

## **JOB DESCRIPTION**

### **Position details:**

**Job Title:** Resident Sports Graduate

**Hours:** Full time (term time only)

**Status:** Fixed term for one academic year

**Responsible to:** Deputy Head

**Functional links with:** Director of Sport, Academic staff, House Parents

### **Main Duties:**

#### **Sport**

- To assist in the PE and Games lessons
- To lead or assist in extra-curricular sports practices
- To coach and/or officiate sports fixtures (primarily on a Saturday)

#### **Boarding**

To be part of a team who are responsible for the supervision, welfare and development of the pupils in the Boarding House.

- To share with other members of the team duties in the Boarding House including day time, evenings and weekends
- To be responsible for a tutor group within the House
- To provide co-curricular activities for the pupils in the Boarding House during the evenings and weekends
- To assist with boarders' trips and with boarders' airport shuttle at the start and end of each term

#### **Academic**

To support pupils with learning needs within the classroom

- To assist in lessons under the direction of the class teacher
- To supervise in the Learning Resource Centre
- To supervise classes whose teacher is absent
- To accompany a number of school academic trips

## **Co-Curricular**

- To support elements of the school's co-curricular programme

### **Mandatory Duties:**

1. Responsibility for safeguarding and promoting the welfare of children.
2. Commitment to Equal Opportunities.

### **Additional Duties:**

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College.

The post-holder will undertake assigned duties and responsibilities, ensuring that all actions are discharged within the regulatory and legislative requirements to which the College is subject.

**Date:** March 2017

This job description is current at the above date. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

## Person Specification – Residential Intern

	Essential	How Identified*	Desirable	How Identified*
<u>Experience</u>			Previous work experience in an Independent School	A
<u>Skills &amp; Abilities</u>	Administrative and organisational skills	A/I		
	Previous experience of engaging and motivating people	A/I		
<u>Qualifications</u>	Degree Educated	A		
	GCSE English and Maths (Grade C or above)	A		

<u>Personal Qualities</u>	Enthusiasm and passion for working in education  Effective communication skills  Ability to supervise groups of students  Excellent interpersonal skills	A/I  A/I  A/I  A/I		
<u>Mandatory Requirements</u>	Commitment to safeguarding and promoting the welfare of children and vulnerable adults  Commitment to equal opportunities	A/I  A/I		

**\*A = Application**  
**I = Interview**  
**T = Test**