



**MOUNT
KELLY**

Graduate Sports Assistant

The principal role of the Graduate Sports Assistant (GSA) is to support the PE/Games department. In addition, GSA's will support extra-curricular and boarding within and beyond normal School hours.

The position of GSA should be regarded as an opportunity for those who may be considering a career in teaching to learn more about the profession, to develop their own professional skills, to take responsibility for certain elements of the School's delivery, and to make a full and positive contribution to the life of the School.

The post may be adapted to suit the specific talents of the candidate but the successful candidate will be an enthusiastic sportsperson, ideally with experience of coaching hockey, cricket, rugby and/or netball.

GSA's will be expected to use their initiative, to work closely and collaboratively with a wide range of staff, and to throw themselves enthusiastically into the life of a busy boarding school. GSA's are expected to maintain the same standards of professional conduct and ethics as members of the academic staff.

Duties and Responsibilities

Academic Support

- Support the delivery of the academic programme, both in the classroom and in any other environment
- Actively support pupils with their learning, providing subject-specific guidance
- Assist academic staff with the development of learning materials both in hard copy and online
- Monitor pupils' attitude to learning, achievements and areas of support and discuss these with the Head of Faculty/Subject Lead
- Create and maintain a purposeful, orderly and supportive environment, and assist with the display of pupils' work
- Assist in the administration of routine tests
- Invigilate exams
- Prepare, maintain and use equipment/resources as required to meet the demands of the subject.
- Undertake occasional lesson cover

Pastoral Support

- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- Refer pupils to appropriate sources of pastoral support
- Contribute to the life of the boarding community
- It is expected that GSA's will contribute wholeheartedly to the boarding ethos of the School, and support boarding house staff in the supervision, care and development of boarders
- GSA's will assist staff with after-school clubs and regular evening activities for the boarders at the Prep, and/or skill-specific support sessions at the College
- GSA's should expect to be required to work weekends and evenings, and will contribute to the welfare of the boarders by offering continued support to the duty rota, and by supporting the programme of Saturday activities and Sunday trips
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour

Extra-Curricular Support

- Contribute enthusiastically to the School's extra-curricular programme
- Take responsibility for one-on-one and small-group activities, for example, skill-specific sports workshops
- Experience of coaching a major sport

Other Duties

- Assist on school trips/boarding outings
- Be prepared to support the travel arrangements of overseas pupils by escorting pupils to the airport at half term breaks and the end of term
- Provide clerical/administrative support to academic staff
- Be aware of and comply with School policies, with particular emphasis on those relating to child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.

Personal Specification

Skills, knowledge and personal qualities	<ul style="list-style-type: none">• Commitment to the development and progress of young people• Excellent communication skills to interact with pupils, staff, parents and visitors to the School• Proven ability to work independently and on own initiative• Common sense and reliability• Excellent organisational skills, and attention to detail• Flexible working attitude and willingness to work unsociable hours• Able to work to deadline• Able to manage time and prioritise tasks
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	<ul style="list-style-type: none"> • Loyalty to the School
Qualifications/ Experience	<ul style="list-style-type: none"> • Educated to degree level ideally with a Sport related degree • Experience of coaching a major sport • Ideally, experience of independent/boarding school education
Other Requirements	<ul style="list-style-type: none"> • Satisfactorily meeting the school's employment checks – Disclosure and Barring Service (DBS) check, references, qualifications and legal entitlement to work in the UK

Mount Kelly is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The person will be engaged in regulated activity with children and has a duty to protect the welfare of children. Child protection training is a statutory requirement in order to provide proper care to vulnerable students and be able to implement safe working practices