



Girls' Sports Assistant Job Description

Reporting Line: The Girls' Sports Assistant will report to the Head of Girls' Sport

Days and hours of work:

Monday, Tuesday and Friday	1pm – 4.30pm
Wednesday	12 – 5.30pm
Thursday	1pm – 5pm
Saturday	12 – 5.30pm

Weeks worked: 34 weeks a year (term time) + 5 inset days

DUTIES AND RESPONSIBILITIES

- To coach games to ensure the pupils are safely taught skills and the rules of the games
- To promote the School ethos of good sportsmanship
- To coach in a positive manner to inspire and motivate pupils
- To organise teams, post notices and transport pupils to matches
- To ensure all Health & Safety directives are adhered to
- To report all results to the Head of Girls' Sport and, where appropriate, liaise with her over team selection
- To proactively care for equipment and facilities
- To support the Pool Manager in undertaking relevant swimming pool checks, training will be provided if required
- To ensure that the school's sport policy is adhered to
- To attend departmental meetings when required
- To participate in INSET days

On occasions (e.g. extreme weather and at the end of term) there may be a need to supervise pupils on different activities when games are cancelled.

General expectations

- To work with colleagues, parents, visitors and children in a professional manner which is conducive to and promotes the stated aims, vision and values of the School
- To provide outstanding pastoral care for the children throughout the School. Appreciate the need for flexibility if other members of staff are absent
- To participate fully as a member of the staff team in helping to provide a happy, stimulating, safe, educational environment
- Be a member of a house and contribute to house events
- To respect and maintain confidentiality
- Ensure own child protection training is up-to-date
- Attend First Aid training as arranged by the School
- Support work-experience/gap students
- Be responsible for a group of children on out of school trips including awareness of mini-bus safety

All staff are expected to:

- Follow and promote the School's code of conduct, safeguarding policy and procedures and to ensure the wellbeing of all pupils is their highest priority
- Contribute to the day-to-day running of the School and follow its policies and procedures, having due regard for the Health and Safety of self and others
- Take an active role in ensuring the realisation of the School Development Plan
- Treat each pupil and each other as individuals with courtesy and respect
- Take part in relevant training programmes identified by the School
- To work in a co-operative, diplomatic and flexible manner
- To carry out any other reasonable duties as requested by the Head of Sport or Headmaster

Note: This job description will be reviewed annually.