



JOB DESCRIPTION

GRADUATE SPORTS ASSISTANT (FIXED TERM)

GIRLS' DIVISION SENIOR SCHOOL

MAIN PURPOSE OF JOB:

To be responsible, through the Director of Sport in the first instance, to act as an assistant coach in Bolton School Girls' Division and to support the delivery of curricular and extra-curricular sport more generally across the Girls' Division.

MAIN DUTIES:

- To deliver/support coaching in sport as per the timetable agreed annually, to include involvement in sports lessons for years 7-13.
- To assist as necessary, with the running of representative sports teams.
- To ensure relevant equipment is available for Senior School sessions as required by the Director of Sport and facilitate the removal of equipment after sessions and ensure it is stored appropriately.
- To ensure the maintenance, care and storage of equipment -including termly stock checks as required by the Director of Sport.
- To safeguard the health and safety of pupils when they are authorised to be on school premises and when they are engaged in school activities elsewhere.
- To cover for absent colleagues within the terms of the agreed procedures.
- To take responsibility for own professional development and to set objectives for improvements.
- To participate in arrangements for further training and professional development.
- To provide First Aid in line with the HSC approved first aid certificate (4 day).
- To manage any job related health and safety matters when required.
- To participate in relevant meetings – departmental, staff, pastoral, INSET.
- The above responsibilities are subject to the general duties and responsibilities contained in the Governors' Statement of Employment Particulars.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- Comply with and promote the Foundation's Health and Safety Policies and Procedures and maintain a safe environment for pupils, staff and visitors ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.
- To be familiar with relevant policies and procedures and to take responsibility for promoting and safeguarding the welfare of the children and young people in School.
- Carry out any other reasonable duties as may be required from time to time within the context of the post.

PERSON SPECIFICATION

GRADUATE SPORTS ASSISTANT (FIXED TERM)

GIRLS' DIVISION SENIOR SCHOOL

EDUCATION/TRAINING/QUALIFICATIONS	ESSENTIAL/ DESIRABLE	EVIDENCE Application Form, Interview, Reference
A relevant degree (Sport Science, Sports Coaching, Physical Education etc.)	D	Application Form
BSC approved First Aid Qualification.	D	Application Form
KNOWLEDGE/EXPERIENCE	ESSENTIAL/ DESIRABLE	EVIDENCE
An understanding of pupils' educational development from 11 - 18 years.	E	Application Form, Interview, Reference
Good knowledge of sport and the ability to organise and coach as required.	E	Application Form, Interview, Reference
Knowledge of health and safety requirements in a sports related environment.	E	Application Form, Interview, Reference
PERSONAL SKILLS AND ATTRIBUTES	ESSENTIAL/ DESIRABLE	EVIDENCE
Excellent communication skills.	E	Application Form, Interview, Reference
Good level of fitness and a keen interest in sport.	E	Application Form, Interview, Reference
Excellent organisational skills with ability to use own initiative and prioritise workloads.	E	Application Form, Interview, Reference
Willingness to work flexibly and during evenings and weekends.	E	Application Form, Interview, Reference

Good interpersonal skills, including the ability to develop and maintain excellent relationships with staff, partner organisations and customers	E	Application Form, Interview, Reference
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E	Interview & Reference



TERMS AND CONDITIONS

GRADUATE SPORTS ASSISTANT (FIXED TERM)

GIRLS' DIVISION SENIOR SCHOOL

SALARY
The salary will be based on point 09 on the Bolton School Support Staff Salary Scale, which is £25,113 per annum, pro-rata equating to £19,607.46 per annum.
HOURS OF WORK
The normal hours of work will be 35 hours per week, term time only. Times of attendance will be variable according to the needs of the business and will include evenings and weekends. Term time work is classed as 175 days per year, which includes INSET days.
HOLIDAY
Paid for 5.6 weeks holiday.
LINE MANAGEMENT
Director of Sport (Girls' Division)
PENSION
<p>The Governors of Bolton School will offer new employees the opportunity to join the Bolton School Group Personal Pension Scheme. The employee will be given the option to choose their contribution but as a minimum all members will be required to contribute 6% of their gross earnings and the School will contribute 10%. There is the option to join the Group Personal Pension Scheme on a salary exchange basis.</p> <p>If you choose not to join the Group Personal Pension scheme and you fall into the category of "eligible worker" you will be automatically enrolled into the School's alternative pension scheme, arranged via the Peoples Pension. The minimum employee contribution is 5% of "qualifying earnings" and the School will contribute 5%. Further details are available upon appointment.</p>
OTHER BENEFITS
<ul style="list-style-type: none"> • Lunches will be provided free of charge on campus. • Free parking on site and an easily accessible campus with strong transport links (including being on a direct bus route). • Life Assurance cover up until the age of 65. • Access to a free Employee Assistance Programme for all employees and their family members. As well as access to a 24-hour confidential helpline with counselling services, this benefit includes access to the Health Assured website and App, both of which have a wealth of wellbeing advice and guidance available. • Training and development opportunities will be offered. • Where appropriate fee remission arrangements will be offered for children to attend the Primary and Senior School. • In line with school policy employees will have the opportunity to arrange to educate their children from Nursery age to 6th form; all on the Bolton School campus.

- Convenient, affordable, quality childcare provision will be available before and after the school day for children who are also Bolton School pupils.
- Sporting and leisure facilities will be available including gym, outdoor pursuits centre, swimming pool and tennis courts.
- Ride to Work Scheme available.
- Warm and friendly community.

An online search will be carried out on candidates who are shortlisted for interview. The search will be completed by a member of staff who is not directly involved in the recruitment process and will be based on information publicly available. The purpose of the check is to help identify any incidents or issues that have happened, and are publicly available online. Any information found that could potentially impact safeguarding or reputation will be passed to the hiring manager who will discuss any concerns with the candidate at interview before a decision is made regarding suitability.

All offers of employment will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in their application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will be checked.

After the appointment is made the successful candidate will be required to complete a medical questionnaire, a check of the Children's Barred List will be done and an Enhanced Criminal Records Check will be carried out through the Disclosure and Barring Service. The School will seek two references prior to the interview.

The successful applicant will be required to complete a six month probationary period.