

Gap Student Sports Assistant (Fixed Term Contract)

We are seeking to employ a highly-motivated and personable school leaver or university graduate with a competitive sporting background in a variety of team sports to work in our vibrant PE and Games department, with a particular focus on girls' team sports. Located in the heart of Cambridge with excellent facilities and benefits.

You: motivated; versatile; considering a career in Physical Education and Sport; team-player; keen to learn; can-do attitude; friendly; organised; punctual.

What we offer: valuable experience in an excellent boarding prep school (Reception to Year 8); access to centuries of experience from our amazing teachers; use of our sports facilities; central Cambridge location; long school holidays for seeing the world!

Hours:	Full time (Fixed Term until 31 st July 2024) including two after-school duties and occasional weekend duties in the Boarding House. Generous paid holidays.
Salary:	£23,796 per annum (for a 21-year-old)
Pension:	The School operates a defined contribution pension scheme, which all support staff are eligible to join with immediate effect and to which the School and the member of staff both contribute. Contributions are currently 10% and 4% respectively.
Start date:	Immediate

The School

Based on an historic foundation of musical excellence, King's College School is a dynamic and inclusive academic environment. We are a caring family-based community in which all children are respected and valued. We prepare them, as individuals, to be confident in a future with exceptional possibilities.

Located near the centre of the beautiful and vibrant city of Cambridge, King's College School is a leading independent Prep School. Originally established in 1441 to educate the 16 boy choristers of King's College Choir, the School now caters for more than 400 boys and girls aged 4 – 13 following the traditional Preparatory model. We have approximately 40 boy and girl boarders, including our choristers; we offer full boarding, weekly and flexi-boarding. King's pupils continue their education at leading independent and state senior schools, often with scholarships.

King's is a vibrant and exciting place to work. Outside the classroom there are many activities and staff are expected to take an interest in all aspects of School life.

The Role

The Sports Assistant will play an integral part of the day-to-day running of the Games/PE department. The successful candidate will take an enthusiastic and responsible approach to all teaching. They will follow a detailed duty rota which includes, but is not limited to, the following:

Key Responsibilities

- To assist with girls' changing before and after sports lessons, clubs and fixtures.
- To attend PE lessons and assist with lesson set up whilst being an active part of that PE lesson as a supervised member of the teaching team.
- To prepare equipment for lessons on the request of teachers to aid the smooth running of the teaching timetable.
- To be an active part of the Games programme and be involved with teams on fixture days.
- To assist with the storage of sports equipment to help the smooth running of resources in the department.
- To be an active part of the after-school activity programme by leading or assisting with 2/3 sports clubs after school in an area of your expertise or competency.
- To attend relevant in-service training and occasional staff meetings.
- At all times, to set a good example to pupils.
- To supervise pupils as necessary during the school day when special circumstances require, e.g. escorting pupils to different locations, crossing roads, directing them to lunch, changing for sports' lessons or activities.
- To monitor pupils' behaviour and social interactions; encouraging inclusion and managing games to promote fairness;
- To assist in the Boarding House one weekday evening per week (not overnight);
- To join the rota to support weekend Boarding House duties.

In working with pupils, they are also expected:

- To take responsibility for the care and well-being of all pupils in their care.
- To know, demonstrate and promote the King's ethos.
- To be sensitive to social relationships between children.
- To be aware of pupils' concerns and be sensitive to these in practice.
- To be proactive in reporting concerns about a pupil, to the Director of Sport.
- To be familiar with all relevant School policies and procedures such as the School's *Safeguarding and Child Protection Policy*, *Policy for Good Discipline* and *Anti-Bullying Policy*.

Appraisal

- Feedback will be given on a regular basis as arranged with the Director of Sport

Staff

- To participate in meetings within the Department
- To participate in INSET Days at the beginning of each term, or as otherwise arranged.

Health and Safety

- To safeguard pupils' health and safety by maintaining good order and discipline and by following the necessary rules and regulations when using equipment.
- To communicate to the Director of Sport, as appropriate, any concerns regarding the general welfare and safety of pupils.
- To be familiar with the School's fire safety procedures and to participate in fire drills.

Safeguarding and Child Protection

- To be familiar with the relevant School policies, as well as KCSIIE, and to follow School procedures relating to safeguarding children.
- To attend regular training sessions on Child Protection and Safeguarding issues; a record of attendance is kept by the School.
- To contact one of the Designated Safeguarding Leads with any concern about a child at the School.

Person Specification

The person appointed will demonstrate a particular interest in working with children in sport. Must have played competitive sport at club/University level with skills in Netball, Cricket and Athletics a particular benefit. Experience in coaching younger children would also be an advantage. A sense of humour, the ability to remain calm in challenging situations and excellent interpersonal skills are all essential. The ability to work as part of a team is crucial.

Essential

- Enthusiasm for and commitment to sport for all children, regardless of ability.
- Excellent track record in competitive sport.
- Approachable, committed, enthusiastic, motivated, calm, well-organised
- Good written and verbal communication skills
- An ability to take responsibility for activities or special projects
- Open and responsive to new experiences
- Dedicated to working as part of a team

- Willing to play an active part in the School community
- An understanding of, and acceptance and commitment to, the principles underlying equal opportunities

Desirable

- Experience of coaching/teaching team sports

Benefits

- Meals provided when on duty during term time
- Generous holiday entitlement
- Staff health scheme
- Use of bookable School sports' facilities

Training

During the term of your employment, you must complete the following mandatory training, which will be paid for by the School:

- Safeguarding and Child Protection;
- Health and Safety at Work;
- Basic GDPR;
- Fire Awareness; and

Terms and Conditions

King's College School is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants are subject to an enhanced DBS check and must provide proof of qualifications in accordance with the requirements of the Children Act 1989, as amended. Proof of identity and eligibility to work in the UK is also required.

The completion of a medical questionnaire forms an essential part of the pre-employment process for all teaching and non-teaching posts in the School. This may need to be followed by a medical with the applicant's GP (or School Doctor).

How to apply

Candidates should call our Gap Student Co-ordinator, Mrs Randle to arrange a preliminary conversation: 01223 365814.

Further to this conversation, suitable candidates will be required to return the following documents, together with a letter of application, by 9am on Monday 27 January 2025.

- Application form
- Reference consent form
- Equality & Diversity Monitoring form (optional)

Please submit your application to: Mrs Yvette Day, King's College School, West Road, Cambridge, CB3 9DN; e-mail: jobs@kcs.cambs.sch.uk.

January 2025