



# Graduate Assistant Sport - Prep School

**For those considering a role in teaching and who wish to further develop their professional skills in their field and with students, a Graduate Assistant role at Brentwood School provides a high-quality supportive environment in which to do so.**

Sport Graduate Assistants contribute to the Sport Co-Curricular programme through participating in activities such as fixtures and team practices.

In particular, we welcome applications from those with an interest in coaching cricket, football, hockey, netball and rugby.

Brentwood School supports an ambitious vision for Sport.

- 1) High Quality Provision for All
- 2) Continuity across the whole programme through a key pathway
- 3) Student health and lifelong commitment to sport
- 4) A 3-18 Programme that is innovative, progressive and evidence-based.
- 5) National reputation and recognition

The successful candidate will support the effective delivery of an excellent programme of PE, Games and Co-Curricular Sport in the Prep School. They will foster a love of sport and physical education in children from as young as 3 years old up to 11 years old and develop appropriate skills accordingly. Pupils at the Prep school receive weekly PE and Games sessions, with the Games curriculum focusing on the traditional games such as cricket, football, hockey, netball and rugby, with the addition of athletics, gymnastics and swimming taught through PE lessons.

## Job Purpose

Sport Graduate Assistants support in lesson learning through mentoring/coaching students, leading group work and as their teaching skills progress they take on team teaching and then solo teaching.

Graduate Assistants, whilst based in a Prep School department, will spend a portion of their time in the Senior School working with the Senior School Sport Department. This enables our Graduate Assistants to develop a holistic view of education 3-18.

It is expected that the successful candidate will take a sports team, with a particular emphasis on Saturday fixtures.

Sport Graduate Assistants are given daily administrative tasks to support the operational aspects of the sports programme.

Graduate Assistants are assigned to a House so that they can develop their Co-Curricular skills beyond their main area and contribute to the full school life.

The School and the Senior Leadership Team are strongly supportive of Sport and recognise the important role they play in the life of the whole School community.

Full Time, one year contract.

Term time. Plus 4 weeks in school holidays as directed by the line manager, which may include residential trips.

## Hours

Sports Graduate Assistants will work most Saturdays coaching a sports team or individual students and the occasional evening as needed for fixtures.

## Report to

Director of Sport (Prep Lead)

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## Contacts

Director of Sport 3-18, Deputy Head Staffing, Co-Curricular, Operations (Senior School), Director of Co-Curricular (Senior School), Professional Coordinating Mentor 3-18, Headmaster (Prep School), Deputy Head Co-Curricular and Operations (Prep School), Leaders within the Department, Teachers, Heads of Year, Tutors, Heads of House, Assistant Heads of House.

## Department

Sport

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## Key Responsibilities & Accountabilities

### Co-Curricular General

- To model and develop in others the School Values and motto of Virtue, Learning Manners.
- To help students develop the attributes set out in the Brentwood Learner Profile.
- To use their skills and talents to support and enhance the Co-Curricular experience in their department (Music, Drama, Sport).
- To lead Co-Curricular activities in their department as directed by their line manager or colleague with delegated responsibility..
- Where appropriate, train other staff in aspects of Co-Curricular learning.
- To track student progress and adapt Co-Curricular activities to pose appropriate levels of challenge.
- To support students in reaching high standards in their Co-Curricular area, proactively seeking opportunities for obtaining excellence.

### Sport Co-Curricular

- To contribute towards the high-quality delivery of the weekly sports programme, including Saturday fixtures/practices.
- To run team practices/fixtures as directed by the Director of Sport/Heads of Sport.
- To work with the PE and Games Team to ensure the development of the pupils including high standards of punctuality, discipline and good sporting values
- To help maintain all sporting equipment as part of a team to ensure that it is in good order and supply through checks and sound auditing processes
- Liaise with colleagues (including in the Grounds Team) to facilitate the safe and efficient setup of pitches and playing areas
- Help to organise fixtures and events and keep planning records and results
- Monitor pupil involvement in teams
- Assist with the administration of sports tours and trips in the department.
- Accompany students on sports trips/visits.
- To promote participation, enjoyment and performance as core values applicable to all levels of ability.
- To supervise changing rooms actively and visibly and, when not in the changing room, being available outside the door. This is to prevent any form of child-on-child abuse, including bullying, as well as to prevent students taking photos or recording each other whilst changing.
- To assist with risk assessment of sporting activities as required.
- To safeguard and look after the health and wellbeing of students during lessons, on-site training and fixtures and any off-site sports or dance activities fixtures or trips.

### Classroom

- To be an effective assistant to the main classroom teacher.
- To be receptive to mentoring, collaborative planning and feedback by experienced staff.
- To plan and prepare interesting and engaging lesson activities.
- To maintain an orderly, positive and purposeful classroom atmosphere.
- To make a contribution to departmental schemes of work.
- To contribute to assessing, recording and reporting on the development, progress and attainment of students
- To help develop students as independent learners

### Cover and Duties

- Graduate Assistants are typically assigned one period of cover a day.
- Graduate Assistants undertake at least one break duty and one lunch duty a week.

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## Others

- To be proactive in their own professional development
- To attend induction and CPD sessions as set out by the Professional Coordinating Mentor 3-18
- To support the pastoral activities in their assigned tutor group
- To support the Co-Curricular activities in their assigned House
- To promote the general progress and well-being of individual students and of any assigned group of students.
- To safeguard the general health and safety of students.
- To communicate and consult with parents and any relevant outside bodies or agencies.
- To participate in all relevant meetings.
- To know how to access appropriate medical support at all times whether on site or at an away fixture. This includes knowing how to access emergency care and the location of on-site first aid equipment and defibrillators (and the code to access them) and the equivalent provision off-site at away fixtures or on sporting trips and visits
- To undertake supervision and cover duties as required.
- To respond positively to reasonable requests from the line manager and to embrace opportunities and challenges

## **Personal Specification**

- Degree in related discipline.
- The successful candidate will show a commitment to the success of every student and should possess a willingness to help students outside the normal teaching day.
- They will be a perceptive and reflective practitioner in the classroom, committed to promoting academic excellence and embracing innovative teaching techniques.
- A dynamic communicator who has a demonstrable enthusiasm for their subject and an ability to inspire and motivate pupils at all stages.
- Able to engage with current educational thinking and of likely future developments in the subject area and to be aware of the wider relevance of their subject across the curriculum.
- Have an approach to work and collaborating with others that is flexible and enthusiastic.
- The successful candidate will be someone who understands the value of a good-humoured and ethical approach to working with others, knowing that the culture we embody is the one we create.

## **Safeguarding**

*To be committed to the safeguarding and promotion of the welfare of young people. To demonstrate this commitment in every aspect of this post. To adhere to, and ensure compliance with, the School's Safeguarding Policy at all times. You are required to report any safeguarding or child protection concerns to the School's Designated Safeguarding Lead.*

**To find out more about this role, please contact [recruitment@brentwood.essex.sch.uk](mailto:recruitment@brentwood.essex.sch.uk), who will put you in touch with the Director of Sport 3-18, Neil Gamester**

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