



CLAYESMORE

Job Title	Graduate Assistant (Senior School Sport - Cricket)
Responsible to	Director of Sport

Role Overview

Clayesmore is a busy, vibrant boarding school with a strong sense of community. Small enough for everyone to be known, but big enough to hold our own against our larger local competitors, we are proud of our warm, nurturing, ambitious and innovative ethos. Our Graduate Assistants are the cogs in the Clayesmore wheel, supporting staff and pupils in all aspects of school life. A 'can-do' approach and a willingness to roll your sleeves up and be part of the team, are therefore a prerequisite. Key responsibilities are listed below but should not be regarded as definitive since no two days at Clayesmore are ever the same! Nevertheless, if you are fun, flexible and willing to throw yourself into all the opportunities on offer at our wonderful school, we will welcome you into our family!

Responsibilities and Duties

- Development of the Senior school cricket programme.
- Assist / run early morning and evening cricket/sport sessions throughout the Autumn and Spring terms.
- Assist / run lunchtime cricket sessions throughout the year.
- Assist with the coaching in the major sport of the term during Games sessions for Years 9 to 13 and help with officiating roles.
- Assist with pre-season coaching prior to the start of each term as required.
- Assist the Director of Sport in establishing and promoting sports trips.
- Assist the Director of Sport in the promotion of extra-curricular clubs and activities, and run/coach one major game club and one other sports activity where possible.
- Assist the Director of Sport with the organisation and delivery of inter-house / whole school sporting events, eg, Sports Day.
- Assist with the mentoring of the Sports Scholars.
- Help with the organisation of match kit and the sports stores.
- Monitor sports equipment, including water bottles and first aid kits, stock taking where appropriate.
- If required, assist with some Core PE and GCSE PE lessons; helping with the setting up of equipment (Sports Centre), registering pupils and working with pupils individually or as part of a group.
- Maintenance of the notice boards and ensuring all team sheets are displayed on a weekly basis.
- Assisting the Director of Sport with Final Assembly and the engraving of trophies.
- Supporting staff on field trips/off campus events and on any pupil outings.
- To be trained in safeguarding responsibilities and the staff code of conduct.

Person Specification

Essential

- Embody the values of Clayesmore, demonstrating loyalty to the school and its ethos
- Level 2 Cricket Coaching qualification and experience of coaching any major team sport
- Educated to A level standard or equivalent
- GCSE Grade C or above (or equivalent) in English and Mathematics
- Ability to work as part of a team
- Able to independently manage workload and to apply good time management and organisation to work
- Good ICT skills, particularly in the Microsoft Office and Google suite of products
- A flexible 'can do' approach and a willingness to participate in all activities
- Reliable and trustworthy
- Good written and oral interpersonal and communication skills
- Ability to develop good relations with staff, pupils and the wider school community

Desirable

- Experience of working with children or young people in a paid or voluntary capacity
- Emergency First Aid at Work qualification (or equivalent)
- NPLQ lifeguard qualification or willingness to achieve one.

Additional Information

- This is a one year fixed term, term time only contract for 33 working weeks per year
- The hours to be worked are 43 paid hours per week, these hours will be scheduled between Sunday and Saturday each week to suit the needs of the school. The post holder will have one day off per week
- Board and lodgings could be available.
- Benefits include free membership of the Clayesmore Sports Centre and where applicable a non-contributory pension scheme with a current contribution from the school of 8% of your salary

Date reviewed : April 2023
Reviewed by : Director of Sport

Clayesmore School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo safeguarding screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service.