

# PANGBOURNE

— A community where you can flourish —

## GRADUATE SPORTS ASSISTANT – 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.

|                              |                                                                                                                                                                                                                                                                                                                               |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title:</b>            | Graduate Sports Assistant                                                                                                                                                                                                                                                                                                     |
| <b>Reports to:</b>           | Director of Sport/Assistant Director of Sport                                                                                                                                                                                                                                                                                 |
| <b>Department:</b>           | Sports                                                                                                                                                                                                                                                                                                                        |
| <b>Hours per week:</b>       | Full time as required to fulfil the duties of the role which will include at least two evenings per week and weekend working.<br><br>Core Hours: 08.30 – 18.00 Monday to Friday.<br><br>08.30 – 16.00 Saturday.<br><br>Saturday: A full co-curricular and boarding programme runs which you will be expected to contribute to |
| <b>Duration of Contract:</b> | Fixed Term for 1 academic year                                                                                                                                                                                                                                                                                                |

### Key working relationships:

Director of Sport  
Assistant Director of Sport  
All Staff  
Pupils

### Job Summary

To provide support and coaching expertise to the Sports Department and co-curricular activities.

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## DUTIES AND RESPONSIBILITIES:

### Graduate Sports Assistant

- To coach school teams in a variety of sports whilst taking sole responsibility for at least one age group team in two of the College's major sports which include Hockey, Rugby, Football, Cricket and Tennis.
- To support the Director of Sport in ensuring the smooth running of a variety of sport related activities. Including planning for sporting events, including tournaments, open days and dinners. Start of term preparation and end of term events including, award ceremonies and reports.
- Full participation in and development of extra-curricular activities, across all years groups. All day Tuesday, Wednesday afternoons, Thursday afternoon, Friday afternoon as well as Saturday fixtures.
- Where appropriate provide small group coaching as a part of the 'Sports Performance Programme'. This would be within the candidate's major sport.
- The expectation to contribute to the activities program

## GENERAL

- To build and maintain successful relationships with pupils, treating them with patience, respect and consideration.
- To help keep pupils on task and to build motivation as well as build pupils' confidence and enhance self-esteem.
- To promote the inclusion and acceptance of all pupils and encourage all students to interact and work cooperatively.
- 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.

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## **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, 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

