



Felsted

FELSTED SCHOOL JOB DESCRIPTION **Graduate Resident Assistant in Sport**

The Role

Accountable to: Deputy Head, Academic

Accountable for: None

The role of the GRA is to support departments in the delivery of their programmes, and to contribute to co-curricular activities, boarding and house duties across the Prep and Senior Schools.

Felsted School welcomes applications from all who feel they can demonstrate they successfully fulfil the criteria listed below, and can provide excellent and tailored support for Felsted's current provision for its pupils in either the Sports department.

Felsted School has a comprehensive training programme and fixture lists which includes supervising, coaching, refereeing, umpiring and supporting major games and activities. The main fixture sports at the School are rugby, netball, hockey, cricket, tennis, and football. The programme also includes swimming, squash, badminton, running, fitness, and dance. Pupils have PE lessons from Reception through to Year 11. Pupils can select PE as a GCSE option. In the Sixth Form, pupils can take the subject as PE A Level, Sport BTEC, or Sports Science via the IB route.

Role Responsibilities (illustrative, not exhaustive, list)

- Assist with the life of the school e.g. with the teaching of specific lessons or groups as directed and providing support within the co-curricular programme by leading and supporting various sessions
- Contribute to the life of a busy boarding school by supporting the evening supervision of and provision for pupils, including helping to organise house events, supporting the Tuesday and Thursday evening activities programme, and helping to supervise the Sixth Form socials on Wednesday evenings
- Assist with a number of school social events over the academic year
- Required to sleep in School accommodation every night during term-time, except the night of the day off
- Be 'on call' on a rota to assist with evening supervised prep and house duties in the event of staff absences
- May be required to act as a Tutor to a Tutor Group in one of the houses, depending on the school's overall needs each year
- Any other ad-hoc duties as reasonably requested by the Head.

Skills, Knowledge and Experience

Essential:

1. Hold a degree qualification
2. Good organisational skills with the ability to work to deadlines
3. Flexible approach to work in a busy environment

4. Develop working relationships and work as part of a team
5. Understand and commit to the Safeguarding of Children
6. Willingness to accompany trips & off site activities.

Desirable:

1. Experience of working with children and/or young people within an educational environment
2. Hold relevant degree qualification in Sport or hold an equivalent qualification
3. Able to coach two major sports
4. Able to umpire/referee sporting matches
5. National Pool Lifeguard Qualification, or an equivalent certificate
6. Able to support Strength and Conditioning sessions
7. Able to work one-to-one with Sports Scholars

Reward and Recognition

- Employer and employee contributory pension scheme (4% matched contribution)
- Free life assurance scheme
- Full board and accommodation provided
- Free membership of the Felsted Gym and pool facilities
- Free parking
- Membership availability to the Schools' Healthcare Scheme via BUPA
- Free membership to Felsted Connect (discounts and savings online & instore)
- Subsidised on-site Coffee Shop
- Training and development opportunities

Terms of Employment

- One year fixed-term contract from 26 August 2026 until 25 August 2027
- Full time contract working 40 hours per week within the usual School hours (Monday to Friday from 8:30am to 9.45pm and Saturdays until 4:00pm). The post-holder will be required, on occasion, to support the weekend boarding activity programmes (Saturday evenings and Sunday)
- Term-time Contract (34 weeks per year)
- Location of work will be Felsted School, Felsted, Essex, CM6 3LL
- Accommodation provided, including meals and utility bills
- Salary of £19,371.97 per annum (less the HMRC accommodation rate of £77.70 per week, which equates to £2,641.80 per annum), making an overall salary of £16,730.17 per annum.
- The post holder has a responsibility to safeguard and promote the wellbeing of children and young people.

Felsted is committed to equal opportunities and maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'. Please note, it is an offence to apply for this position if barred from engaging in regulated activity relevant to children. All employees are subject to pre-employment checks including a Disclosure and Barring Service check.

Signed: _____ Date: _____

Name: _____