



Graduate Assistant – Sport

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 practice. Depending on the skill set of the Graduate they will be required to plan and lead others in Co-Curricular activities.

In particular, we welcome applications from those with an interest in coaching either Netball, Hockey, Football or Cricket.

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 PE department aims to create an environment that encourages maximum participation alongside a culture of excellence. This is achieved through a vibrant PE & Games programme which has high-quality delivery at its core. Pupils receive Core PE either once a week or fortnight and we also offer GCSE PE (OCR), A Level PE (OCR) and BTEC Level 3 Sport. All pupils have a dedicated Games afternoon each week. Our focus sports are Cricket, Football and Netball, however, we offer an extensive sporting programme which enables students to represent the school in a number of activities. These include Athletics, Fencing, Golf, Hockey (girls), Rugby (boys), Squash, Swimming and Tennis. These activities fit alongside a range of recreational physical activities that are also offered in the Games programme.

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

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

Graduate Assistants are assigned a tutor group alongside the main tutor in order to develop their pastoral skills and a holistic view of education. As their experience and skills suit, some Graduate Assistants may take on full responsibility for a tutor group.

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.

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Report to

Director of Sport 3-18 and Assistant Director of Sport (Senior)

Contacts

The Head (Senior School), 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

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 support small groups of students in a specialised area (including those part of the Elite Player Pathway).
- 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.

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.

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- 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.

Safeguarding responsibilities

- To adhere to the School's Safeguarding policy, which includes the staff safeguarding code of conduct, and KCSIE (Part 1);
- To communicate any safeguarding concerns as soon as possible to the DSL or a Deputy DSL. For any serious concerns, speak to a member of the safeguarding team and then record your notes on the online safeguarding reporting system, CPOMS. If you cannot contact a DSL or DDSL or member of SLT, contact the reception and admin team, who will be able to locate them.
- To use CPOMS in a timely manner to alert the safeguarding team of your non-urgent concern (and to record any safeguarding concerns);
- To report any concern about the safeguarding conduct of a member of staff (contractor, volunteer or adult supervising children on the school site as part of an external let) to the Head of the Prep or Headmaster (or to the Chairman of Governors if the concern is about the Headmaster) and to self-refer as needed, following the Safeguarding Policy and Low Level Concerns Protocol;
- To ensure that you always wear your lanyard and challenge anyone who is not wearing a school lanyard or who is wearing a red lanyard while unaccompanied.
- To ensure that registers are completed for each registration period using iSAMS (as a tutor, this will be the am registration). Teachers or cover teachers complete the pm registration at the start of period 6.
- To complete an accurate register at the start of each lesson or activity you teach or supervise, including after-school or weekend events or activities.
- To be aware of the medical and SEND needs of the pupils in your care and contact the school nurses or Learning Support Department if you have questions.
- To be aware of online risks to children and to use Apple Classroom to monitor the use of school devices by pupils in lessons.
- To safeguard and look after the health and wellbeing of pupils during lessons, on-site training and fixtures and any off-site sports or dance activities, fixtures or trips;
- To supervise actively pupils on transport (staff should not use their own cars unless there are exceptional circumstances, agreed in advance with the Headmaster, or in an emergency). This includes ensuring that staff sit in different areas of a coach, check that pupils have seatbelts on at all times and make it clear what is expected of them in terms of mobile phone use (this is not permitted for short journeys but they may be used at the discretion of the member of staff in charge of the trip for longer journeys as long as all pupils follow the behaviour and IT acceptable use policies);
- To supervise changing rooms actively and visibly, and, when not in the changing room, be available outside the door. This is to prevent any form of child on child abuse, including bullying, as well as to prevent pupils from taking photos or recording each other whilst changing.
- To ensure all pupils understand how to prevent injury and how to use any equipment safely;

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- To follow the safeguarding code of conduct for all staff regarding physical contact, which should be the minimum required for care, instruction or restraint. Physical contact, when used for instruction, should only take place in a safe and open environment; the extent of the contact should be made clear and undertaken with the permission of the student. It should be used only if other options for demonstrating to keep pupils safe are not possible.
- If coaching a student one-to-one, ensure that this is with the permission of the parent and that the Director of Sport is aware of when, where and why the session is taking place. The coaching should take place in a location which is visible to other staff.
- To ensure that any contact with pupils, for example, arranging a coaching session, including one-to-ones, should be transparent and use the school email.
- Staff should follow the School's Social Media policy and IT acceptable use policy at all times. If they take a photo of a student for legitimate school use on a personal device (and there is no other means of taking the image), this should be uploaded straight away to the Google Drive and then deleted from the personal device.
- 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 assist with the risk assessment of sporting activities as required.

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

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