

**Bradford Grammar School**  
**Job Description**



**Job Title:** Graduate Sports Assistant

**Reports to:** Director of Sports

**Direct reports:** None

**Job Purpose**

Graduate Sports Assistants work closely with the PE & Games Department, other sports coaches and the teaching staff, assisting them in the coaching and management of teams. It is anticipated that they will add to the profile of school sport and inject energy and enthusiasm into their work.

**Accountabilities/Responsibilities**

Graduate Sports Assistants will work in both Junior School and the Senior School.

**The main responsibilities of the role are:**

- Helping with and lead coaching sessions at Games practices;
- Manage a school team;
- Help with PE and Games lessons;
- Cover PE and Games lessons with support from teaching staff
- Refereeing or umpiring (depending on expertise);
- PE Department admin (e.g. assisting in the management and organisation of fixtures);
- Accompanying sports related school trips and expeditions;
- Generally helping around the school;
- For those who are considering teaching, in whichever subject specialism, there will be the opportunity to observe some A level PE lessons and to assist the class teacher, as appropriate.

## **Data Protection**

The School's Data Protection Policy is available on the all staff shared drive within the Bradford Grammar School policy section. All job roles within Bradford Grammar School are required to adhere to the School's Data Protection Policy at all times when handling personal data in the course of executing their role responsibilities. Failure to comply with the School's Data Protection Policy may be dealt with under the School's disciplinary procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

## **General**

Undertaking such other duties as may be requested from time to time commensurate with the level of this post.

## **Person Specification**

The successful candidate will be:

- A sportsperson who has played / coached sport at a high level in at least one sport, preferably at 'A' Level or university first squad level;
- a genuine enthusiast who wants to pass on his or her skills to young people;
- willing to be involved in the life of a busy independent school;
- sufficiently mature and confident to act as a role model to young people and to keep good order;
- prepared to familiarise himself/herself with formal procedures;
- organised and efficient at paperwork with ICT skills;
- understand and implement school and statutory policies;
- committed to safeguarding and promoting the welfare of children and young people;
- demonstrate suitability for working with children and young people, including the ability to form and maintain appropriate relationships and personal boundaries;
- committed to the School's Equal Opportunities Policy.

## **Other**

- Assistants will be required to take teams on Saturdays;
- Depending on the age-group coached and the timing of fixtures on Saturdays, assistants may be available for club sports during the terms in which they coach;
- However, school sport will be the priority.

**Note**

- In common with all staff and pupils, the Graduate Sports Assistant should be aware of the School policies and implement them as appropriate.
- This Job Description is subject to review and amendment in the light of the needs of the School. Any changes deemed necessary will be discussed and agreement sought prior to implementation.
- Staff at BGS aspire to excellence in everything they do. They aim to inspire every pupil to do the same, both in terms of their academic progress and their personal development. Excellence, Compassion, Determination, Opportunity and Service are evident in the teaching, the support and in the wider contribution to the life of the School.
- The Graduate Sports Assistant, along with all other roles within the school, carries the responsibility for safeguarding and promoting the welfare of children.

**Name of Jobholder:** \_\_\_\_\_

**Signature of Jobholder:** \_\_\_\_\_

**Date:** \_\_\_\_\_