



BLACKHEATH
PREP

Graduate Sports Assistant

Information for Candidates



Part of the Eltham College
Family of Schools



Contents

1. Introduction
2. Our Mission and Values
3. The Role and Person Specification
4. Key Duties
5. Terms of Appointment and How to Apply

‘It is an environment in which children thrive in a whirlwind of opportunity and excellence’

Blackheath Prep Parent



Introduction

Blackheath Prep is an independent prep school for just over 370 boys and girls aged 3 to 11. Founded in 1996, it occupies a beautiful five-acre site close to Blackheath village. Its original Georgian and Victorian buildings have been extended and adapted to include large playgrounds and extensive playing fields, tennis courts, cricket nets and a Forest School area. In April 2023 we were delighted to announce our merger with Eltham College to form a new family of schools.

Blackheath Prep is a remarkable school with outstanding facilities, a formidable track record in academic success and impressive achievements in Music, Sport, Drama and Art. Children go on to a range of independent and maintained secondary schools, with a large proportion (at least 50% of the cohort over the last five years) being awarded academic scholarships at schools such as Alleyn's, Colfe's, Dulwich College, Eltham College, James Allen's Girls' School, Sevenoaks School and City of London Schools and/or places at top Grammar schools such as Newstead Wood and St Olave's. A large number of children are also awarded scholarships in Art, Drama, Music and Sport.

Blackheath Prep was inspected by the Independent Schools Inspectorate (ISI) in January 2024 and received outstanding feedback about every aspect of the school. You can read the full report [here](#). *"They rightly recognised the richness and diversity of the curriculum, the culture of kindness and respect, the robust and effective leadership of the school, and the high academic standards achieved by pupils."* Guy Sanderson, Headmaster and CEO, Eltham College Family of Schools.

Our [website](#) will also provide you with a flavour of all that we offer at Blackheath Prep, from our rich and broad curriculum and excellent pastoral care, to the superb facilities and beautiful grounds.

Our Vision

To offer an education without boundaries, giving every child the freedom to shine and achieve their full potential, upholding academic excellence, sparking curiosity and a joyful love of learning, nurturing kindness and wellbeing, and creating a strong sense of community.





Our Mission

We are committed to giving every child the opportunity to achieve their full potential and the courage to strive for excellence in all their endeavours. Through innovative and inspiring teaching and a rich and varied curriculum, we aim to spark children's natural curiosity and sense of fun and adventure and to nurture a joyful love of learning.

Community is at the very heart of our school, and kindness, appreciation, collaboration and contribution are values that we work hard to put into practice each day. We encourage every child to make the most of their time here so when they complete their journey with us they are ready for the next stage of their education and have the foundation for a successful, happy and fulfilled life.

Our Values



Job Description

Job Title:	Graduate Sports Assistant
Hours of Work:	Full time
Reports to:	Director of Sport
Start date:	September 2026

Principal Role

The postholder will work as part of the PE & Sport department, supporting academic, pastoral and co-curricular activities. The postholder will support classes that are suitable to their personal skills. In addition to practical work, the role will also include some administrative duties.

Purpose of the Role

The school is seeking an enthusiastic, energetic and committed Sports Graduate with an interest in netball to support the delivery of an outstanding PE, Games and co-curricular sports programme across the school. The successful candidate will play a key role in coaching sports throughout the school, supporting fixtures and tournaments, assisting with PE lessons and contributing fully to the wider life of a busy independent primary school.

This is an excellent opportunity for a recent graduate considering a future career in teaching, coaching or sport development.

Main Duties

- Assisting with the teaching of a variety of sports during PE and Games lessons;
- Assisting with sports team practices and other co-curricular activities;
- Attending and supporting fixtures with allocated teams;
- Assisting teaching staff with Physical Education activities;
- Act as a role model and set high expectations of conduct to ensure that the school values are maintained and followed;
- Providing administrative support for the department, which may include assisting individual Heads of Sport with tasks as directed;
- Participating in the duty rota for supervising pupils at break, lunch and other times, as required.
- Accompanying pupils and staff on educational visits;
- Carrying out any other reasonable requests from the Director of Sport in line with the broad responsibilities of the role.

Additional Duties

- Assisting with teaching staff with classroom activities;
- Supervise students engaged in learning activities to ensure that the learning objectives set by the teacher are achieved;

- Act as a role model and set high expectations of conduct to ensure that the school values are maintained and followed;
- Participating in the duty rota for supervising pupils at break, lunch and other times, as required.
- Accompanying pupils and staff on educational visits, including residential trips away from school;
- Running morning breakfast club for pupils;
- Carrying out any other reasonable requests in line with the broad responsibilities of the role.

Person Specification

Essential:

- A good honours degree or equivalent;
- Experience of playing or coaching Netball
- First Aid qualification, or willingness to obtain;
- Good ICT skills;
- Able to independently manage own workload;
- Excellent communication skills with ability to establish rapport with pupils, parents and colleagues;
- A flexible and enthusiastic approach to work;
- A willingness to engage in the whole life of the school;
- A passionate and accomplished sports person;
- Interest in, and experience of, sports coaching;

Desirable:

- Experience of working with children of school age;
- Additional experience in coaching cricket, hockey, athletics, aquatics and/or football;
- Full clean driving licence and willingness to drive minibus if required;
- Relevant sports coaching qualification.

The role would be particularly suitable for candidates thinking of pursuing a future career in teaching or sports coaching.



Terms of Appointment and How to Apply

Safeguarding

Blackheath Prep is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the School's Safeguarding Policy and Privacy Notice (available on the school website) and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Further details are given on the application form.

Equal Opportunities

Blackheath Prep is an equal opportunities employer and welcomes applications from all sections of the community. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience).

The Application Process

Candidates should read the job description for the role, and complete the application form via the TES website [Blackheath Prep - Tes Jobs](#)

Closing date for applications is **8am, Tuesday 16 June 2026**

Short-listed candidates will be invited to attend an interview which will be during the week commencing 22 June 2026 during which a range of skills, knowledge and experience will be tested.

Safer recruitment checks will be made at all stages in the recruitment process.

Contact Information

For more information about the application process please contact a member of our HR Team by telephoning 020 8857 1455 or contacting them via email hr@eltham-college.org.uk

Further details about the School can be found by visiting our websites: www.blackheathprep.co.uk & www.eltham-college.org.uk.