

Job description

Role	Sports Graduate Assistant
Job purpose	<p>To contribute to providing an excellent education for all the school's pupils offering support to the learning of individual students and contributing to the school's pastoral system.</p> <p>To support the Head and the SLT in the implementation of all aspects of school and GDST policy in order to maintain the aims and ethos of the school and the GDST as a whole.</p> <p>To demonstrate GDST values and high standards of professional conduct at all times.</p>
Accountable to:	The Head, through the Director of Sport
Accountabilities:	<p>Sports Faculty specific responsibilities</p> <p>Help with and lead coaching sessions at games practices and clubs and team teach Sport lessons, throughout the year for pupils of all ages and abilities;</p> <p>Assist, coach and manage school teams, including attending weekday and weekend fixtures, and umpiring (depending on expertise);</p> <p>Look to develop pupils' individual sporting needs, as well as team strategies, to help develop sport as a whole at Northampton High School;</p> <p>Cover Sport lessons with a non-specialist member of staff supervising;</p> <p>Complete certain Sport Faculty admin such as assisting in the management and organisation of fixtures and resources;</p> <p>Promote high standards of punctuality, discipline and sportsmanship with all pupils, taking appropriate action where necessary;</p> <p>Attend departmental, staff and pre-term INSET meetings;</p> <p>Participate fully in the extracurricular programme.</p> <p>Accompany teachers and pupils on educational visits and engage in the learning process for the benefit of the pupils</p> <p>Assist in the efficient management and/or completion of individual pupil records through observation, recording and filing.</p> <p>Work with pupils who may have an adjusted timetable due to their learning and/or specialist needs.</p>

	<p>Pastoral care</p> <p>Guide and support pupils in their personal, emotional and social development.</p> <p>Under the direction of the teacher, promote and model positive behaviour in all teaching areas.</p> <p>Uphold the Code of Conduct/Behaviour Policy through effective delivery of its aims.</p> <p>Administer first aid if qualified to do so.</p> <p>Management of Resources</p> <p>Ensure that sports resources are maintained effectively and available as required.</p> <p>Contribute to attractive and interactive learning displays.</p> <p>Prepare work and activities in advance of the lesson in order to ensure that the learning resources required are effective and accessible in order to achieve the learning outcomes.</p> <p>Communications</p> <p>Establish and maintain a relationship to foster links between home and school, and to keep the school fully informed of relevant information.</p> <p>Be aware of confidential issues linked to home /pupil /teacher /school.</p> <p>Work collaboratively with colleagues to meet the needs effectively of all pupils.</p> <p>Communicate concerns and observations to the relevant person regarding health & safety issues and child protection issues to maintain the school's duty of care.</p> <p>Training & development of self and others</p> <p>Participate in training activities and sessions offered by the school and other external agencies in order to further relevant knowledge and skills.</p> <p>Feedback to colleagues on any in-service training undertaken.</p>
General requirements	All staff are expected to:

	<ul style="list-style-type: none"> a. Work towards and support the school vision and the current school objectives outlined in the School Development Plan. b. Contribute to the school's programme of extra-curricular activities. c. Support and contribute to the school's responsibility for safeguarding students. d. Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors e. Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective. f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues. g. Engage actively in the performance review process, and training and development opportunities available. h. Adhere to policies as set out in the GDST Council Regulations, HUB and GDST circulars. i. Undertake other reasonable duties related to the job purpose required from time to time.
Review and amendment	This job description should be seen as enabling rather than restrictive and will be subject to regular review, in consultation with the recognised trade union.

Person Specification: Sport Graduate Assistant

Skills required

Ability to use a range of support strategies in order to meet the needs of all students	Essential
Sound behaviour management skills and discipline, both inside and outside the classroom and on the sports field	Essential
Dedication to promoting subject within the school and marketing within and outside school	Essential
Ability to communicate effectively, both verbally and in writing, with colleagues, school-based staff, governors, GDST and external bodies	Essential
Excellent interpersonal skills, able to work effectively and harmoniously with others (including pupils, colleagues and parents)	Essential
Excellent organisational and time management skills with the ability to prioritise and work to deadlines	Essential
Ability to work on own initiative and react to competing demands	Essential
Ability to maintain confidentiality	Essential
Confident user of IT to aid administration and learning	Desirable

Knowledge Base

Experience of working in a successful sports department	Desirable
Knowledge of latest developments within teaching in sport	Desirable

Qualifications/Attainment

Well qualified graduate	Essential
Coaching qualifications in at least one of the major sports of netball, hockey, athletics, or the willingness to achieve this	Essential

Experience

Experience of a school setting	Desirable
Proven experience of successfully contributing to or running extracurricular clubs, activities, teams and fixtures	Desirable
Willingness to contribute in the above areas	Essential
Experience of working within a successful team	Desirable

Personal attributes

Enthusiastic, positive and hard working	Essential
A passion for education	Essential
Commitment to the safeguarding of children and young people	Essential
Ability to inspire, motivate and support pupils	Essential
Flexible and approachable attitude	Essential
Ability to solve problems, make sound judgements and take decisions	Essential
Ability to work under pressure, on own initiative, accurately and with attention to detail	Essential
Commitment to the improvement and development of own performance	Essential
The drive and stamina to provide excellent opportunities for all pupils in the school	Essential
Willingness to play a part in the overall developments of the school	Essential
Commitment to maintaining the caring and supportive ethos of the school	Essential