

GRADUATE SPORTS ASSISTANT

FIXED TERM

CANDIDATE INFORMATION



**King's
Worcester**

INDEPENDENT CO-ED DAY SCHOOL FOR AGES 2-18



Welcome

Thank you for your interest in the role of Graduate Sports Assistant at the King's School Worcester.

The King's Foundation is made up of three schools: King's Senior School and two preparatory schools, King's St Alban's and King's Hawford. Together, they form a vibrant and nurturing educational community.

King's Senior School educates approximately 850 pupils aged 11–18 on our stunning city-centre campus. Sharing this site is King's St Alban's, a thriving prep school for around 150 pupils aged 2–11. Just north of the city, in the beautiful Worcestershire countryside, King's Hawford provides a dynamic learning environment for approximately 260 pupils aged 2–11. All three schools are united under a single governing body, ensuring a cohesive vision and shared values across the Foundation.

At the core of the King's Foundation is a steadfast commitment to delivering an outstanding education which is made possible by our exceptional staff. We are proud to foster a strong, supportive, and inclusive professional community built on trust, respect, and collaboration.

Our Schools are exciting and rewarding places to work, and we are delighted that you are considering joining us. Our professional family includes a wide range of teaching and support roles, each playing a vital part in the life of our Foundation. Central to our ethos is a friendly and welcoming atmosphere, underpinned by excellent relationships between staff and pupils who are encouraged to work hard, play hard, and look after each other.

Our search for the right candidate for this role is important to us, and we know it is important to you too. Please take the time to explore the details within this booklet. If this opportunity strikes a chord with you, we look forward to receiving your application, to meeting you in the weeks ahead, and—if successful—welcoming you to our community.

Thank you for your interest in King's Worcester. We hope this marks the beginning of a fulfilling and inspiring journey with us.

Ben Charles
Head of Foundation

Job Description and Person Specification

The King's School, Worcester wishes to appoint a Graduate Sports Assistant to contribute to our busy and successful Sports Department. We invite applications from those who may be considering a career in sport or teaching, but we equally welcome interest from those as yet unsure of their professional aspirations.

The successful candidate will be a graduate who is passionate about sport, who has a love for learning and who wishes to share and develop that passion with enthusiastic and energetic young people with support from our experienced Sports Department team.

We are looking for graduates with excellent administrative skills, patience and flexibility, who are also willing to undertake essential routine administrative tasks across the whole department. They will have the ability to adapt to the needs of pupils and colleagues and the skill of motivating others while also being a good team player. Good emotional intelligence and a sense of humour are essential!

Duties and Responsibilities

The post may involve some or all of the following tasks:

- Assisting with coaching teams and games sessions from Years 7 – 13 as appropriate particularly in Hockey, Netball, Football or Rugby (including weekend fixtures).
- Officiating as appropriate.

- Running or assisting with co-curricular activities as required.
- Assisting with weekly departmental administration.
- Assisting with the organisation of swimming galas, sports days and tournaments.
- Being proactive in matters relating to safeguarding and child protection.
- Undertaking school duties and being a full member of the Sports Department.

Working pattern and salary

Fixed term for two terms, commencing September 2026. 20 hours per week, term time only and will necessitate working afternoons, after school and on Saturdays.

Person Specification

It is expected that the Graduate Sports Assistant will hold a graduate degree and the ability to demonstrate a range of qualities, skills and experience:

Essential skills and experience

- A graduate with a specialism in Hockey, Netball, Football or Rugby.
- The ability to plan and deliver varied and challenging sessions with support from our Sports Department staff.

- The ability to communicate with pupils of all ages.
- The ability to provide positive feedback which allows pupils to develop.
- Experience of coaching in one or more sports.
- Organisation, commitment and enthusiasm.
- The flexibility to change plans when needed.
- The willingness to coach a wide range of sports and abilities.
- A good sense of humour.

Desirable skills and experience

- A recognised coaching qualification.
- The ability to coach multiple sports.
- Previous experience of working or volunteering in a school setting or junior coaching environment.
- Experience of leading teams.
- Confidence in using a range of IT software to aid coaching and administrative tasks.
- A knowledge of safeguarding practices in an education setting is desirable, however training will be provided.

Safeguarding Responsibilities at King's Worcester

The King's Foundation is committed to safeguarding and meeting the needs of all children.

What is safeguarding?

Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment.
- Preventing impairment of children's health or development.
- Ensuring children grow up in circumstances consistent with the provision of safe and effective care.
- Taking action to ensure all children have the best outcomes.

(Definition from *Keeping Children Safe in Education, 2025*)

Our commitment to safeguarding

The King's School, Worcester ensures that safeguarding is given the highest priority and actively promotes the well-being of pupils. Safeguarding and child protection are at the forefront of, and underpin all relevant aspects of, process and policy development.

The Foundation's safeguarding culture supports good practice and enables issues to be addressed promptly and appropriately in the best interests of the children.

Safeguarding culture at King's

As we strive to maintain an open culture of safeguarding across the King's Foundation, we:

- Train our staff in safeguarding
- Work in partnership with King's families
- Liaise with external support agencies
- Follow the four Rs: Recognise, Record, Report, Refer
- Prioritise early intervention
- Listen to pupils
- Encourage professional curiosity
- Create a team around the child.

Responsibilities of the successful candidate

Staff are advised to maintain an attitude of "it could be happening here and probably is" as far as safeguarding is concerned and should always act in the best interest of the child. All staff must:

- Actively promote and safeguard the welfare of all pupils
- Have proper regard for the Foundation's Safeguarding Policy and related procedures
- Report any concerns in a timely manner
- Attend annual safeguarding training.



Application Process

In order to provide our pupils with a well-rounded and enriched educational experience which is truly representative of the world in which they grow up, the King's Foundation strives to place equity, diversity and inclusion at the heart of everything we do, ensuring that we build a community which is truly representative of all backgrounds and experiences. We believe that we will do that best if our employees come from different backgrounds and if we create an environment of inclusion and belonging for them.

All applications will be acknowledged and all applicants will be notified as to whether or not they have been invited to an interview.

Successful applicants will be advised of the date and time of the interview. References will be requested and candidates should be aware that referees will be asked to comment on a candidate's disciplinary record and whether or not the candidate has been subject to any child protection concerns. Proof of identity will be required at interview.

Candidates unsuccessful at interview will receive written notification.

The School is required to ensure that the successful candidate is checked by the Disclosure and Barring Service. Details of the School's policies on safeguarding and promoting the welfare of children as well as equal opportunities are available on request. References will be obtained and verified prior to the appointment being confirmed.

The King's Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service. Shortlisted applicants will be required to complete a self-declaration form in relation to any criminal record or information that may make you unsuitable to work with children, and will be subject to an online search.

How to apply

Candidates should complete a downloadable application form which can be found on the Current Vacancies page of our website at www.ksw.org.uk/careers and should then be emailed to recruitment@ksw.org.uk

Please submit any queries regarding the role to the HR team at recruitment@ksw.org.uk

Closing date for applications: 9am Monday 1st June 2026

We reserve the right to interview suitable candidates and appoint to the role before the closing date, therefore early applications are encouraged.

Please visit the vacancies page of the School website www.ksw.org.uk/careers to find out more about the benefits of working at King's and to hear why our staff love being a member of the Foundation community.

