

Post Graduate Sports Internship

Overview

St Andrew's Prep seeks to appoint a recent graduates to provide a range of supporting functions to the provision of sport at the school from September 2022.

This is an opportunity for an enthusiastic sports oriented person to work and gain first-hand experience across a range of areas of sport management, administration and delivery in a school setting. This opportunity provides an excellent stepping stone for launching into a career in teaching or wider sports management. The school will support opportunities for the successful candidate to progress in some further qualifications in sport coaching, pool lifeguarding to name a few. Single accommodation is provided. The successful candidate is expected to be a self-starter who is self-reliant and can work with minimum supervision. An ability to work closely with others, to organise and deliver events and possess good IT skills is essential. They will work directly with the Director of Sport.

St. Andrew's Prep

Founded in 1877 and home to 360+ pupils from 9 months to 13 years, St Andrew's is a non-selective co-education IAPS prep school which prides itself on breadth and excellence. Most are day pupils but 25 to 30 boarders live within the heart of the school with space for a further 20 flexi boarders – a facility used by a large number of children over the course of the year.

The school is set in twelve acres of sports fields. The beach is a five-minute stroll away and a number of classrooms overlook the sea and the South Downs. With nature on its front door, St Andrew's offers unique Forest and Beach Schools which provide opportunities to complement classroom study with outdoor learning.

St Andrew's Prep's sporting pedigree is excellent with representatives winning medals at many county, regional, national and occasional international event across the sports of Rugby, Football, Cricket, Athletics, Hockey, Tennis and Netball. However, there are teams for every ability ensuring that each child represents the school. The school has an impressive sports hall and the recently refurbished Fives court has just re-opened. DT, Art, Drama and Music are of an exceptional standard. Recent LAMDA results have been outstanding and many of our musicians (80% of the pupils play an instrument) reach the higher ABRSM grades.

After-school and optional Saturday morning activities are numerous and varied and include, among many others, golf, jazz dance, pot throwing, steel drums, shooting, water polo, mountain biking and fencing. The school has its own Community award which aims to nurture confidence and independence, develop a breadth of interest in each child and create a stronger sense of identity and community.

St Andrew's amalgamated with Eastbourne College in 2010. The two schools retain a good deal of independence and their own identities, but share some facilities and support staff and are working to establish strong interdependent links which will benefit the education of the children within the wider charity.

More information about the College and St. Andrew's Prep may be found by visiting the websites:

<http://www.standrewsprep.co.uk/>
www.eastbourne-college.co.uk

News of latest events can also be found by visiting our Facebook pages:

<https://www.facebook.com/StAndrewsprepEB/>

<https://www.facebook.com/EastbourneCollege>

Job Description

1. **Job Title:** Post Graduate Sports Internship
2. **Responsible to:** Head of Pastoral Care and Boarding
3. **Job Summary:** Primarily to assist the Director of Sport in the planning and delivery of sports and sport-related support across the School.

4. Responsibilities

A. Sports Coaching

- a) To plan and lead coaching sessions as directed by the Director or Assistant Director of Sport and in accordance with expertise. You may be expected to take a boys or girls squad each term.
- b) To coach and officiate during mid-week and weekend fixtures.
- c) To support staff during all-day tournaments.
- d) To play a full part in the extra-curricular life at school.

B. Pastoral and Safeguarding

- a) To become a resident tutor in a boarding house (see House Tutor Job Description). This will include undertaking two morning and evening duties per week and some weekends, as well as being on hand to help in the house at other times within reason.
- b) To support whole school events conducted during term time
- c) The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement and staff code of conduct at all times.
- d) The post holder will be engaging in regulated activity. There are particular safeguarding issues requiring attention for this post.
- e) The responsibility for pupil discipline, occasional one-to-one settings or trips/transport, and variety of situations require staff in this post to have a deep and wide understanding of safeguarding procedures. They have a broad view of pupil behaviours and should exercise vigilance regarding child protection issues.
- f) If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School they must report any concerns to the School's Designated Safeguarding Lead or, if they are the School's DSL, to the Headmaster and relevant agencies.

C. General

- a) To undertake break time duties as directed by the Deputy Head
- b) To attend all INSET days throughout the academic year
- c) To cover academic lessons as directed by the Deputy Head

Teaching Experience

There is an opportunity to assist with the delivery of PE lessons and, for the right candidate, they may be able to support pupils in academic lessons.

5. Person Specification

It is expected that the successful candidate will have studied or is studying a sports related degree (or has a demonstrably high level of expertise in sport whilst reading a different degree), an interest in PE teaching and will ideally have some form of national governing body coaching awards relevant to the sports on offer at the school. However there is an opportunity to gain further qualifications at the school's expense as appropriate to their level of experience and the requirements of the role such as (but not restricted to): NPLQ, Level 1 coaching, refereeing/umpiring qualifications, first aid qualification, minibus driver training. An existing pool lifeguarding qualification will be an advantage but is not essential. Preference will be given to candidates with experience in hockey, netball or rugby.

Driving licence an advantage but not critical

6. Terms and Conditions

Contract	One year fixed-term contract extendable to two years by mutual agreement to commence September 2022.
Hours of work:	A minimum of 37.5 hours per week during term time. Flexibility in hours is essential and in order to meet the demands of the post, the person may be required to work to support evening and weekend sports events during term time. Actual working hours will be advised to you by your Line Manager and may be changed from time to time.
Salary:	£14,000 per annum.
Holidays	28 days' holiday to be taken during College holidays
Pension:	After three months' service, you may be automatically enrolled into the Eastbourne College WorkSave Pension Scheme (details are available from the HR Department), depending on level of earnings. You may also choose to opt in to the pension scheme. The College will contribute 5% of gross salary and you will be expected to contribute 3%. You may choose to opt out of the pension scheme.

Other Benefits:

- Single occupancy accommodation will be provided with Council tax and water/electricity bills covered
- Free meals during term time
- Free use of Charity facilities.

7. Safeguarding & Equal Opportunities Statement

Eastbourne College (Incorporated) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to an enhanced DBS check, pre-employment medical questionnaire and positive references.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the Charity is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Eastbourne College (Incorporated) welcomes applications from all sectors of the community as we aspire to attract staff that match the social and cultural diversity of our pupil intake. We consider the most important factor to be the right skills, abilities and attitude for the job which will ultimately improve the wellbeing and education of the pupils.

8. Application process

Application process:

To apply, please follow the link below to complete the mandatory application form:

www.cognitofirms.com/EastbourneCollegeIncorporated/StAndrewsPrepSupportStaffApplicationForm

Alternatively, visit www.standrewsprep.co.uk/contact/employment-opportunities and click the '**Apply Now**' button.

A letter of application and an up-to-date CV should be uploaded with this online application form.

All applications must be received by noon on **Friday 20 May 2022**

For further information, please contact Marian Piper, Recruitment & HR Projects Manager, by email: hr@eastbourne-college.co.uk or tel: 01 323 452239.

House Tutor (Residential)

- 1) Job Title: House Tutor (Residential)
- 2) Responsible to: Head of Boarding
- 3) Job Summary: To carry out duties in the boarding house before school, in the evenings and weekends. To assist the Head of Boarding and to support them fully in the smooth running of the House. To help ensure that boarding children receive the best quality care and accommodation, where the welfare, good discipline and pastoral wellbeing of the children are paramount. To ensure that every child in the boarding house is known for who they are and that they are given the best possible chance to grow and develop as individuals within a boarding community. To work with all house staff to achieve the above.
- 4) Key duties and responsibilities:

Welfare and Pastoral Care of Boarding Children

- To promote and follow the school's child protection and safeguarding policies.
- To support the school's disciplinary policy and apply appropriate rewards and sanctions within the house.
- To inform the Head of Boarding of serious ill-discipline, cases of severe bullying, substance misuse or sexual misconduct.
- To work closely with the Head of Boarding to ensure that the individual needs and personalities of each pupil are identified and known by staff so that individual opportunities, talents and potential are nurtured.
- To work closely with the Head of Boarding to ensure that suitable provision is made in the house for the needs of different ages and promote appropriate relationships between the ages.
- To ensure that the needs of boys and girls are catered for and understood in an atmosphere of mutual respect.
- To promote the school values within a boarding context.
- To help nurture mutual respect amongst boarders of different nationalities whilst always promoting British values.
- To help nurture a sense of community spirit within the children and staff of the house.
- To counsel boarders as required and promote the various listening and advice services available to them.
- To liaise closely with the Head of Boarding over boarders' medical needs so that they are properly catered for and communicated to parents.
- To help promote a healthy lifestyle and personal hygiene within the boarding community.
- To liaise with matron to ensure that children's clothing and possessions are washed and looked after appropriately.
- To promote a high standard of appearance amongst the boarders.
- To promote the cleanliness and tidiness of the house through liaison with cleaning staff
- To assist in fire evacuation practices as required by the Fire Officer and ensure boarders are aware of the correct fire drill.
- To be involved in providing for a suitable programme of extra-curricular activities for boarders.
- To participate in one of the Sunday boarders' trips each term.
- To carry out duties before and after school and at weekends as directed by the Head of Boarding.
- To manage the supply of snacks and tuck when on duty.
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Communications and Marketing

- To help ensure that all boarders have the means to communicate with parents.
- Meeting and greeting with parents and guardians when on duty.
- To meet weekly with the Head of Boarding to discuss house issues.

Administration

- To help keep the log book up to date.
- To help administer boarders' pocket money when required.

Regulations

- To be aware of, and abide, by the implications of the National Minimum Standards for Boarding Schools and other regulations that might affect the boarding house and its provision of welfare and pastoral care for boarding children.

Training

- To hold appropriate first aid qualifications.
- To attend training courses, as directed, that will enhance the experience and safety of the boarders.

Residence

- To be resident overnight in the house following an evening duty and as much as possible on other term time nights.
- To be a visible presence around the house.

Safeguarding

- The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement and staff code of conduct at all times.
- The post holder will be engaging in regulated activity. There are particular safeguarding issues requiring attention for this post.
- Being resident among pupils, extra care must be taken to respect pupil privacy in a homely environment and protect their own reputations. Key sections of the code of conduct relating to pastoral care in houses should be adhered to at all times. The post holder is likely to have more visibility of potential child protection issues and are more likely to need to exercise their responsibility to prevent harm, ensure the safety and good order of the house, and to report any concerns to the DSL.
- If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School they must report any concerns to the School's Designated Safeguarding Lead or, if they are the School's DSL, to the Headmaster and relevant agencies.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

4) Person Specification:

Living in a boarding house can be an enormously rewarding and enjoyable experience.

The successful applicant should:

- Be suitably qualified and/or experienced to fulfil the job description listed above.
- Be committed to the values of St Andrew's Prep and independent education and play a full part in the life of the school.
- Be committed to the merits of boarding and be a suitable adult role model to children in the house.
- Understand and espouse child protection practice and be committed to safeguarding and promoting the welfare of children.

- Understand the particular needs and concerns of this age group, their parents and those who teach at this level.
- Promote fairness and equality of opportunity amongst the children and believe passionately that all children should be valued equally.
- Be a good listener with children and adults, open and approachable.
- Be flexible whilst adhering steadfastly to important principles.
- Possess determination, enthusiasm and stamina.
- Present high standards of appearance at all times in keeping with the profession.
- Communicate confidently with parents, guardians and agents.
- Be positive and motivated.