

**JOB DESCRIPTION**

**JOB TITLE:** Graduate Assistant (Sport)

**REPORTING TO:** Director of Sport

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**KEY TASKS AND RESPONSIBILITIES**

* Sports coaching responsibilities with respect to team fixtures, practices and extra- curricular clubs as required by Director of Sport and Heads of Sports, including weekend match duties when required. Assist with PE and Games lessons as directed by Director of Sport, which will include leading groups of pupils.
* Administrative, clerical and technician duties as directed by Director of Sport and PE technician.
* Responsible for the monthly PE and Sport Facilities Check procedure for Health and Safety. Repair and/or report any maintenance issues/faulty equipment etc to Director of Sport immediately.
* Maintain all PE equipment. Ensure equipment is clean, in good repair and all balls in stores are inflated (basketball, netball, football, rugby)
* Maintain all equipment stores and ensure that rooms are clean and tidy at all times. Maintain the astro and tennis/netball court areas - make sure all goals and nets etc are in good order. Maintain noticeboards/presentation of boards – make sure sports notices are in good order and well presented on boards.
* Responsible for changing room arrangements for matches/practice sessions and Wednesday afternoon activities in consultation with Director of Sport.
* Responsible for Sports kit lost property – to be collected from all changing rooms/office and returned to the lost property store at the start of each day.
* Ensure that all bibs are in correct bags and are clean and dry (basketball, netball, hockey, football, rugby). Responsible for laundered kit bags to be stored in appropriate areas.
* To assist the PE technician with administration tasks such as MiSocs team sheets, catering requests and transport arrangements.

**PERSON SPECIFICATION**

*Essential Criteria*

* inspired by the school’s mission and aim, and a commitment to vigorously promote and model the behaviours and values expected of others
* ability to manage change and work under the pressure of changing circumstances
* excellent organisation skills with the ability to implement and see things through to completion
* excellent communication skills, both written and verbal
* a clear enhanced DBS disclosure
* an empathy and understanding of expectations within Independent Schools education
* an understanding of the school’s Methodist tradition

**ADDITIONAL**

Truro School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and behave accordingly. This role may involve direct responsibility for children.

This job description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

**Prepared:** April 2019

**Reviewed by:** Director of Co-Curricular