



FORRES SANDLE MANOR

Graduate Sports Assistant

JOB DESCRIPTION

Reporting to: Director of Sport (for Sport) &
Head of Boarding (for Boarding)

The post holder has responsibility to help maintain three key areas:

- Work with the Director of Sport to ensure the **sports programme** thrives.
- Support the boarding team to deliver an outstanding **boarding** provision for pupils.
- Contributing to the smooth running of the **day-to-day operation** of the school.

SPORTS PROGRAMME - The post holder is responsible for taking an active role in ensuring our sports programme continues to thrive through:

- Acting as an ambassador for the Sports Department at FSM, showing enthusiasm for and enjoyment of sport at all times.
- Supporting the delivery of Games and PE lessons to pupils, ensuring pupils are able to enjoy and stay safe during these lessons.
- Delivering one-to-one specialist coaching for talented or struggling individuals. • Attend regular fixtures with the school's sports teams as well as occasional overnight trips for national sports competitions.
- Helping the Director of Sport develop a broad sports programme that endeavors to enable access to all students.
- Leading after school sports clubs/activities along with house events as required.

- On-going tracking and monitoring of student participation and achievement in sport, as well as reporting this information to colleagues and parents as required.
- Lifeguarding for pupils during their swimming lessons as required (once qualified).
- Managing and maintaining equipment required by the school to complete its sport and extra curricular programs.
- Ensuring the sports display boards are updated regularly with pupils' sporting achievements.

BOARDING - The post holder is responsible for contributing to the boarding provision for pupils through:

- Establishing a strong professional rapport with students within boarding based on a mutual trust and respect as well as a shared knowledge of the best interests of each student.
- Helping to support the pastoral care and wellbeing of our boarding pupils.
- Assisting in the establishment and maintenance of effective boarding routines, for example by supporting the boarding team in ensuring pupils adhere to morning and evening routines.
- Helping to supervise and lead boarding activities after school and during Saturday enrichments (when on duty).
- When on duty, to help to supervise meal times.
- Supervising prep/homework after supper to ensure pupils get the guidance they need. • When on duty at the weekend, to assist on the Sunday boarding trips.
- Fully embracing the boarding culture and life of the school.

DAY-TO-DAY OPERATION - The post holder is responsible for contributing to the smooth day-to-day running of the school through:

- Supervising pupils during break and lunchtimes, ensuring they are playing safely and/or eating appropriately.
- Leading after school activities.

- Supporting absent teaching staff by covering lessons across the school as required and directed by the Deputy Head.
- Supporting Forest School lessons.
- Supervising pupils during assessments and exams as directed by the Deputy Head. • Preparing for and clearing away after assemblies.

Associated terms and conditions

The duties and responsibilities of this post may vary from time to time according to the changing demands of the school. This job description may be reviewed at the reasonable discretion of the Headmaster in the light of those changing requirements and in consultation with the post holder.

Included within the post is a requirement to support both the day and boarding elements of the school's provision. As a result of this commitment the post holder can expect the full-time contract to allow for flexible working patterns, including evenings and weekends as required.

We anticipate each postholder will work approximately 50 hours per week Monday-Friday, plus on average 1 shift per weekend (Saturday or Sunday). When off duty during weekdays and every other weekend, the postholder will be free to leave the site at any time.

Benefits:

- Gross annual salary of £6000.
- 10 weeks holiday between September and June, plus an additional 7 weeks holiday during July & August (commencing after the end of the academic year).
- Free accommodation (all rates included) provided from 1st September until the end of term 3 (early July), including private bedroom.
- Full board – 3 meals per day, each prepared by our on-site catering team.