

PANGBOURNE

— A community where you can flourish —

GRADUATE ASSISTANT (SPORT/BOARDING) - JOB DESCRIPTION

Pangbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Job Title:	Graduate Assistant (Sport / Boarding)
Reports to:	Director of Sport / Assistant Head of Boarding
Department:	Sports / Boarding
Hours per week:	Full time as required to fulfil the duties of the role which will include at least two evenings per week and weekend working. Core Hours: 08.30 – 18.00 Monday to Friday. 08.30 – 16.00 Saturday. Saturday: A full co-curricular and boarding programme runs which you will be expected to contribute to
Duration of Contract:	The contract is initially offered for the summer term, with the opportunity for extension into the 2026/27 academic year.

Key working relationships:

Director of Sport
Assistant Head - Boarding
Assistant Head - Co-Curricular
Head's of Houses
All Staff
Pupils

Job Summary

The Graduate Assistant (Sports and Boarding) will work closely with the Director of Sport, Assistant Head - Boarding, Heads of individual sports, Boarding House Staff, and Academic Staff to support and enhance pupils' experiences in both sport and boarding at Pangbourne College. The successful candidate

is expected to bring energy and enthusiasm to the College sports program, including weekend fixtures, and assist with boarding duties. You will have rent free accommodation provided and all meals are provided free of charge during term time.

Duties And Responsibilities:

Sports Duties

As a full member of the sports department, the Graduate Sports Assistant will:

- Act as lead coach for at least one College side each term and support the coaching of other teams across various sports during Games sessions and fixtures.
- Assist in the delivery of PE and Sports lessons for squads, including the planning, delivery, and review of coaching syllabuses in line with the department's curriculum.
- Provide technical support and session assistance to senior coaching staff during team practices.
- Lead the capture, editing, and analysis of video footage during matches and training to provide tactical feedback to pupils.
- Organise both external and internal match officials for fixtures throughout the academic year.
- Accompany teams to tournaments, festivals, and pre-season trips, providing coaching support during intensive training periods.
- Support the Director of Sport with administrative tasks, including updating the SOCS management system, arranging facilities, transport, catering, and liaising with opposing schools.
- Assist with the organisation, maintenance, and distribution of kit and equipment to ensure efficient delivery across all sporting disciplines.
- Play a full part in the co-curricular life of the school through consistent involvement with the Games and wider sport programme.
- Bring a specialism in one of the College's core sports (Cricket, Hockey, Rugby, Football) while remaining open to supporting pathways in recreational sports at the college.
- Apply an interest in Athletic Development and Strength & Conditioning to enhance pupil performance during gym-based or field-based sessions.
- Assist in the smooth running of the school by contributing to the staff duty rota during the school day.

PANGBOURNE

— A community where you can flourish —

- Support students within academic PE lessons or practical sports sessions, providing differentiated coaching to meet various ability levels.
- Attend departmental staff meetings and professional development briefings as required.
- Undertake general administrative duties to support the daily operations of the Sports Office.

Boarding Duties

- Undertake boarding duties, including assisting with evening activities for boarders and Sunday gym/sporthall sessions.
- Duty Rotations: Conduct up to two late-night "lock-ups" per week and complete scheduled Gym, Astro and Sports Hall duty shifts.
- Pastoral Engagement: Support pupils by attending boarding events, plays, concerts, and competitions whenever possible.
- Operational Assistance: Help run and create an active engaging evening program for boarders with Head of Houses and Assistant Head - Boarding.

Wider College Responsibilities

- Alongside sports and boarding specific duties, the Graduate Assistant will be expected to:
- Support the lesson cover system as required.
- Accompany school trips, weekend activities, and expeditions.

Candidate Profile

- Pangbourne College seeks a candidate who:
 - Is a recent graduate or is due to graduate by the end of this academic year (applications from degree-level students seeking a work placement are also welcome).
- Is a genuine sports enthusiast who is eager to pass on their skills and knowledge to young people.
- Demonstrates a commitment to safeguarding and the ability to maintain professional boundaries with pupils.
- Is mature, confident, and able to act as a role model.
- Is highly organised, a strong team player, and capable of managing administrative responsibilities.

PANGBOURNE

— A community where you can flourish —

General

- To build and maintain successful relationships with pupils, treating them with patience, respect and consideration.
- To support implementation of school policies and procedures, including those relating to confidentiality and behaviour.
- To support evening and weekend activities as required.
- Involvement in tours and trips.
- To contribute to the overall ethos/work/aims of the College.
- Undertake relevant training to the role and whole College INSET as appropriate.
- To comply with health and safety issues and maintain safety levels of equipment, reporting any faults or breakages immediately.

Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and College.

This job description and accompanying documentation do not form part of the employment contract.

Child Protection and Safeguarding Policy

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with the Pangbourne College Child Protection and Safeguarding Policy, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.

Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the College.

The post holder will be subject to an Enhanced Disclosure and Barring Service Certificate.

The post holder will be required to participate in the College's appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

Information Security, Confidentiality and Data Protection

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All personal identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the General Data Protection Regulation and the College's Privacy Notice, unless explicit written consent has been given by the person identified.

Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race,

PANGBOURNE

— A community where you can flourish —

colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work etc Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the College and colleagues in complying with Health and Safety obligations to maintain a safe environment.

It is the firm policy of the College to promote a happy, professional, yet "family" atmosphere and to develop the potential of all pupils and staff. If ever there is a need to talk over aspects of school, or indeed home-related issues, please speak to your head of department or a colleague.

May 2024

