

## GRADUATE SPORTS ASSISTANT

September 2019 to July 2020

### Job Description

**THE COLLEGE:** Lord Wandsworth College is an ambitious and forward-thinking independent, HMC co-educational boarding and day school of around 620 pupils, aged 11-18. It enjoys a fine reputation for its very high standards, pastoral care and superb all-round education. This is embodied in our exceptionally wide and high-quality co-curricular programme alongside a passion and drive to be sector leading in Pupil Voice and Character Education. LWC is a popular school, growing significantly - despite the sector challenges – in the past decade. We aim to develop a 'can do, will do' mindset and to nurture and inspire our learners. We believe in them and go the extra mile for them.

LWC is situated in an estate of 1200 acres in a rural area of Hampshire and within the village of Long Sutton, yet only 15 minutes from Hook / Winchfield stations which are less than an hour from central London. The College was founded in the early twenties to provide an education for children who had lost one or both parents and their time was spent not only in school but also working on the farm which was, and remains, an integral part of the LWC landscape. The Lord Wandsworth Foundation still continues to support about fifty children. These Foundationers add a stimulating dimension to the school's make-up and the Foundation is central to the ethos of LWC.

### The future

LWC is in the middle of an exciting development programme, involving the investment of well over £20 million in outstanding facilities through a transformational campus masterplan focused clearly on teaching and learning and the individual. Most important, though, is the quality of our staff, and their professional development is hugely important to us. We hope everyone finds us warm, welcoming, open and really focused on working hard to do the very best we can for all the pupils in our care.

### Our five core values:

These are integral to LWC's ethos and aspirations for the years ahead and are at the heart of what we do:

- +1 (what one more thing can you do to make a difference to others)
- +2 (we aim to treat every pupil two years ahead of where they should be, academically)
- +3 (we are passionate about welfare, wellbeing and good mental health for all)
- Pupil Voice (we aim to be the leading school in the UK within 5 years)
- Character Education (we aim to be a leading voice in the UK within 5 years)

The College had an ISI Inspection in 2017 the report may be read at [www.isi.net](http://www.isi.net)

**THE DEPARTMENT:** The College has excellent sports facilities with 9 rugby pitches, full-sized and half-sized sand-based Astroturf pitches for hockey and tennis. Hard tennis and netball courts. 2 sports halls with cricket nets, indoor football and netball courts a modern fitness suite, 2 squash courts, swimming pool and climbing wall. As well as an athletics track and extensive grounds.

**THE ROLE:**

- Coach each of the major sports per term, with a specific focus on girls teams
  - This will require the administration, coordination and technical development of a school team with help from senior coaches in the school. Major sports include:
    - Winter term – rugby (boys), hockey (girls)
    - Spring term - hockey (boys), netball (girls)
    - Summer term – cricket, tennis, athletics (boys & girls)
    - Deliver Saturday morning clinics or activities
- Responsibility for a junior or third form tutor group (11 – 13 year olds)
  - look after the pastoral welfare of tutees
  - support each tutee academically
- Lesson cover
  - during certain periods in the academic day the candidate will be required to be on call to cover for lessons of those staff who are off campus or away due to illness
- Duties
  - each candidate will be required to do weekly duties at the following times
    - Meal duties during the week to include: weekly lunch and supper duties on a rota basis
    - one evening house duty per week
    - one library duty per week
- At busy times in the school year the candidate be required to help with administrators in the main school admin building.
- It may be possible to get some teaching experience by assisting in one of the main academic departments.
  - Classroom assistant
  - Delivery of small-group / individual support clinics
- Other tasks reasonably required by the Headmaster

**SPECIALIST RESPONSIBILITIES:** These can be discussed at interview and the exact responsibilities can be tailored to some extent to suit the strengths of the successful applicant.

**SKILLS:**

- Proven aptitude for sport
- Awareness of health and safety
- NPLQ lifeguarding qualification – preferable
- IT skills including Microsoft Office
- Good administrative/organisational/communication skills
- Ability to prioritise in a busy work environment
- Enthusiasm, motivation, an ability to work as part of team

**QUALIFICATION:** A graduate in a sports related discipline or any other degree with relevant qualification or certificate of competence in any major sports. It would be advantageous to be First Aid trained and have experience of coaching, however full training will be given.

**PERSON SPECIFICATION:** The ideal candidate will have a practical knowledge of the rules of a wide range of sports, be able to take part in sports sessions as a coach, good organisational and interpersonal skills and be reliable/flexible and adaptable in the delivery of the role. To understand the principles and practise of coaching young people.

**RESPONSIBLE TO:** Soma Singh, Director of Sport

**ACCOUNTABLE TO:** Adam Williams, Headmaster

**HOURS OF WORK:** Based around a Monday to Saturday arrangement, 40 hours per week. Your working hours will vary in line with the demands of your role. Boarding duties are included in your pay.

Flexibility to the role is anticipated and the post holder will finish late some evenings after away matches that you undertake to be involved in on one or two evenings per week Monday to Saturday. Additional hours over and above 40 hours per week can be claimed at the usual rate of pay.

**SALARY:** Your salary will be based on FTE of £16,141 per year, pro rata over 35 academic weeks, 40 hours per week, equivalent to £10,871 per year. This will be paid on a monthly basis, over 10 months, by BACS into your Bank account or Building Society on the last working day of each month.

**Total pay, inclusive of holiday pay will be £12,183 per year.**

**ANNUAL LEAVE:** 28 days paid holiday entitlement plus Bank Holidays based on an average of 5 working days. As you work term time only your holiday allowance is be paid to you as part of your monthly allowance. Your annual holiday will be calculated and paid to you in monthly instalments throughout the year. This has been calculated at £1,312 per year.

**BENEFITS & PENSION:** Benefits associated with the position include death in service cover. You may be eligible after three months service to our Group Medical Insurance Scheme and College's contributory Group Personal Pension Scheme; premiums of both schemes are paid by the individual. Use of the College sports facilities. Lunches will be provided during term time only (when working hours go over a lunch break).

**HEALTH AND SAFETY:** All members of staff must comply with Health and Safety legislation and policies and Equal Opportunities policies.

**CHILD PROTECTION:** School child protection procedures must be adhered to. All staff are required to attend a Child Protection course run in-house during their induction period, which covers confidentiality aspects of working as a team.

**DISCLOSURE AND BARRING CHECK (DBS):** All new employees at Lord Wandsworth College can only be employed once a Criminal Background Check and Children's Barred List check has been carried out by the DBS, and satisfactory references have been obtained.

**DATA PROTECTION ACT:** All members of staff are bound by the requirements of the Data Protection Act 1998 and any breaches of the Act or of the confidential nature of the work of

this post could lead to dismissal. As such you will be expected to comply with statutory Data Protection and implement good practice in data handling processes.

**DISCIPLINARY AND GRIEVANCE PROCESS:** The College complies with the Acas statutory Code of Practice on discipline and grievance, providing practical guidance to employees, their representatives and the line manager and sets out principles for handling disciplinary and grievance situations in the workplace.

**EMPLOYMENT POLICIES:** For further information on all College policies including the Disciplinary and Grievance process, please access the VLE/Resources/Staff/Policies on the following link: <http://vle.lordwandsworth.org/policies>

**RESPONSIBILITY FOR OWN CONTINUING EDUCATION/TRAINING:** All employees have the responsibility to take part in any appropriate in-house or off-site courses or training that are deemed necessary for performance of the role.

**INDUCTION:** The school follows an established induction programme for new staff comprising mandatory training for all those working in education. Appropriate training will be offered.

**FURTHER INFORMATION:** Any further employment or application questions should be directed to the HR Assistant on 01256 860296 or [treadgoldr@lordwandsworth.org](mailto:treadgoldr@lordwandsworth.org) Alternatively please contact the HR Advisor on 01256 860217 or [patemanj@lordwandsworth.org](mailto:patemanj@lordwandsworth.org)

*Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of our progressive and developing College environment.*

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Please sign below to confirm that you have read and accepted the role as defined above. I acknowledge receipt of this document. I am aware a signed copy will be kept with my records of employment.

Employee signature:		Date:	
Print name:			