

ELIZABETH COLLEGE

GUERNSEY ♦ FOUNDED 1563

PARTICULARS OF VACANCY

SPORTS ASSISTANT

September 2024



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Leading
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SPORTS ASSISTANT

September 2024

A role suitable for an individual or graduate in a Sports-related discipline seeking invaluable, practical experience ahead of entering the teaching profession or developing a career in the coaching sphere. The postholder will assist and lead with the teaching of both PE and Games, working with professional Sports coaches and PE/Games staff across the curriculum.

The role is fixed-term for one academic year from September 2024 to August 2025.

Please note, if shortlisted for this role, interviews are anticipated to take place in the week commencing Monday 8 April 2024.

Information and full details of the post are included in the following documents, which are attached to and form part of these Particulars:

- ✓ Job Description
- ✓ Person Specification

SPORT AT ELIZABETH COLLEGE

Sport is a major part of school life and has a high profile at Elizabeth College. It provides opportunities to develop socially, creates a sense of community, and provides our students with a welcome change in focus from their academic endeavours.

At Elizabeth College sport consists of a collaboration of our engaging and inclusive PE and Games programmes. The aim is to unlock the potential of every student by exposing them to a range of experiences and opportunities. Specialist teachers and coaches are used to deliver a curriculum which challenges every student from Reception to Year 13.

Sport offers plenty of opportunities to cultivate communication and leadership skills, to work as part of a team, and to develop resilience by learning to meet success and failure head-on. Importantly, participation in sport is an excellent way to improve health and wellbeing.

All students at Elizabeth College are encouraged to participate in a wide range of sporting activities. There are both competitive inter-school programmes (including off-island tours) as well as inter-house competitions, providing opportunities not only for the most talented performers to develop and flourish but also for the many others who are keen to practise and compete, and most importantly enjoy themselves.

At Elizabeth College we know that sport has a direct, positive impact on our students' wellbeing, as the link between positive, resilient mindsets and physical activity cannot be ignored. Our goal is to ensure a high quality sporting experience for all our students, which begins with our very youngest children at the Junior School, and we hope will lead them to enjoy a lifelong involvement in some form of physical activity.



ELIZABETH COLLEGE

Elizabeth College, founded in 1563 by Queen Elizabeth I, is a selective day school with a broad ability range located in St Peter Port in Guernsey. One of the earliest members of the Heads' Conference, it provides a challenging and highly stimulating academic and co-curricular programme for children from 2 ½ through to 18 years of age in a co-educational environment.

Whether it is for our youngest children in the Pre-School or the eldest studying for their A Level examinations, the Elizabeth College curriculum is vibrant, progressive and stretching. Our staff are focused on helping all our students to learn, to grow and to be better than they were yesterday. This is reflected in our students' examination performances and the successful careers of our alumni. But success goes beyond test scores and university acceptances; at Elizabeth College we nurture the whole child. Our school culture, our diverse offering of co-curricular activities and our comprehensive pastoral care instil in our students a set of core values that we hope will equip them for success for the rest of their lives.

The Junior School is split over two sites, joined by the Elizabeth College Junior School Field. The Acorn site for children aged 2½ through to 7 (Key Stage 1) is located on the King's Road and the Beechwood site for children aged 7 through to 10 (Key Stage 2) is on the Queen's Road. ECJS is located approximately half a mile away from the Upper School, on The Grange. While the campus is split, common spaces such as sporting facilities are shared. Familiarity with the site, staff and routines allows for smooth transitions between the different educational stages, with staff working together to ensure continuity of pastoral and academic support.

The Upper School became co-educational in September 2021 with girls joining the College in Year 7 and Year 12. This change was made recognising the needs of modern society and builds on both our well-established co-educational offering in the Junior School and the positive impact of our Sixth Form partnership with The Ladies' College. In September 2024 Year 11 will be the last remaining boys only year group as we take a phased approach to the introduction of the co-educational model. The Upper School offers a wide variety of subjects with most students taking between nine and eleven GCSEs.

Beyond the classroom, there are extensive opportunities for students to become involved in Sport, Music, Drama, STEM activities, trips and tours, the Combined Cadet Force (CCF), the Duke of Edinburgh's Award Scheme and many other activities.

OUR VALUES

Everything we do at Elizabeth College is centred around living to our core set of values. They help steer how we behave, learn and treat each other, and they are embedded in and reflected upon in all aspects of school life.

An Elizabeth College education is designed to create well-rounded, resilient young people who have the skills, attitudes and values to be successful individuals who make a positive contribution to society. This focus begins right at the start of the Junior School with a simple set of easy to follow core values. For our youngest children we teach them to: Aim High, Be Kind, and Be Brave. Providing this toolkit for school life, ensures we encourage them to develop self-confidence and a love of learning, while being sensitive to the feelings of others.

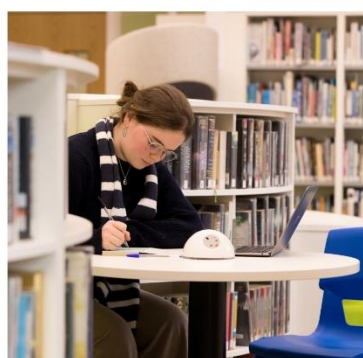
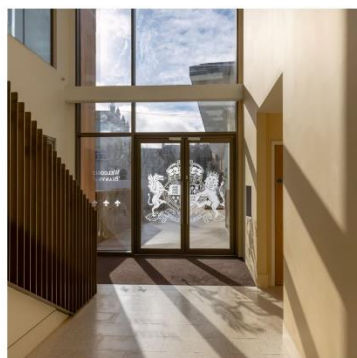
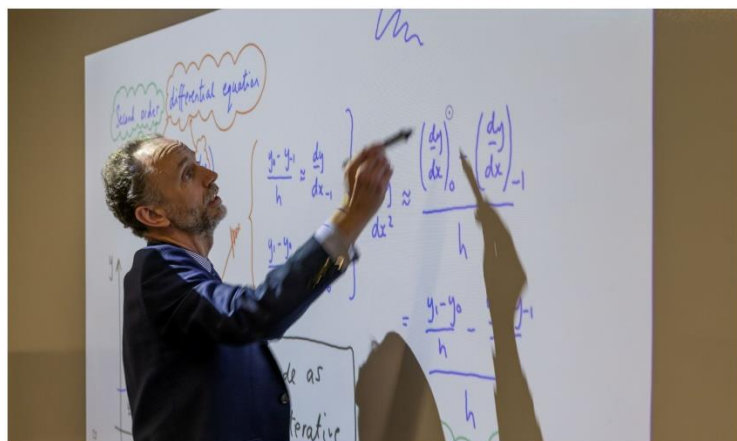
As students move up through the years and into the Upper School we actively use our core values: Curiosity, Compassion and Courage to guide our daily interactions with one another and our approach to school work.



PERROT COURT

Elizabeth College was delighted to open the new Perrot Court facilities to students in February 2023. Perrot Court provides a substantial enhancement of the facilities at the College and ensures that Elizabeth College is able to fully support the educational demands of current and future students.

Perrot Court has been designed to provide flexible spaces tuned to the requirements of a broad 21st Century education and which complement and enhance the College's existing facilities. This includes generous and welcoming open spaces as well as classrooms, study areas and break-out rooms. The building has been fitted with up-to-date learning technology including projection facilities, whiteboard walls and laptop charging points.



ISI INSPECTION NOVEMBER 2021

Elizabeth College has received an outstandingly positive report from its recent inspection. Assessing the quality of College's educational provision, the Independent Schools Inspectorate (ISI) gave Elizabeth College the highest rating of "Excellent" on both the quality of the pupils' learning and achievement and the quality of the pupils' personal development.

As a member of the Heads' Conference, Elizabeth College is inspected by the Independent Schools Inspectorate (ISI). ISI inspections are validated by Ofsted, but differ in elements of the framework used, and also the grading system.

The inspection was completed by a team of 8 inspectors in November 2021 and covered the whole of Elizabeth College, including the Pre-School, Junior School and Upper School.

ISI inspections allow Elizabeth College to be compared to the best independent schools in the UK. Inspection reports include both qualitative and regulatory assessments and include appraisal of the quality of the pupils' learning and achievement, personal development, spiritual, moral, social and cultural development, welfare, health and safety and the quality of leadership and management.



The inspection report is generous in its praise of the **overall quality of the education** provided by the College and for the pupils themselves, as exemplified by the following excerpts:

- The quality of the pupils' learning and achievement is excellent.
- Pupils of all ages and abilities develop comprehensive subject knowledge, skills and understanding across all areas of learning, appropriately challenged by teaching that addresses linguistic, mathematical, scientific, technological, human and social, physical and aesthetic and creative aspects of learning.
- Pupils move on to the next stage in their lives with confidence and self-assurance, wanting to live adventurously whilst approaching the concept of risk sensibly in all that they do.

The report also reflects on the College's **curricular provision, quality of teaching and excellent outcomes** which the whole College achieves from its broad intake of pupils:

- Pupils enjoy their learning, think independently and have energy and passion in their drive for success.
- Pupils respond well to a thoughtfully constructed curriculum and to teaching that demands active engagement by pupils.
- The pupils' excellent commitment to success is strongly inspired because teachers set high expectations and consistently model highly positive attitudes to learning and achievement.
- Pupils' achievements in external competitions, in gaining other intellectual distinctions, and their successes in sport and the arts are outstanding.
- Older pupils commented that, though the school encourages excellence it does not mean perfection and that they are helped to take a balanced approach to life.

Pastoral care and the quality of relationships throughout the school are particularly highly praised:

- The quality of the pupils' personal development is excellent.
- Pupils' strong sense of responsibility, resilience, perseverance and self-esteem is the result of a well-organised proactive pastoral system.
- Pupils can be themselves and respect one another for their individuality.
- Pupils are kind to each other and considerate to their teachers.

The College's **leadership opportunities** and role within the community are also highlighted:

- The opinions of pupils are routed through active school councils which influence the direction of the school.
- Many seek opportunities both in the school and the wider community to take on responsibilities and opportunities.

With the overriding objective of helping schools to build on their strengths and identify areas for further improvement, the report includes these recommendations:

- Ensure all pupils make equally strong progress across all areas of the school, through consistent application of marking, oral feedback and suitable challenge in all lessons.
- Strengthen junior school pupils' ability to apply information and communication (ICT) skills proficiently across the curriculum.
- Strengthen upper school pupils' ability to reflect on the philosophical and spiritual ideas to which they are exposed.

Principal of Elizabeth College, Jenny Palmer says,

"I am really pleased with the outcome of our ISI inspection and the very positive way it reflects on our students and all of the hard work that our staff do to support them. When the inspectors visited us in November their focus was on student outcomes and all we do as a school community to facilitate those outcomes, from Pre-School through to the Sixth Form. It is great to see our academic, extra-curricular and pastoral provisions recognised as excellent and it is really helpful to be provided with recommendations on what we can do to improve still further, something we have already made a start on."



Please visit our website at www.elizabethcollege.gg for further information about Elizabeth College.
If you have any questions about the post, please do not hesitate to contact us.

Applications for this position must be submitted on the Elizabeth College application form
available on our website (www.elizabethcollege.gg) or on request from:

Mrs Lauren Lihou, HR Manager E: HR@elizabethcollege.gg
The Bursary, Elizabeth College, The Grange, St Peter Port, Guernsey, GY1 2PY

***Please do not submit supplementary information by CV or letter.
All relevant information must be included in the application form.***

*Potential candidates who may find it difficult to or be unable to complete the application form but
whose qualifications and/or experience meet the requirements of the role
should contact Lauren as above.*

*Elizabeth College is committed to safeguarding and promoting the welfare of young people. The
successful applicant will be required to satisfy our standard employment checks, including the
completion of a DBS Enhanced Disclosure check. It is an offence to apply for this role if you are barred
from engaging in regulated activity relevant to children.*

We welcome applications regardless of age, gender, ethnicity or religion.

The closing date for applications for this post is **noon on Tuesday 2 April 2024.**



Job Description

Sports Assistant

Job Title: Sports Assistant

Responsible to: Head of Faculty

Job purpose: Fulfilling the coaching and teaching requirements as directed by the Head of Faculty, according to the overall aims of the College, and offer administrative support to all members of the Department as required

Working arrangements: Full-time during term-time including INSET days

Elizabeth College is committed to safeguarding and promoting the welfare of young people. The successful applicant will be required to satisfy our standard employment checks, including taking references and the completion of a DBS Enhanced Disclosure check.

This role may suit a graduate in a Sports-related discipline who is either seeking invaluable, practical experience ahead of entering the teaching profession or developing a career in the coaching sphere.

The successful candidate will assist and lead with the teaching of both PE and Games as a member of the College PE Faculty, working with professional Sports coaches and PE/Games staff across the curriculum.

An ability to coach two or more College Games activities, (Netball, Rugby, Hockey, Football and Cricket) would be preferable but expertise in all areas will be considered.

Administration

- Provide administrative support and assistance to the Head of Faculty and Masters in Charge of relevant individual Sports as reasonably expected.
- Assist in preparing equipment and facilities for PE & Games lessons.
- Be responsible for the processes of identification, assessment and recording of the pupils in their charge.
- Keep an accurate register of pupils where necessary.

General

- Foster and support the College's rules, aims, values and ethos.
- Realise the responsibility for Health and Safety problems/risk assessment and the oversight of the safety of all pupils when being coached and making pupils themselves aware of safety.
- Ensure that pupils wear appropriate, regulation clothing.
- Assist with Sports Days, House Matches, and other Departmental events.
- Attend INSET meetings.
- Attend relevant departmental and staff meetings, as reasonably requested by the relevant Mic's.
- Take active note of the guidance in the Staff Handbook.
- Willingness to fully immerse in the life of the College through availability for College trips, across all parts of the College, and in different areas of College life.
- Contribute to the academic programme either by supporting a teacher in the classroom or by offering support on an individual basis to facilitate learning.

Coaching, Teaching and Learning

- Assist and lead in managing pupil learning through effective teaching and coaching.
- Set high expectations for all pupils, to deepen their knowledge and understanding and to maximise their achievement.
- Assist in ensuring continuity, progression and cohesiveness in all teaching and coaching.
- Use a variety of methods and approaches to match the range of pupil needs and ensure equal opportunity for all pupils.
- Support the teaching staff in the planning and coaching of Games sessions and team-teaching P.E. lessons throughout the year for pupils of all ages and abilities.
- Work effectively as a member of the PE/Games Department to improve the quality of teaching, coaching and learning.
- Develop and maintain effective methods of communication with all colleagues, pupils and parents.
- Work with teaching staff to teach/coach/lead and manage College sports teams each term as directed.
- Work with teaching staff to teach/coach/lead extra-curricular sporting activities (lunchtime, after College and weekend) as directed.
- Participate in relevant matches, tournaments, tours and visits to other events in accordance with the College's trips and tours policy.
- Encourage pupils to develop a sense of team spirit with emphasis on cooperation and commitment to teams, one another and the College.
- Select and manage teams in mid-week and weekend fixtures in all three terms.
- Assist in officiating matches at all levels.
- Support the drive of the whole-College initiative relating to Health & Fitness, to include devising and implementing a programme with strategies for all ages and abilities.

Talent Athlete Programme

- Assist in the delivery of an enhanced Sports Science framework for our Able and Talented Athlete's, to include video analysis, strength, conditioning and physiological monitoring and assessment.
- Have the willingness to contribute to the wider community by way of 'outreach' and attracting talented athletes to the College.

Professional Standards

- Support the hosting of opposing College pupils, staff and parents for fixtures, including meeting and greeting and supervising pupils at post-match teas as required.
- Cover for absent colleagues as is reasonable, fair and equitable as laid down by the Deputy Head (Academic).
- Promote professional standards of punctuality, discipline and sportsmanship with all pupils, taking appropriate action where necessary.

The above duties are not exhaustive, and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Head of Faculty.

Job descriptions may be reviewed and subsequently amended or modified to reflect the changing needs of the College.



Person Specification: Sports Assistant			
	Essential	Desirable	How assessed
Qualifications & Training:			
Educated to degree level or equivalent in relevant sports-related subject		✓	Application form
Safeguarding Level 1 and 2 trained (training will be provided)		✓	Application form
Relevant coaching qualifications in specialist sport(s)		✓	Application form and interview
Experience:			
Experience of coaching sport to young people (aged 11-18)		✓	Application form
Experience of coaching two or more of the following sports: netball, rugby, hockey, football and cricket		✓	Application form
Previous experience of working in an educational setting		✓	Application form
IT literate and familiar with day-to-day use of MS Office	✓		Application form
Appreciation of, and commitment to, the safeguarding and promotion of the welfare of young people	✓		Application form; Interview
The ability to communicate confidently with a wide range of people and develop and maintain positive, cooperative and effective working relationships with students, parents, external agencies and colleagues	✓		Interview; references
Personal and Professional Skills and Attributes:			
Intention to enter into the teaching profession		✓	Application form; Interview
Willingness to work longer days for Sports Fixtures where required	✓		Interview
Excellent interpersonal and communication skills	✓		Interview
Commitment to professionalism, objectivity, sharing, teamwork and collaboration	✓		Interview; references
Ability to work with minimal supervision and to act on own initiative within set boundaries	✓		Interview; references
A strong commitment to the academic, personal, social and spiritual development of students	✓		Interview; references
An understanding and empathy of the needs of school age children and adolescents.	✓		Interview
A commitment to very high academic standards, expectations, achievement and attainment	✓		Interview; references