



MARLBOROUGH COLLEGE

JOB DESCRIPTION

POSITION:	Graduate Assistant – Exercise & Sport Science
DEPARTMENT:	Sport
ACCOUNTABLE TO:	Director of Sport. Overall accountability is to the Deputy Head (Co-Curriculum & Outreach).
PAYMENT:	£15,000 for the duration of the appointment (Sept to June) plus opportunities for additional allowances to be paid A one-off payment of £250 will be made at the outset of employment as a contribution to costs that may be incurred (e.g. purchase of an academic gown). Accommodation and all meals during term time are also provided.
HOURS OF WORK:	This is a full-time post and includes evening and weekend working, as required.
TENURE:	This is a fixed-term appointment running from 1 st September 2026 through to 25 th June 2026.

The College:

Marlborough is a leading co-educational independent boarding school of Anglican Foundation, incorporated by Royal Charter and a registered educational charity. There are currently 1011 pupils of whom the majority are boarding pupils studying a range of subjects to A level and Pre-U. There are 140 teaching staff and over 400 non-teaching staff.

There are 16 boarding houses, substantial teaching and ancillary buildings. While each has its own distinctive culture and traditions, they share in a commitment to the promotion of the College's key values. Sport enjoys purpose-built facilities, with grass pitches for the field sports enjoying an extraordinary setting above the town. There are two floodlit all-weather astroturf pitches for hockey and tennis (12 courts) and further hard- court areas for netball (10 courts) and tennis (12 courts). An all-weather, porous rubber, athletics track, is fully equipped to international standards.

The College has an excellent sports hall complex and gymnasium. There are indoor cricket nets and facilities for a range of sports including indoor tennis, netball, basketball, volleyball and badminton. Indoor facilities also include 2 rackets courts, 5 squash courts and 6 fives courts.

A state of the art, 25 metre, competition, indoor swimming pool has 8 lanes and a hydraulic bottom which alters the depth from 0.8 to 3 metres making it equally ideal for squad training, water polo, sub aqua, canoeing or recreational swimming.

In September 2012 the College established a co-educational boarding school in the region of Iskandar Malaysia.

Further information on the College may be found on the College website at www.marlboroughcollege.org



MARLBOROUGH COLLEGE

Key purpose:

The Graduate Assistant (GA) role provides essential support to pupils and staff, particularly in respect of co-curricular activities (sports, trips, events etc). Specifically, GAs encourage and mentor pupils whilst ensuring their health & safety is protected.

The below duties are illustrative and the post holder will be expected to undertake other tasks as may be reasonably allocated by the Director of Sport, the Deputy Head (Co-Curriculum & Outreach) or their representative.

Sporting/Outdoor Activities

- Provide coaching (or assisting with) to pupils during their on-site PE lessons/ Sports practices and off-site visits (e.g. match days).
- Support the work of the Sports/PE/OA Departments through assisting with preparation for activities, supervision of pupils and similar, including support to the Strength & Conditioning Team.
- Attend the annual Shell (year 9) OA residential week in Wales, assisting with all duties, as required.
- The GA may also be involved in supervising the Health & Fitness Centre and supporting the Lead Strength & Conditioning Coach to deliver programmes to develop fitness and rehabilitation.

Academic/Pastoral support

- You will support the weekend programme of the boarding house and school, including trips, visits and inter-house sport.
- You will be assigned a small group of tutees and will act as their academic tutor, an important role which involves monitoring academic progress, communication with parents and working closely with the Housemaster/Housemistress
- Working with another experienced beak, you will have at least one duty night in a boarding house, from 7.30-11pm.
- You will support a rota system to provide an accompanying adult for any pupil requiring a hospital visit.
- Support the Housemaster/mistress of the designated House through attendance and involvement with events such as parental visits, Prize Day and Confirmation.
- Support the work of a College Department, as allocated (e.g. administration, teaching support or preparation of materials).
- Assist with the smooth running of admissions events (e.g. prospective pupil assessment days) by meeting and greeting visitors, escorting pupils to scheduled sessions and similar.
- Following a full briefing on regulations and protocol, invigilate examinations. Assist with administration of internal examinations, as and when required.

Social events

- Assist with the supervision of pupil social events on designated evenings.

Additional responsibilities

- Undertake coaching courses, inset days and similar professional development as is required.
- Ensure understanding of and compliance with, College policies and procedures, particularly in respect of safeguarding and health & safety.
- Undertake escort duties (coaches and hospital) when required



MARLBOROUGH COLLEGE

Person Specification

	Essential	Desirable	
Education and qualifications			Method of testing
Degree educated or recognised alternative, including relevant experience	✓		Covering Letter CV/Application Form Pre-Interview Screening Interview
Coaching qualifications		✓	
Knowledge and Experience			
Experience of working in a school or regulated environment		✓	Covering Letter CV/ Application Form Interview References
Demonstrable enthusiasm, and interest in sport/games and co-curricular activities	✓		
Experience of working in a Boarding/ Residential environment		✓	
IT Competency (Microsoft Office)	✓		
Skills and Abilities			
Demonstrates a commitment to safeguarding and ensuring the welfare and wellbeing of all pupils in the school	✓		Covering Letter CV/ Application Form Interview References
Ability to live within the College community and a flexible approach to duties undertaken, including involvement in community life	✓		
A willingness to undertake continuous professional development	✓		
Positive role model, demonstrating self-motivation and mature interpersonal skills	✓		
Excellent verbal and written communications skills	✓		
Approachable and confident demeanour	✓		
Flexibility to adjust to change and development	✓		
Ability to work as part of a team, building strong working relationships with all colleagues	✓		
The ability to organise, be self-motivated and work independently and problem solve	✓		
Ability to handle confidential information with complete discretion	✓		



MARLBOROUGH COLLEGE

General Responsibilities

Policies & Procedures

The postholder is required to familiarise themselves with all College policies and procedures and to comply with these at all times, including ensuring that their own job role procedures are regularly kept up to date.

Safeguarding Statement (Updated Mar 2024)

Marlborough College is committed to safeguarding and promoting the welfare of children and young people. The College expects all staff and volunteers to share this commitment and staff must adhere to and ensure compliance with the College's Safeguarding Policy at all times.

In line with Keeping Children Safe in Education legislation and safer recruitment practices, the College will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.

The College applies for an Enhanced Disclosure from the Disclosure and Barring Service (**DBS**) for all positions at the College which amount to regulated activity with children. The role you have applied for meets the legal definition of regulated activity with children. If you are successful in your application, you will be required to complete a DBS Disclosure online Application Form. Employment with the College is conditional upon the College being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the College will be handled in accordance with any guidance and / or code of practice published by the DBS.

The College will also carry out a check of the Children's Barred List. Please be aware that it is unlawful for the College to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so.

The role you have applied for is also exempt from the Rehabilitation of Offenders Act 1974 and the College is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess your suitability to work with children. **However, you do not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.**

Having a criminal record will not necessarily prevent you from taking up employment with the College. Instead, the College will assess each case on its merits and with reference to the College's objective assessment procedure set out in the College's 'Recruitment, selection and disclosure policy and procedure'.

The successful applicant must be willing to undergo child protection screening appropriate to the post and cannot start in post until all pre-employment checks have been completed satisfactorily. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation, or religion.

The College is an educational charity and equal opportunities employer.



MARLBOROUGH COLLEGE

Confidentiality & Data Protection

The postholder must maintain the confidentiality of information about students, staff and any other personal information and meet the requirements of the Data Protection Act and GDPR.

Health & Safety

Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and any subsequent relevant legislation and must follow these in full at all times including ensuring that they act in line with all agreed procedures at all times in order to maintain a safe environment.

All staff are responsible for considering the Health and Safety of themselves and others as an integral part of their job and are expected to comply with the College Health and Safety policy.

Mandatory Training

All staff are expected to complete the following mandatory training prior to their employment start date:

- A Guide to UK Data Protection: Education
- An Induction to Boarding
- Child Protection in Education (11 to 18 years)
- Equality and Diversity
- Fire Safety in Education
- First Aid Essentials
- Health and Safety in Education: Staff Awareness
- Keeping Children Safe in Education 2025 Part 1 Questionnaire
- Moving and Handling
- Online Safety
- The Prevent Duty
- Working with Display Screen Equipment

Staff will be required to attend mandatory training during their employment with the College in order to maintain a healthy and safe working environment.

Job Description

This Job Description outlines the purpose and key tasks required to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties/specific tasks may be varied from time to time, without changing the general character of the job or the level of responsibility entailed. This will allow flexibility for the College to respond to changing priorities and also support and enhance individual professional development. It is the practice of the College to examine job descriptions periodically, update them and ensure that they relate to the job performed, or incorporate any proposed changes. This procedure will be conducted by the Line Manager in consultation with the post holder.

Signed: **Date:**

Print Name: