



BLOXHAM SCHOOL VACANCY INFORMATION FOR:  
**GRADUATE ASSISTANT (SPORT)**

*Bloxham School is an independent, co-educational boarding and day school for boys and girls aged 11 to 18 situated in north Oxfordshire. We are proud to boast state-of-the-art facilities for academic work, sport, technology and the arts on a modern, single-site campus. With around 500 students, Bloxham is small enough to ensure that each student receives individual attention, yet large enough to offer every opportunity a school twice its size could deliver. Our flexible approach to boarding responds to the demands of modern family living, with all our students joining us as either boarders, day boarders or day students.*



## THE VACANCY

The Graduate Assistant (Sports) will play a significant role in the coaching of sport in the School, and will assist with the management of School teams and the House sport programme under the direction and guidance of the Director of Sport and the coaches they are assigned to. Our preference is for candidates who can offer experience of ideally at least two of the following: hockey, netball, tennis.

The successful candidate must ensure that all teaching, coaching, administrative and pastoral tasks are completed efficiently and to a high standard, enabling the continued success, enjoyment and enthusiasm for sport at Bloxham. This role includes general pastoral and supervision tasks at different points in the school day as required. It also includes leading boarding activities at least once a week from 6.30pm to 9.00pm.

A readiness to contribute to girls' residential boarding is also an advantage.

## KEY INFORMATION

**Start Date:** ASAP

**Accountable to:** Director of Sport

**Working Hours:** Full time, time time only. Fixed term until August 2023.

**Salary:** £18,000 per annum with additional payment for residential boarding.

**Closing Date:** 9 a.m. on Monday 6th December 2021

## BENEFITS

- Enrolment in the School's defined contribution pension scheme
- Tea, coffee and lunch provided during working hours
- Free parking on site
- Access at no charge to the School's sporting, swimming and fitness facilities, including gym and tennis courts
- Strong, supportive staff community with a school councillor available
- Opportunities for continuous professional development



## JOB DESCRIPTION

- Work effectively as a member of the Sports Department to improve the quality of teaching, coaching and learning.
- Assist with coaching of at least two of the following sports: Tennis, Netball, Hockey
- Assist the Strength and Conditioning Team in the school's gym programme for all pupils for a wide variety of sports and fitness goals.
- Assist with practical aspects of PE teaching in the school curriculum.
- To offer cover for classes when the timetable allows.
- Create links with local primary schools and run weekly coaching sessions throughout each term.
- To assist with School Taster Days and our annual tournaments.
- Assist with organisation of inter-house school competitions.
- Be responsible for managing the sports social media and results website SOCS.
- Assist with the school's hosting of opposition pupils, staff and parents on match days.
- Assist with extra-curricular activities in the Lower School (ages 11 to 13).
- Undertake any reasonable tasks as directed by the Director of Sport.
- Act as a role-model to pupils through personal presentation and professional conduct.
- Attend whole school and departmental INSET training.



## PERSON SPECIFICATION

### Essential Criteria:

- Sports playing experience to a high level at University, or representative level outside University.
- A thorough, up-to-date knowledge and understanding of sports teaching, coaching and playing.
- Coaching experience within a younger age group setting.

### Desirable Criteria:

- National governing body coaching qualifications or equivalent.

## HOW TO APPLY

**Closing Date:** 9 a.m. on Monday 6th December 2021

To apply for this role please complete the Bloxham School support staff application form. Applications will be assessed upon receipt, and we reserve the right to interview and appoint prior to the closing date. Therefore, an early application is strongly advised.

For further information please visit the Bloxham School website. If you have any queries, please contact the HR Department on 01295 232160 or at [recruitment@bloxhamschool.com](mailto:recruitment@bloxhamschool.com).

We look forward to receiving your application.

## SAFEGUARDING

The post holder's responsibility will include promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact. The post holder will be required to adhere to and ensure compliance with the School's Child Protection Policy at all times. 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, s/he must report any concerns to the School's Designated Safeguarding Lead.