

# Queenswood

PERSON SPECIFICATION  
AND JOB DESCRIPTION



Graduate  
Sports  
Assistant



## JOB DESCRIPTION

*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*

**Job title:** Graduate Sports Assistant

### **Main purpose of the job**

The successful applicant will be required to coach sport at all levels from Year 7 to Upper Sixth. The applicant should be able to coach at a high level in two or more of the following sports: Netball; Hockey; Badminton; Cricket and Athletics. Applications from candidates able to coach/umpire in Hockey and Netball would be considered more favourably.

**Reporting to:** Director of Sport

**Reporting to the job holder:** N/A

### **Main responsibilities and duties**

The successful applicant will be involved in coaching sport at Queenswood School. This will entail working with students through both the Physical Education and Co-curricular programmes. Support and development of the fixture programme will be an integral part of this role. Responsibilities include:

- Planning and coaching sessions throughout the year for pupils of all ages and abilities.
- Giving due consideration to the needs of individual pupils and thus ensuring that all pupils are working and developing at their own pace.
- Looking to develop individual sporting needs, as well as team strategies.
- Working to ensure the professional development of the pupils.
- Assisting with Queenswood Schools' Key Stage 2 Outreach Programme.
- Selecting and managing teams as and when required (to include after school, weekends and occasional school holidays).
- Officiating at competitions and fixtures and assisting with events hosted by the PE department.
- Willingness and flexibility to be actively involved in the management and maintenance of equipment and facilities.
- Fitness testing of elite athletes, scholars and squad players.
- Supervision of the fitness suite, induction of staff and students.
- Promotion of healthy, active and balanced lifestyles to pupils and staff.
- Promoting professional standards of punctuality, discipline and sportsmanship with all the pupils, taking appropriate action where necessary.

No list of responsibilities can really encompass all that is asked of the Graduate Assistant Teacher of Sport; at the heart of his or her task is an active enthusiasm for sport and an equally active enthusiasm for the young people being taught. Other duties may be deemed appropriate to the role by the Principal.

This job may suit a young person taking a gap year and could also be a student from abroad. The applicant may be considering a future in Physical Education or Sport. This role is a great opportunity to gain valuable work experience and training in a highly successful and professional environment. **All Sports Graduates are expected to play a full role in the life of the School outside the classroom. They will be required to live on site and assist in a Boarding House one evening per week.**

Queenswood has its own salary scale, which will be discussed at interview. Accommodation (including term time meals) will be available for the successful applicant.

## PERSON SPECIFICATION

Sports Graduates at Queenswood will need to meet the essential requirements as listed below. In addition, applicants who meet the desirable requirements would be considered more favourably:

### **Essential:**

#### **Qualifications**

- Relevant degree or High Performance Athlete

#### **Experience**

- Experience of secondary education or coaching
- Experience of working with children and young people

#### **Skills**

- Excellent communication skills
- Strong administrative skills
- Ability to work independently and as part of a team
- Good use of ICT, including social media to promote sport and well being

#### **Knowledge**

- Breadth of sporting knowledge across a range of sports

#### **Personal competencies and qualities**

- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- A keen interest in sports coaching
- Reliable
- Motivated
- Organised
- Professional

### **Desirable:**

#### **Qualifications**

- Relevant coaching and officiating qualifications
- First aid certificate
- Full UK Drivers Licence

#### **Experience**

- Working in a school or similar environment
- Proven experience and involvement in sport

#### **Skills**

- Ability to mentor young sportswomen within a sport scholarship programme
- Organisation of a fixture programme

#### **Knowledge**

- Knowledge of current fitness training techniques
- Knowledge of sports nutrition & well being
- Awareness of health and safety requirements of sport

#### **Personal competencies and qualities**

- Sense of humour
- Versatility
- Ability to work under pressure and to meet deadlines
- Interpersonal skills

Sport Graduates must be confident, passionate, and competent in their delivery and must be a team player. This job is ideal for a Sports Graduate or Under Graduate or a Sports Coach looking to progress into teaching.