



This post is both a sports coach and generalist position. It is full time during the school day (08.30 – 16.10) and on occasions further assistance is required of the post holder after this time. Typically, this will be up to three afternoons a week where assistance with the extra-mural programme and/or fixtures is required.

Most of every afternoon will be spent on the sports field while mornings are usually spent in the sports hall, pool or classrooms assisting pupils across a wide age range.

With the agreement of both school and post holder, tenure of the post may be extended on an annual basis at the beginning of the academic year.

### **Aims**

1. Help to establish a happy, positive, conscientious approach to sporting and classroom activities.
2. Encourage children to be confident and courteous.
3. Provide Form Teachers with reliable and enthusiastic but sensitive support.

### **Areas of Responsibility**

To support the sports programme or classroom work, as directed by the Director of Sport, Head of Girls Games, coaches or teachers.

- Preparing sports equipment and venues for use before the lesson
- Assisting in group or individual coaching
- To cover briefly for absent form teachers
- Helping with classroom display work
- Helping to prepare and clear up in practical lessons, e.g. CDT
- Supervising children in the playground at lunchtimes
- To supervise playtimes as requested – frequently at times when immediate cover is required
- To attend whole school inset and department meetings as requested
- To take part in staff training sessions when the subject matter is relevant
- Changing Room supervision
- Inclusion in the Senior School Activities Week residential camp in the Summer Term
- Assistance with the major school productions as required

**Note:** This Job Description covers the main duties and responsibilities of the job. The appointee may from time to time undertake other activities commensurate with this Job Description.

## **PERSON SPECIFICATION**

### **Experience**

Involvement in team games within a school or club environment

### **Skills and Abilities**

- Willingness to be part of a hard working team
- An understanding of young children
- Enthusiasm
- Reliability
- Initiative
- Flexibility
- A willingness to become a part of the school community – some activities may take place outside school hours
- The desire and capability to be an outstanding assistant teacher
- Ability to relate well to children and adults, and to build positive working relationships
- Confidence and competence when managing the learning and behaviour of an individual, a small or large group, or whole class

### **Qualifications and Training**

- The role will suit someone considering a career in the profession although no formal teaching experience or qualification is required.
- Experience of playing or coaching at least one major team sports (rugby, football, cricket, netball, hockey, rounders) is expected.
- 3 or more A levels in any subject

### **Other Factors**

- Willingness to work in support of the ethos of the school

### **Procedure for application**

Applications should be made using the application form available together with a typed covering letter (no more than a page) and posted to the Headmaster, St. Michael's Preparatory School, La Rue de la Houquette, St. Saviour JE2 7UG by Friday 26th June after which references may be taken for those candidates considered for the shortlist.

Failure to use the correct application form or to attach a covering letter may count against an applicant. Shortlisted candidates will be contacted by telephone prior to noon on Monday 29th June.

Interviews will be held in the morning of Saturday 4<sup>th</sup> July (from 09.00) and a conditional offer of appointment will be made as soon as possible thereafter. The appointment will be conditional upon satisfactory references being received and pre-employment checks being completed. It is hoped that the successful candidate will begin work on 1st September 2020.