



Clifton High School

CANDIDATE INFORMATION
GRADUATE ASSISTANT - SPORT



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BEYOND A SCHOOL, a place to belong



AN INTRODUCTION TO OUR SCHOOL

Clifton High School is future-focused with traditional values. Located in the heart of the beautiful and picturesque Clifton Village in Bristol, we are a mid-sized, all-through, independent school, educating boys and girls aged 3-18 years.

‘Realising Individual Brilliance’ is more than a tagline at Clifton High School; it is an aspect of education we truly believe in and see exemplified every day. Each child's unique talents and qualities are nurtured and celebrated in ways bespoke to them as an individual.

Clifton High School is renowned for its strong pastoral and family ethos. The safety and well-being of each pupil is our priority, ensuring emotional and personal development is given the same level of importance as academic achievement.

Our community rapport, teacher encouragement and continuous support create an atmosphere where children and young people develop happily and progress successfully. Parents often comment on the excellent relationships between staff and pupils as “relaxed yet always respectful”.



JOB DESCRIPTION

Job Title:	Graduate Assistant - Sport
Department:	Physical Education and Sports
Reports to:	Director of Sport

GENERAL QUALITIES

Clifton High School is looking to appoint an enthusiastic, sporty and academically capable university graduate with a proactive, “can-do” approach to support a variety of duties within the PE and Sports Department and across the wider School.

The Sports Graduate will primarily assist teaching staff during PE lessons, games sessions, fixtures, School trips and other activities suited to the post-holder’s skills and experience. This role offers an excellent pathway into a teaching career and, for the right candidate, may include opportunities to lead and deliver a small amount of classroom teaching alongside members of the PE and Sports Department.

The successful applicant will require strong interpersonal and communication skills to work effectively with staff throughout the School, given the diverse responsibilities of the position. They should also be a keen sportsperson capable of contributing to high-quality teaching and coaching for pupils of all ages and abilities. Experience playing or coaching one of the School’s core sports to a strong standard would be an advantage, as would a particular interest in Strength and Conditioning.

The post-holder must feel comfortable working both independently and collaboratively as part of a team and be willing to adopt a flexible approach to duties and working hours to support the needs of our busy School, including participation in our active Saturday Sports Programme.

SAFEGUARDING

Clifton High School staff are committed to Safeguarding and promoting the welfare of children and young people across this 3-18 School, both in and out of the School when in their charge and care. The post-holder will also ensure that any volunteers they have engaged to work with the children and young people are also committed to safeguarding and are fully aware of the School’s policies and procedures beforehand.



TERMS AND CONDITIONS SPECIFIC TO THE ROLE

The role is full-time (37.5 hours per week), Monday to Friday during term time (which includes CPD days) and may also include weekends. Flexibility on start and finishing times is required, and time off in lieu will be offered for extra hours worked during evenings and weekends.

There is a pension scheme for all Business Support Staff, which can be opted out of at the employee's discretion. All staff are entitled to a two-course daily lunch during term time and to refreshments throughout the School day.

MAIN RESPONSIBILITIES

The nature of the role is dependent on the skills offered by the graduate, but will include some of the following within the job description:

- Working with teachers in PE and Games to support individual pupils
- Working independently with small groups of pupils
- Preparing equipment and resources for PE lessons, Games sessions and co-curricular sporting activities
- Support the department and pupils in the use of technical equipment, including Veo, statistical analysis and data collection
- Support the Director of Sport, Head of Physical Education and Head of Games with the administration and operational running of the Department as required
- Undertaking specific projects in the graduate's areas of specialism; managing and or assisting with the coaching and taking various sporting teams for mid-week and Saturday fixtures
- Making a significant contribution outside the timetable to the School's Co-Curricular Programmes
- Reporting to the Director of Sport in assisting other teachers with temporary cover, School visits, sports fixtures, and other assistance to the School as required

Games Session Support

- Assist in the delivery of all Games sessions across all age groups, contributing to the smooth running and quality of each session.

PE Lesson Assistance

- Support the PE Department in lessons, including swimming and water polo sessions, helping to maintain a safe and effective learning environment.

MAIN RESPONSIBILITIES CONTINUED

Co-Curricular Activity Delivery

- Lead and support co-curricular sports sessions before School (7.45-8:30am) and after School (4.15-5.30pm).
- Team Management for Fixtures
- Take responsibility for coaching and leading your own team during weekend fixtures.
- Transport Coordination
- Arrange and book all transport requirements for the Sports Department, including travel for midweek fixtures, weekend matches and internal games sessions.

Catering Management

- Organise catering for all fixtures, liaising effectively with the CHS Catering Team and the Coombe Dingle Catering Team to ensure appropriate provision for each event.

Kit Preparation

- Prepare and organise all sports kit required for daily activities as well as weekend fixtures, ensuring everything is ready and in place ahead of time.

Games Session Bookings

- Schedule and manage all School games sessions in collaboration with Coombe Dingle.
- SOCS Management
- Maintain and update SOCS, ensuring all fixtures are correctly input, accurate and up to date.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post.

PERSON SPECIFICATION

<p>Skills and Abilities</p>	<p>Essential</p> <ul style="list-style-type: none"> • Good interpersonal skills • Ability to communicate effectively, both orally and in writing. • Able to work independently and as part of a team. <p>Desirable</p> <ul style="list-style-type: none"> • High degree of IT literacy
<p>Experience</p>	<p>Essential</p> <ul style="list-style-type: none"> • Played sports to a good standard • Coaching or playing netball and girls' hockey <p>Desirable</p> <ul style="list-style-type: none"> • Coached sport to a good standard • Experience within the scope of Strength and Conditioning
<p>Qualifications and Professional Development</p>	<p>Essential</p> <ul style="list-style-type: none"> • Educated to degree standard or equivalent <p>Desirable</p> <ul style="list-style-type: none"> • Have a sports-related degree • Hold a sports coaching qualification
<p>Personal Qualities and Competencies</p>	<ul style="list-style-type: none"> • Commitment to the safeguarding of our pupils • Able to work with little supervision and be self-motivated • Flexibility to undertake any other responsibilities as may be reasonably required by the Head, commensurate with this post • A willingness to be involved in the wider life of Clifton High School attitudes
<p>Attitudes and Outlook</p>	<ul style="list-style-type: none"> • Act as a positive role model to young people • Has a balanced sense of perspective • Flexible and 'can do' attitude • Possesses a positive attitude to change and development • Have a keen interest in all Sport and able to encourage others to be active • Ability to appreciate the needs of the whole School



CLIFTON HIGH SCHOOL AS A BUSINESS

Just like other independent schools, Clifton High School is a business.

Our product is a high-quality, desirable education. To ensure we continue to provide the education and experience we are so passionate about, our business must be successful. This is largely down to fees; securing future pupils, retaining families, as well as maintaining and building upon the reputation we uphold.

Our parents are our customers, each making large financial and emotional investments in our School. As such, all employees are representatives of the School and play a part in its success.

With a flourishing and affluent Bristol population, the demand for an independent education is strong and highly competitive. To illustrate this, there are more independent schools within the city and its outskirts than anywhere else in the country, other than North London.

Clifton High School has learnt never to be complacent but to strive to keep competitive and ahead of the game. Our unique offering, together with co-curricular activities and personal and social development, is emphasised alongside academic excellence. Parents very much value this. Indeed, it is an important reason why they choose us.

Competition to attract pupils is high, and as such, we seek to appoint and retain staff of the highest calibre who act as ambassadors for the School, embracing and reinforcing our ethos and values.



BEING A CLIFTON HIGH SCHOOL EMPLOYEE

Working at Clifton High School involves a commitment to the vision, culture and heart of the School. All staff members work with colleagues to ensure that the School fulfils its aims.

Our pupils are fun, inquisitive, enthusiastic and rewarding. Staff are expected to share and champion this passion for bringing out the best in each one of them. Classes are small, allowing staff to not only strive to achieve the highest standards but also to make a significant contribution beyond them. All staff enrich and strengthen the wider life of the School by undertaking duties, offering and supporting activities or clubs. As role models for our young people, they are encouraged to show planned and focused career development.

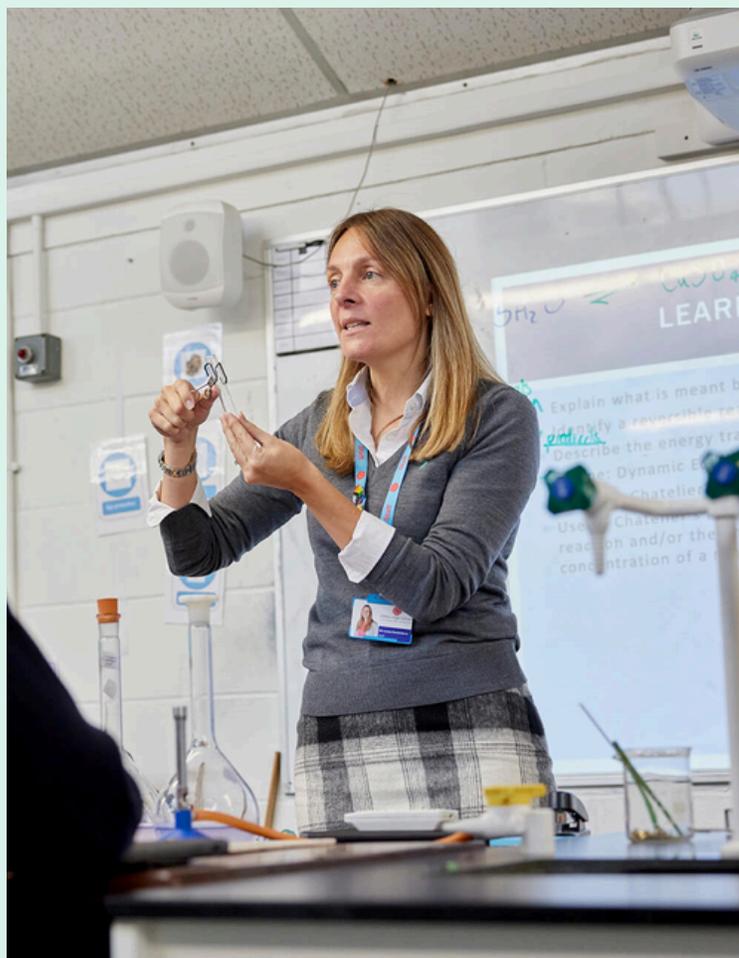
Focusing priority on excellence in the teaching and learning of our young people, as well as their personal development, staff are also encouraged to learn new skills and advance their own professional growth. Whilst Clifton High School encourages its young people to acquire skills, its staff must also lead by being open to new skills and knowledge.

We very much hope every individual, whether part of teaching, support, business administration or otherwise, to feel they belong to our Clifton High School community, sharing our common goal of the health, safety, well-being and education of our young people at its core.

'Realising Individual Brilliance' is not just for the pupils, but for everyone at Clifton High School.

What do we have to offer you?

- A committed and supportive staff community
- Motivated children with a desire to learn
- A drive to change and be better
- A culture of high ambition and excellent pastoral care throughout the school
- A history of embedded excellent best practice
- A creative and inspiring ethos with School values that our children and staff members carry with them for life
- Strategic, committed and supportive leaders
- Regular support and training to update skills
- Healthy and nutritious two-course lunch during term times
- 'School Fee Discount Scheme' for permanent staff members
- Regular staff socials



OUR VALUES



CURIOSITY

We educate our young people to be informed, inquisitive individuals with the ability and knowledge to use the art of questioning to explore the development of new, independent ideas. This, in turn, instils in them confidence and a lifelong love of learning.



EMPATHY

Relationships are enhanced when the value of love, for oneself and others, is achieved. This is something we encourage in all pupils, alongside a love of the planet we live on, the natural world around us and a passion for preserving it.



EMPATHY

The consideration of alternative perspectives is something we encourage in our pupils. It enables them to go out in the world with a desire to make positive change, through kindness, respect and understanding.



DIRECTION

We constantly support pupils to strive for ambition through a commitment and dedication to achieve personal goals that provide individual and personal direction, give purpose and drive motivation.



OUR STRATEGIC AIMS

At Clifton High School our strategy identifies six key areas that form the basis of our future:

- Pastoral Heart
- One School, One Team
- Beyond Academic Excellence
- Strong Community
- Secure and Successful
- An Environment to Thrive



Clifton High School

**THANK YOU FOR YOUR INTEREST IN
WORKING AT CLIFTON HIGH SCHOOL**