD and appraisal.
- To undertake such other appropriate duties as may be deemed necessary by the Head.



PERSON SPECIFICATION

Qualifications

- A good honours degree or equivalent, or an experienced coach or trainer
- First Aid qualification, or willing to obtain
- Lifeguard certification, or willing to obtain
- Full clean driving licence and willingness to drive minibus if required (Desirable)
- Relevant sports coaching qualification (Desirable)

Knowledge and Experience

- Strong academic achievements
- A passionate and accomplished sports person
- Interest in, and experience of, sports coaching
- Interest, and preferably experience, in teaching and working children and young people

Skills and Attributes

- Ability to demonstrate strong interest and enthusiasm for the education sector
- Interest and passion for sports activities
- Excellent communication skills with ability to establish rapport with pupils, parents and colleagues
- Ability to inspire pupils
- Flexible and enthusiastic approach to work and working as part of a team
- Adaptable, self-motivated and highly dedicated
- Effective in planning and prioritising work load
- A willingness to engage in the whole life of the School
- Commitment to the ethos of the School and its pastoral approach

Silcoates School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening, including checks with past employers and DBS.

