



## Sports Graduate Assistant - Job Description

Department:	Sports
Reporting to:	<ul style="list-style-type: none"><li>Director of Sport (CS) for all senior school sport related matters</li><li>Director of Sport (CPS) for his/her sporting schedule at the Prep School</li><li>Housemaster/mistress and Deputy Head (Pastoral) for his/her Tutoring schedules</li><li>Assistant Head (Co-curricular) for his/her co-curricular activity schedule and overall balance of the above schedules</li></ul>
Hours:	Full time
Location:	Cranleigh School & Cranleigh Prep
Contract type:	Fixed Term (1 year)
Benefits	Subsidised accommodation and all meals provided during term time

### Job Summary

Cranleigh School seeks to appoint **two** enthusiastic and committed Sports Graduate Assistant to join its thriving and ambitious sports department from Mid August 2026.

Cranleigh Senior is a leading fully co-educational independent boarding and day school for pupils aged 13–18 and Cranleigh Prep offers outstanding education for pupils aged 3-13 on the same campus.

Cranleigh sport is exceptional, characterised by high participation rates, numerous national titles, and a growing number of pupils achieving international honours and professional contracts. The programme combines a genuine commitment to inclusivity and lifelong participation with a consistently high-performance culture. Hockey, riding, football, rugby, cricket, tennis and netball are sports in which a large number of the pupils choose to participate in. This role will be key in supporting and advancing the School's sporting vision. The School aspires to be a beacon of excellence in both academic study and co-curricular provision and is deeply committed to the professional development of its staff.

The successful candidate will be a full member of the teaching staff (Graduate Assistant) and will play an active role in the Senior School's co-curricular and pastoral programmes, as well as providing support in academic



lessons where appropriate. The role will also include a significant coaching commitment within Cranleigh Prep's sports programme.

This is a varied and rewarding role, the precise shape of which will be influenced by the skills, experience and aspirations of the appointed candidate.

## Key Responsibilities

- To assist the sports departments at both Cranleigh School and Cranleigh Prep School and coach two or more sports including taking teams and officiating in matches.
- To assist with running other aspects of the co-curricular programme such as the activity programme, outdoor education activities and House competitions.
- To provide guidance and pastoral support to a group of Lower School Tutees including delivering aspects of the PSHE programme.
- To assist with the smooth running of a Boarding House, including supervising a weekly evening boarding duty
- To assist teachers in the academic department of their degree specialism as directed by the Head of Department, with opportunities to team teach or individually teach lessons as appropriate
- To undertake other routine supervision and administrative duties as expected from a member of teaching staff (Graduate Assistant).

Person Specification	
Essential Criteria	<ul style="list-style-type: none"> <li>Proficiency in at least two of the school's core sports (Hockey, Football, Rugby, Cricket, Tennis, Netball).</li> <li>Experience working with children or young adults (e.g., summer camps, tutoring, university mentoring, or sports coaching).</li> <li>Ability to confidently lead sports sessions and officiate competitive matches for various age groups</li> <li>Ability to assist in the classroom, explaining complex concepts within their degree specialism to pupils of varying abilities.</li> <li>Excellent verbal and written communication skills for interacting with staff, pupils, and parents</li> <li>An understanding of the safeguarding and welfare needs of pupils, particularly in a residential/boarding context.</li> <li>Acts as a role model for pupils at all times; maintains high standards of dress, punctuality, and conduct.</li> <li>A team player who is happy to take direction from Heads of Department but is also proactive in identifying where they can add value</li> </ul>
Desirable Criteria	<ul style="list-style-type: none"> <li>Evidence of continued professional development or specific sports science modules.</li> <li>A good honors degree (2:1 or above) in a subject relevant to the school's curriculum.</li> <li>Experience working across both Primary/Prep and Secondary/Senior age groups.</li> </ul>

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder will be subject to a DBS check.**