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**SPORT GRADUATE ASSISTANT**

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**Starting August 2026**

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**CHARTERHOUSE**

**CANDIDATE INFORMATION**

## Welcome from the Head



Thank you for your interest in this role at Charterhouse.

Charterhouse is an exceptionally rewarding place for our pupils and staff. The developments in our academic and co-curricular provision, boarding and social spaces have facilitated a highly successful move to full coeducation, demonstrating an intentional and strategic drive to deliver a world-class, future-ready education, where every individual is empowered to reach their potential.

Our vision and values place kindness and belonging at the core, and our culture is one of welcome and acceptance. Open our doors and you will find a diverse and enriching range of people, experiences, thoughts and interests that all contribute to our thriving community. We nurture our talent and offer a myriad of opportunities to learn and grow together.

We warmly invite people from all backgrounds to share their passions, skills and ideas and who can help us to continuously lead and inspire the next generation, in an environment where everyone can flourish.

A handwritten signature in black ink, appearing to read "Alex Peterken".

Dr Alex Peterken  
Head



## About Charterhouse

Charterhouse is a beautiful school in a 250-acre campus – a wonderful setting for the whole community to live and work together and a splendid backdrop for teaching and learning.

Founded in 1611, Charterhouse is one of the world's leading coeducational independent schools, welcoming boarders and day pupils at 13+ entry and 16+ entry.

Surrounded by a world of opportunity and connected by a feeling of belonging, each pupil at Charterhouse is educated to embrace life's full potential, and empowered to carry this into their future. A Charterhouse education prepares for both academic success as well as laying the foundations for future professional, social and personal fulfilment.

The School is academically ambitious for every pupil, with all strands of a Charterhouse education leading towards being fully prepared for the real-world of tomorrow and equipped to grasp future opportunity.

The curriculum is all about choice for the individual and is firmly rooted in academic rigour, intellectual curiosity and independent learning. Year 9 pupils follow a real breadth of academic subjects, with the curriculum in Years 10 and 11 culminating in (I)GCSEs.

Pupils benefit from the dual offer available in the Sixth Form: A Levels with an Extended Project Qualification or the breadth of the IB Diploma Programme. A wonderful range of academic electives are on offer, including the Charterhouse Entrepreneurship Diploma (accredited by the Institute of Enterprise and Entrepreneurs) and the Ivy House Leadership Award.

From an outstanding and varied academic education to the raft of co-curricular options – opportunities abound at Charterhouse. With over 80 activities, the co-curriculum is an essential strand of a Charterhouse education, combining opportunities for leadership development, creativity, exercise and team work.

The Boarding House teams are at the heart of supporting each young person on their journey through the School. The Heads of House live in the Houses, and are supported by a team of tutors and pastoral staff – two of whom are also residential. The House Teams are supported by a 24-hour Health Centre and pupils also have access to support through the Wellbeing team, counsellors and chaplaincy.

Shared values are central to life at Charterhouse, enabling each person to be themselves – everything at Charterhouse begins with kindness. We warmly welcome applicants who will share our values and with the enthusiasm and energy to make a significant and lasting contribution to life at the School. Together we can ensure that Charterhouse continues to be a world-class education provider.

# PERSEVERANCE CHARTERHOUSE

## RESPONSIBILITY MORAL COURAGE OPEN-MINDEDNESS KINDNESS

### Our Values

At Charterhouse we recognise that we each have a responsibility to reflect upon everything we have been given and strive to make the most of the opportunities available to us in order to live our motto: '*Deo Dante Dedi*' – God having given, I gave.

Everything we do at Charterhouse is centred around living to our core set of values. They help steer how we behave, learn and treat each other. They are embedded in and reflected upon in all aspects of school life. Of these, kindness – to ourselves and to others – is the most important and something we encourage in all pupils from their very first day.

We concentrate on educating the individual, to provide a comfortable and welcoming atmosphere where each child feels valued and can flourish. Every year we welcome children from a diverse range of backgrounds and experiences; this enriches our community and is vital in preparing all our pupils for today's world.

## Why Choose Charterhouse

Charterhouse is an exceptional place to work. You will be part of a vibrant and inclusive community with a teaching career in a world-class school at the forefront of educational innovation. Throughout this job description you will see the many reasons to join us. Below are some practical benefits that are offered, complementing a generous renumeration package:

- Competitive contributory occupational pension scheme
- Death in service benefit up to the age of 70 (if not already included in occupational pension scheme)
- Single Membership of a private medical insurance scheme (subject to eligibility)
- Cash Health Plan currently provided by +Medicash
- Payment for eye tests for users of visual display screen equipment, and a contribution currently amounting to £50 to the cost of any corrective eye wear (normally claimable once every 3 years)
- Personal Accident insurance
- Access to an Employee Assistance Programme
- School fee remission (subject to eligibility).
- Membership of the School Sports Centre
- Membership of the School's 9-hole golf course at a reduced subscription
- Participation in a 'Cycle to Work' scheme (subject to eligibility)
- Salary sacrifice on electric vehicles (subject to eligibility)
- Lunches, during your normal working day
- Free on-site parking
- Invitations to school productions and concerts throughout the year
- Use of the School Library to borrow books & other media
- Continuing professional development as part of our talent management programme.



'Dynamic and energetically ambitious'

- CARFAX TOP 120 SCHOOLS IN THE WORLD



PRINCESS ROYAL  
TRAINING AWARD  
2023

'Crackling with dynamism, this is a place  
where things are always happening.'

- TATLER SCHOOLS GUIDE 2023



## Sport at Charterhouse

Charterhouse is growing its sporting provision. As part of our exciting development strategy to enable the School to become fully co-educational across all year groups, from Years 9 to 13, we are building our capability to promote excellence in all areas of sporting provision at Charterhouse for both girls and boys.

All pupils are able, and are expected to participate in a wide range of sports. There are both competitive inter-school sports programmes and inter-house competitions, providing opportunities not only for the most talented performers to develop and flourish but also for the many others who are keen to practise and compete at an appropriate level. We run over 20 different sports and across the last academic year the School played over 970 sports fixtures fielding 130 teams. Sport is at the heart of what pupils choose to do outside the classroom at Charterhouse and our core sports include football, hockey, cricket, netball and tennis. We are delighted to have had many pupils play

representative sport in recent years. Our sporting opportunities also include a weekly lifestyle programme for those with more of interest outside of team sports. Classes include spin cycling, circuit training and yoga.

The Charterhouse Athlete Programme (CAP) for talented and aspiring sportsmen and women delivers a comprehensive offering of conditioning support, workshops and seminars. Our continued outreach work with Prep Schools continues at a pace with exciting masterclasses run in cricket, hockey and tennis for boys and girls along with our annual football 6-a-side tournament.

The focus on moving towards a fully co-educational School and delivering a co-curricular offer best suited to this support will present some very exciting opportunities for boys' and girls' sport.

The Sports Department is made up of 10 full- and part-time staff who are hugely committed to sport and the School's co-curricular programme, coaching and leading teams in all three terms (Quarters), being involved in out of term time pre-season camps as well as overseas tours.

## The Role

The Graduate Assistant (Sport) will be responsible for supporting the sporting development of pupils aged 13 to 18. The Graduate Assistant will work with a Head of House and other members of the Boarding House team to develop and maintain a boarding environment guided by the School's Boarding Principles and School values of Responsibility, Kindness, Perseverance, Open-mindedness and Moral Courage. The Boarding House is home to pupils for long periods of their lives, which makes it particularly important to provide a safe, secure and happy environment where their needs are met, their abilities and strengths identified, and where they are given the support and space in which to flourish.

**Responsible to** Director of Sport, Director of Girls Sport and Head of House

**Responsible for** No direct reports

## Sport – Key Responsibilities

- Support training programmes that reflect the needs of the sport and the individual and that are in line with the pupil's sporting and educational programme.
- Educate pupils in their understanding of sports principles whilst providing opportunities to develop a rounded athletic skillset and sports specific physical qualities.
- Work with the Directors of Sport in building a strong culture of development within Charterhouse Sport and develop upon the framework of best practice.
- Assist sports coaches and teaching staff in sport principles and practices.
- Work collaboratively with fellow support staff and sports coaches, and communicate diligently with staff, parents and the School as required regarding pupils' training and development.
- Contributing to and facilitating communication of relevant news and developments internally and externally, including within Charterhouse Sport, through the School's marketing department, with parents, and within the broader Charterhouse communities.
- Facilitating the health and wellbeing of boarding pupils via designated school duties and processes, as agreed with the Director of Sport and Deputy Head (Pastoral).
- Special projects as directed by the Director of Sport.
- Requirement to work outside normal hours at the request of the Director of Sport with reasonable notice.
- Coach and assist in the delivery of sport on designated days of the week, both during the day and evenings (to include Saturdays and some Sundays). According to your level of expertise, you will be expected to run a team in one Core Sport per term, and you may also be asked to cover support and coaching across a range of teams within this Sport. You will also have involvement with specified other sports. Core sports for boys and girls are football, hockey, cricket, netball, tennis and athletics.
- Provide administrative and developmental support for the Sports Office. Particular contribution in this respect will be discussed on arrival but could

include collation of sports' results and termly sports choices; the writing of weekly match reports and sports stories for the school website;

- Assist with the smooth running and delivery of Prep School and outreach programme and sports volunteering opportunities.
- Undertake coaching courses, participate in inset (staff training) days and similar professional development as is required.



## Pastoral Residential Responsibilities

- to be a key part of the management of the house in support of the Head of House, acting as first port of call when additional staffing is required or at times of crisis.
- to encourage the pupils by supporting and enabling their activities.
- to undertake duties in line with the appropriate rota (bearing in mind the need for flexibility).
- to communicate with parents as necessary.

- all House staff to be on duty for first and last day of the academic year.
- to help with House and School events which may include induction, trips, pupil recruitment/ Admissions, House of the Week team, pupil development, and team building, under the reasonable direction of the Head of House.
- communicate House-related matters appropriately to Head of House, Deputy Head (Pastoral) or other relevant member of the Leadership team.
- to provide comprehensive feedback and handover to Head of House/duty member of the House team at the end of duty periods.
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## Person Specification

### The Sport Graduate Assistant will:

- be a graduate (or recognised alternative), ideally having a degree in Sports Science or equivalent sports/coaching related degree.

- Desirable to have experience of delivering a recognised sports science discipline (video analysis, strength & conditioning, nutrition, sports psychology).
- Be committed to developing and instilling excellence in young sportsmen and women.
- Have excellent knowledge of long-term development practices for young male and female athletes.
- Have outstanding communication skills in a variety of environments and media.
- Have well-developed administrative and organisational skills.
- Ideally specialise in any of the following sports - Netball, Hockey, Cricket or Football.

### The Sport Graduate Assistant will be:

- Committed to developing and instilling excellence and enthusiasm in young athletes.
- Able to engage and motivate young people in Sports practices and foster an enjoyment and understanding of sports in general
- Able to display and instil strong and inspiring leadership qualities.
- Motivated and self-driven to develop themselves in their chosen career.
- A strong team player, capable of integrating their own ideas with those in a broader organisational environment.
- Capable of planning and delivering against identified goals.
- A self-starter capable of creating new ideas and implementing them.
- Embracing of Charterhouse's broad environment and approach to all-round education.
- Committed to equality and diversity.
- Willing to work flexibly in support of Head of House and House Team;
- Committed to the values of the School.
- Able to present a welcoming, friendly aspect to all visitors to the School and Boarding House.
- Motivated to enjoy young people's company.
- Have high levels of energy, enthusiasm and reliability.
- Able to build strong relationships with pupils, parents, Head of House and other boarding colleagues.

- Possess good behaviour management skills.

### Safeguarding

- Demonstrate the highest levels of commitment and compliance to safeguarding and promoting the welfare of children and young people.



## Terms of Appointment

A formal contract of employment will be drawn up on appointment. The following notes provide guidance, without prejudice, on the likely main provisions of the agreement.

Full time position (10-month contract, term time only – end of August 2026 to beginning of July 2027). There is the possibility that the contract may be extended to two years.

### Normal hours of Work

During term, time the Employee will work at the School and at such other places as may be reasonably required. The Employee shall work hours as instructed by

the Director of Sport, in conjunction with the Head of House in which they are working with.

### Accommodation

Accommodation may be provided. If it is, the School reserves the right to place the Graduate Assistant in either boarding house accommodation or other school based accommodation. There may be the requirement to share the accommodation in either situation.

As a Graduate Assistant, the Employee will be required to work a rota assuming that the Graduate Assistant is able to also undertake overnight duties where accommodation is available. These duties may be adjusted by mutual agreement between Head of House and Graduate Assistant (within the bounds of equitable responsibilities across Houses) but the minimum framework is laid out below:

### Living in a boarding house

- Two evening duties per week in boarding houses (potentially in two different houses)
- Three overnights 'on calls' per week (post holders should expect to be resident in one boarding House but overnight on-call may apply to that boarding house or be part of a central rota providing back-up across all boarding houses and the Hunt Health Centre)
- Three weekend duties for House per year - either covering in House or travelling with pupils on House team-building trips.
- All resident staff are part of the main school supervision rota. This will not conflict with day-to-day duties and responsibilities as operational duties will take priority.
- All resident staff may be called on in any emergency situation to assist with cover (perhaps staff absences) in a House or on a School trip, for example. This is the basis on which free accommodation is permitted under HMRC rules.
- To be 'on call' for emergency cover for up to 4 weekends per year (to be shared among Houses).

- To be part of the international pupils early return duty rota (one duty per year)

#### **Living out of house**

- Two evening duties per week in boarding houses (potentially in two different houses)
- One overnight 'on call' per week providing back-up across all boarding houses and the Hunt Health Centre)
- All resident staff are part of the main school supervision rota. This will not conflict with day-to-day duties and responsibilities as operational duties will take priority.
- All resident staff may be called on in any emergency situation to assist with cover (perhaps staff absences) in a House or on a School trip, for example. This is the basis on which free accommodation is permitted under HMRC rules.
- To be 'on call' for emergency cover for up to 4 weekends per year (to be shared among Houses).
- To be part of the international pupils early return duty rota (one duty per year)

#### **Placement duration**

Graduate Assistant positions are normally offered for one academic year, beginning at the start of the academic year, i.e., end of August and ending at the end of the summer term, unless involved in sports tours which take place in early July.

#### **Salary and benefits**

The salary for the role will be between £19,000 - £22,100 per annum dependent on whether the school is able to provide accommodation, subject to an annual review on 1<sup>st</sup> September. Salaries are paid into your bank account on the last Friday of each month for the duration of your employment.

Accommodation is provided to the resident under terms provided in a Service Occupancy Agreement. This means that full board and lodging is provided

during term time. While every effort is made to allow the Resident to continue to occupy their accommodation during holiday times, the School might ask the Resident to vacate the accommodation in the holidays.

Graduate Assistants will not be required to work during School closure periods.

Graduate Assistants have access to the School doctor and the School Medical Centre, which is open 24 hours a day every day during term time. Graduate Assistants should make their own assessment as to whether to take out additional health/dental insurance provision.

Graduate Assistants will be eligible to join the School's Group Personal Pension Plan for non-teaching staff.

Graduate Assistants will have membership of the School's sports centre.

#### **Medical Fitness**

Any offer of employment will be conditional upon the appointee's fitness to carry out the role. New employees will be asked, following an offer of employment, to complete a questionnaire regarding medical fitness.

#### **Criminal Background Checks**

As a School, Charterhouse requires all new employees to complete an Enhanced level criminal background check through the Disclosure and Barring Service. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances and background of the offence. The School's policy on the recruitment of ex-offenders and security of disclosure information can be found on our web site: [www.charterhouse.org.uk](http://www.charterhouse.org.uk)

In addition, all new employees are required to provide two satisfactory references, one of which should be from a previous employer. The School may also contact any previous employer, where the position has involved working with children or vulnerable adults.

The Disclosure and Barring Service's Code of Practice is intended to ensure that information released in Standard and Enhanced Disclosures is used fairly – and to provide assurance to applicants that this is the case. The Code also seeks to ensure that sensitive personal information is handled and stored appropriately and kept for only as long as is necessary.

Further information about the Disclosure and Barring Service may be obtained from <http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/> and a copy of the Code is available upon request or from the Home Office web site: <http://www.homeoffice.gov.uk/publications/agencies-public-bodies/dbs/dbs-checking-service-guidance/cop>

## Application Process

Applications should be made in accordance with the School's application and safer recruitment procedures, via the School's website, selecting the relevant vacancy. The selected vacancy link will take you to our online recruitment system and give you the opportunity to register and complete an application form. You will also have the opportunity to upload your latest CV.

Early applications are warmly encouraged, and a bespoke invitation to interview may be offered in advance of the closing date.

All successful job applicants will be required to undertake a Criminal Record check and to undergo child protection screening.

### Visit our website – Employment Opportunities

We are creating an inclusive culture where all forms of diversity are seen and valued – for our pupils, for our staff. A culture that supports the enduring Charterhouse education provided to pupils in our global and multi-cultural environment. Join us now to be a part of it.

If you have any questions before applying, please email [hr@charterhouse.org.uk](mailto:hr@charterhouse.org.uk)

We encourage applicants to apply promptly as we will review each application upon submission and will close this job when we have appointed the successful candidate.



*No job description can fully cover all aspects of the role and consequently the responsibilities are likely to evolve and change over time. This description does however give an overall view of the position*

# The Charterhouse Campus



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