



CHARTERHOUSE

GRADUATE ASSISTANT (SPORT) –JOB DESCRIPTION

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

1. 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.
2. Educate pupils in their understanding of sports principles whilst providing opportunities to develop a rounded athletic skillset and sports specific physical qualities.
3. Work with the Directors of Sport in building a strong culture of development within Charterhouse Sport and develop upon the framework of best practice.
4. Assist sports coaches and teaching staff in sport principles and practices.
5. 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.
6. 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.
7. 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).
8. Special projects as directed by the Director of Sport.
9. Requirement to work outside normal hours at the request of the Director of Sport with reasonable notice.
10. 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.
11. 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; oversight of School Sport Twitter account and tracking pupil attendance.
12. Assist with the smooth running and delivery of Prep School and outreach programme and sports volunteering opportunities.
13. Undertake coaching courses, participate in inset (staff training) days and similar professional development as is required.

PASTORAL RESIDENTIAL RESPONSIBILITIES

Key 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.

Safeguarding of Children

Charterhouse is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment, as such you are required to attend necessary child protection training and participate fully in activities that ensure the School stays compliant with statutory child protection and safeguarding guidelines issued to the School by ISI and Ofsted.



Person Specification

The Graduate Assistant (Sport) 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 Graduate Assistant (Sport) 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 athletic training.
- ♦ Able to display and instil strong and inspiring leadership qualities.
- ♦ Motivated and self-driven to develop themselves in their chosen career. Charterhouse will support CPD opportunities to the value of £250 per annum.
- ♦ Requested to support other areas of the school e.g. Learning Support.
- ♦ 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.



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.

Contract Full time position (10-month contract, term time only – end of August 2023 to beginning of July 2024). 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 of the Boarding House in which they reside.

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:

- Two evening duties in boarding houses (potentially in two different houses)
- Three overnight '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)
- 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 a rota for the supervision of meals – especially breakfast. This will not conflict with day to day duties and responsibilities as operational duties will take priority.
- All resident graduate 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.

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 is £14,567 per annum, subject to an annual review on 1st 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

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>

Please apply online from our website at:

<https://www.charterhouse.org.uk/about-us/employment-opportunities>

Closing date for applications is midday on Tuesday 7th February and interviews are scheduled to take place w/c 20th February

