



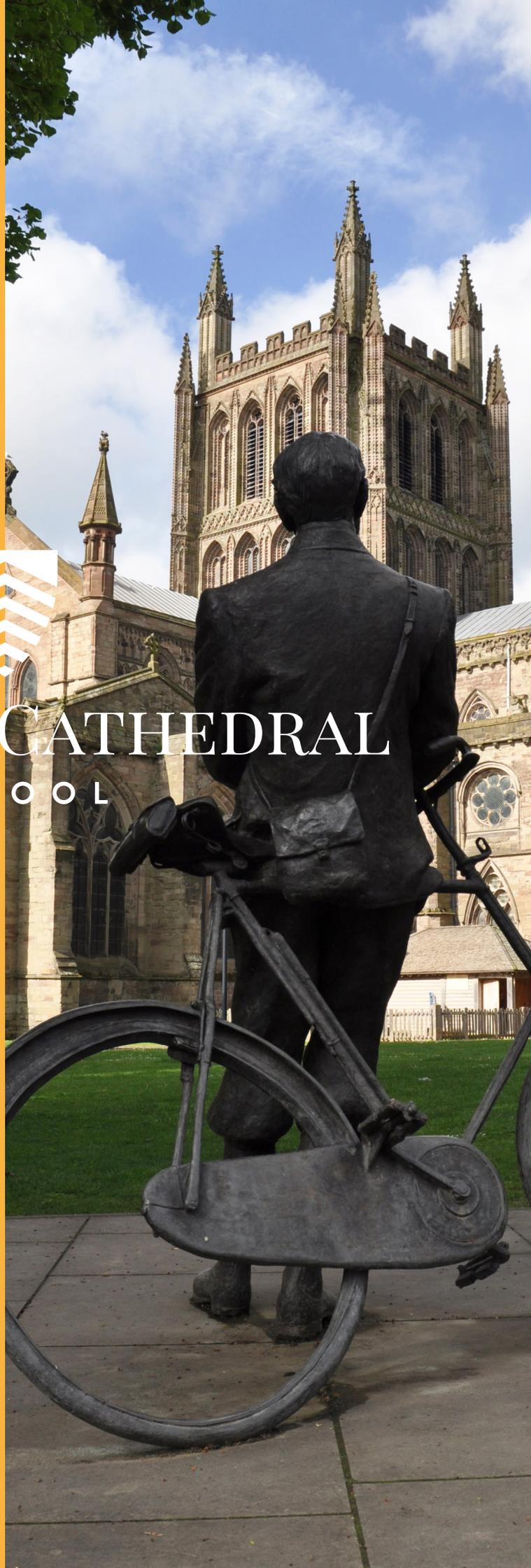
# HEREFORD CATHEDRAL SCHOOL

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CANDIDATE INFORMATION

## Resident Sports Graduate Development Programme

01432 363500 | [HEREFORDCS.COM](http://HEREFORDCS.COM)





## SPORT AT HCS

The aims of HCS Sport are based on our desire to facilitate outstanding sporting experiences for all pupils. In particular, we aim to offer appropriate support and challenge for each individual, so that they may enjoy sport and realise their own potential. We recognise that every pupil is different, and our aim is to get to know each one; their strengths and their weaknesses. At HCS, the profile of sport is as much about the care that we provide for each individual, as it is our team success.

We offer a range of sports including fencing, hockey, rugby, netball, football, rowing and cricket as well as badminton, equestrian, basketball, athletics and tennis. We also provide support to athletes who are involved in other sports outside school, to help them achieve their ambitions. We are deliberate in our alignment with national sporting pathways, to ensure that our aspiring young sportsmen and women have the very best chance to advance in their chosen sports. In this regard, a number of pupils are selected in county and regional sides each year, with some competing at a national level.



Pupils are encouraged to take advantage of the extensive and valuable opportunities on offer in sport. We ask pupils and parents to join us in recognising the benefits of representing the School, and of competition in general, whether the focus is on self-improvement of a personal best or on team success in a fixture. There is also a thriving House sport competition, which reflects and strengthens our inclusive approach to sport.

Our dedicated staff recognise the important role that a sport plays in the development of character and of the moral, social, emotional and spiritual values of our pupils. Whether a pupil is encouraged to venture out of their comfort zone or experience the camaraderie of a team, the engagement of body, mind and heart are integral to all sport programmes at the School.

We also encourage a lifelong commitment to a healthy lifestyle, promoting the physical and mental benefits of regular exercise. All years have a weekly games session (1.5hrs) during curricular time. In addition to games sessions, Years 7-9 receive an additional hour of Physical Education during the week, the syllabus of which not only underpins the sport programme in terms of physical literacy and fundamental movement quality, but also offers an element of variety in its practical content. Physical Education is also an option at GCSE and BTEC, for those pupils with an academic interest in sport.



# JOB DESCRIPTION: GRADUATE SPORTS ASSISTANT WITH BOARDING

**Post title:** Graduate Sports Assistant with Boarding  
**Hours/weeks:** Full-time

**Start date:** September 2022  
**Salary:** £14400-£15030

**Location:** Herefordshire (based at Wilmot House & Hereford Cathedral School)  
**Contract:** Initial 11-months fixed-term (with potential 1-year extension)

## OPPORTUNITY

Hereford Cathedral School is providing a fantastic opportunity for graduates of any discipline to join our Sports Department. Our graduate programme provides outstanding experience and professional development, and would be particularly valuable for someone considering a career in teaching or sports coaching.

The successful candidate will be highly motivated and fully prepared to undertake the demands of working in one of the UK's leading independent co-educational day and boarding schools.

## OVERVIEW

During the school day, on a reduced timetable, you will be actively involved in our Physical Education and Games provision. After school you will take part in the full extra-curricular programme, and offer a specialism in one or more of the following sports - Cricket, Football, Hockey, Netball, Rowing and Rugby Union. In the evenings and at weekends you will expect to do a number of boarding duties as well as getting involved in weekend boarding activities, trips and sports fixtures.

## OUR OFFER

- Valuable, on the job training, work experience and professional development
- Free accommodation and all meals provided in term time
- Academic and pastoral support, providing help and guidance
- Competitive salary
- Potential to undertake a PGCE in Year 2 if contract extended
- Opportunity to join a wonderful team of people
- A beautiful place to work in the most idyllic settings

## REPORTING LINES

The post holder reports to the Boarding Houseparent

CONTINUED OVERLEAF



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SCHOOL'S YOUTUBE CHANNEL

# THE ROLE: GRADUATE SPORTS ASSISTANT WITH BOARDING

SEPTEMBER 2022

## **Job Purpose:**

- To support an atmosphere in which all pupils feel welcomed, happy, well-cared for and nurtured
- To assist the Boarding Houseparent in the staffing, organisation and resources of the house
- To provide for the safety, good discipline and pastoral wellbeing of all pupils in the house
- To ensure that the National Minimum Standards for Boarding Schools are maintained at all times by following the guidance stated in the "Wilmot House Boarding Handbook for Staff"

## **General House Responsibilities:**

- To help support the academic progress of each student within the boarding house
- To help establish a community spirit within the house based on mutual respect and understanding

## **Pastoral House Responsibilities:**

- To encourage the development of friendships
- To encourage an awareness and appreciation of the needs and value of others through service and celebration
- To provide an environment where students can develop social skills through the organisation of activities, entertainment, group discussions and meals
- To nurture a family atmosphere where students may feel free to approach house staff to talk through any concerns
- Ensure compliance with the School's Safeguarding and Child Protection Policy at all times
- Report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead

## **Co-curricular House Responsibilities:**

- To support the Houseparent to coordinate a variety of activities during evenings and at weekends
- Assist or lead trips, usually already arranged by the Houseparent
- To promote the development of boarders' talents and interests and to provide a range of experiences to promote cultural, sporting and personal development

# THE ROLE: GRADUATE SPORTS ASSISTANT WITH BOARDING

SEPTEMBER 2022

## **Lifestyle House Responsibilities:**

- To encourage students to meet high standards regarding personal hygiene, hair, dress and jewellery
- To encourage students to establish healthy eating patterns and to take responsibility for their own health in conjunction with the School Nurse
- To dine with the students and help them to develop good dinner table etiquette
- To help with the bedtime routine in the boarding house; this includes room checks, hygiene monitoring and electronic device collection

Dependent upon area of expertise and/or subject specialism the Graduate Sports Assistant will be required:

## **Teaching:**

- To support the Sports Department and its staff
- Assist the planning and delivery of lessons throughout the year for pupils of all ages and abilities
- To assist with the teaching and coaching of Physical Education and Games
- To help ensure that students are taught according to their individual needs and abilities ensuring that pupils develop at their own pace
- To adopt an approach that engenders enthusiasm and raises the aspirations of all students

Some classroom teaching may be offered if appropriate, depending on the subject and experience of the person appointed.

## **Extra-curricular Responsibilities:**

- Coach, officiate and manage teams beyond normal school hours including weekends and some evenings throughout the year
- To participate in the School's extensive co-curricular and extra-curricular programmes (e.g. sports clubs, team practices, outdoor education, etc. as agreed with the Deputy Head (Staff))

# THE ROLE: GRADUATE SPORTS ASSISTANT WITH BOARDING

SEPTEMBER 2022

## **Administrative Duties:**

- To undertake appropriate administrative duties to support the operational needs of the Sports Department department or wider school

## **General Responsibilities:**

- To maintain good standards of behaviour amongst students, both when they are on School premises and when they are engaged in authorised School activities elsewhere
- To supervise, as required, groups of pupils engaged in private study, and the classes of absent staff
- To attend, and participate in as required, general school functions, meetings, cultural and social events, including those held out of school hours during term time
- Undertake whole school duties as outlined annually

## **Pastoral Responsibilities:**

- To provide support to form tutors
- To attend year and whole school assemblies
- Liaise with Medical, Academic Support and any other professionals as and when necessary

## **Whole School Responsibilities:**

- Safeguard and promote the general well-being of pupils and to be a role model for pupils at all times
- To assist in the promotion of the School's reputation and in marketing activities as required
- To adhere to all the School's Policies
- To carry out any additional task reasonably required by the Headmaster
- You may also be required to undertake such other comparable duties as the School requires from time to time

It is not possible to present a definitive list of responsibilities for the Graduate Sports Assistant as the role will be developed around the skills and experiences of the successful candidate.

# SAFEGUARDING AND PROTECTION OF CHILDREN AND YOUNG PERSONS

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an Enhanced criminal record check from the Disclosure and Barring Service (DBS).

These checks will highlight cautions, reprimands and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent them from working with children. Staff must inform the school if they are subject to criminal investigations or convicted while in the employment of the School.

## HEALTH AND SAFETY

### **As an employee you are expected to:**

- Take reasonable care of your own health and safety
- Take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work
- Co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies
- Not interfere with or misuse anything that's been provided for your health, safety or welfare
- Report any injuries, strains or illnesses you suffer as a result of doing your job
- Tell your employer if something happens that might affect your ability to work (e.g. becoming pregnant or suffering an injury)
- If you drive or operate machinery, to tell your employer if you take medication that makes you drowsy

Wilmot House opened in 2019 and provides a wonderful home for our boarders



## PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria
<b>Qualifications</b>	An undergraduate degree (2:2 or above)	Coaching Qualifications Other relevant professional qualifications
<b>Experience and knowledge</b>	Coaching or representative level playing experience in one or more of the following sports - Cricket, Football, Hockey, Netball, Rowing and Rugby Union.	Experience of working in an educational environment Experience of working with both boys and girls Experience of supervising groups of children or young people Boarding experience Understanding and experience of working in inclusive settings
<b>Skills and abilities</b>	<p>Ability to supervise and manage groups of children and young people with confidence</p> <p>A positive attitude towards children and young people including the ability to demonstrate and promote positive values, attitudes and behaviour</p> <p>Build and maintain relationships through effective interpersonal skills</p> <p>Strong organisational and administrative skills</p> <p>Excellent communication skills to inspire, challenge, motivate and empower others</p> <p>Think creatively to anticipate and solve problems</p> <p>Inclusive approach to education</p> <p>Ability to manage own time effectively</p> <p>Good IT knowledge in Microsoft Office applications to include Word, PowerPoint, Excel</p>	<p>Motivate and inspire confidence in pupils, staff, parents, governors and the wider community in order to further develop and promote the school</p> <p>Ability to deliver feedback effectively</p> <p>Able to contribute to the School's extra-curricular activities programme</p> <p>Awareness of HR policies and procedures</p>
<b>Aptitude</b>	<p>Self-supporting with the ability to work as part of a team</p> <p>Naturally demonstrates a 'can do' helpful attitude</p> <p>Positive, enthusiastic, energetic and flexible</p> <p>Work under pressure, maintaining a sense of perspective and humour</p> <p>Reliability and integrity</p> <p>Resilience and tenacity</p> <p>Commitment, honesty and dedication</p> <p>A sense of humour and a genuine understanding and liking of young people</p> <p>Shares the School's values and vision and committed to the School's vision for learning experience and outcomes for pupils</p>	

## PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria
<b>Circumstances</b>	<p>Able to work flexibly, earlier starts, evenings and weekends will be required.</p> <p>A strong commitment to support the School's extra-curricular activities programme</p>	Full UK Driving Licence
<b>Safeguarding Children, Young People and Vulnerable Adults</b>	<p>Understands their role in the context of safeguarding children, young people and vulnerable adults</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</p>	
<b>Equal Opportunities</b>	<p>Understanding of the requirements of Equality and Diversity</p>	

### Purpose of this Job Description:

Hereford Cathedral School considers this document as a “snapshot” of the job. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

The job description above is not exhaustive and may, occasionally, be reasonably amended by the Headmaster

## HOW TO APPLY

An application form and information pack may be downloaded from the school website: [www.herefordcs.com/job-vacancies](http://www.herefordcs.com/job-vacancies)

**Completed applications should be accompanied by a covering letter and sent to Mrs Cath Knowles, Hereford Cathedral School, Old Deanery, The Cathedral Close, Hereford HR1 2NG or to [c.knowles@herefordcs.com](mailto:c.knowles@herefordcs.com)**

The closing date for applications is **11am on Tuesday 23 August 2022.**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. Appointments are subject to enhanced DBS clearance and satisfactory employment references and other safer recruitment checks. Further information on the School's safeguarding can be found on [the school website](#).

Hereford Cathedral School is committed to being an equal opportunity employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

The School retains the right to interview suitable applicants and appoint before the deadline.