



PINEWOOD

Est. 1875

JOB DESCRIPTION

GRADUATE ASSISTANT (SPORT)

Line Manager: Director of Sport

Hours Required:

Term-time including "in" Saturdays (alternate Saturdays) for matches and games commitments.

Exact hours will be agreed on the appointment of successful candidate.

In addition, attendance will be required at staff inset days (up to 5 days per year)

This is a fixed term contract from September 2026 - July 2027

General description of job: To support the Director of Sport in the delivery of Pinewood's successful sports and PE programme for Years 3-8, across all sports with a particular focus on netball, hockey, girls football and girls cricket. To play a role in the wider life of the School including working as part of the Boarding Team.

Main Tasks:

Teaching & Coaching

- To take on coaching responsibilities for sports and teams, with a particular focus on netball, hockey, girls football and girls cricket ensuring the successful sporting development of every pupil;
- To take PE lessons for pupils across Years 3-8;
- To plan and delivery high quality sessions in line with the Games scheme of work;
- To write pupil Games Reports as per the annual reporting cycle;
- To officiate at matches and oversee weekend fixture commitments;
- To accompany pupils to away matches during the working week, after School and at weekends as required;
- To hold appropriate skills development sessions to ensure the development of every pupil;
- To deliver engaging “After School” sports club sessions;
- To complete duties within the changing rooms and sports hall complex;
- To coach and manage sessions in a positive manner to inspire and motivate pupils and fellow staff;
- To assist in the delivery of additional activities on occasions of bad weather/cancellations;
- To assess pupil development in line with School policy;
- To assist and support PE focused sessions on occasions where additional support/cover may be required;
- To be responsible for the behaviour and discipline of pupils during lessons in accordance with the School’s Behaviour Policy;
- To keep up to date with legislation and procedures, particularly in relation to netball and share this information with the Director of Sport ensuring best practise is put in place.

Boarding Duties

- Under the direction of the House Parents to assist the boarding team with the care of children during the evenings.
- To be on duty when required to supervise bed-times and wake-up times with boarders.
- To assist weekly boarders with laundry and to help younger boarders change their duvet covers.
- Making sure that bath/shower and hair washing nights are adhered to and that the boarders follow the routine that is set for the night with quiet time and lights out.
- To promote a “family atmosphere” upstairs, making it as informal as possible whilst encouraging the children to follow the code of behaviour.
- Being available for children at any time when you are on duty to listen to concerns and worries.
- Help with the evening activity.
- To be aware of boarding policies and procedures.

To act as a Role Model

- To be a leading example to pupils by actively promoting and participating in the delivery of the healthy benefits of an active lifestyle;
- To act as a positive sporting role model for all pupils within the School;
- To help promote a “love for sport” in each pupil, no matter their age or ability;
- To stimulate and encourage pupils to achieve excellence in every sport;
- To provide professional help and support to other teachers who have responsibilities for netball including demonstrating best practise.

Community Links

- To assist with “community sports” activity sessions planned for the future developing Pinewood links with the community;
- To participate in tournaments and competitions outside of the School.

Policies and Procedures

- To adhere to and support the delivery of the School’s sports policy and programme;
- To liaise with the Director of Sport on all day to day matters relating to Games;
- To follow all Health & Safety procedures and Risk Assessments as appropriate.

Safeguarding of children

- All staff are responsible for the safeguarding of children in line with the School’s Safeguarding (Child Protection) Policy.

Essential competencies:

- Strong sporting capability with a particular focus on at least one of the following: netball, hockey, football and cricket;
- Experience of playing, coaching or umpiring netball.
- Able to act as a role-model, encouraging all pupils to participate and enjoy sport and activities regardless of their ability;
- Willing to take on a wide variety of tasks
- Excellent communication skills;
- Ability to work in a very busy educational environment;
- Can do attitude, team player, willing to get stuck in as required.

Desirable competencies:

- Full driving licence and willing to drive pupils on a 15 seater minibus (with training provided);
- Officiating qualifications;
- Experience of playing sports including ideally netball, hockey or cricket to a high level;
- Experience of managing teams across a variety of sports;
- Evidence of completing CPD for Sporting activities;
- Willingness to learn about the independent education sector.

Employees Benefits include:

- Support Staff Pension Scheme
- Free meals and snacks (as available to the children)
- Complimentary tea and coffee
- Uniform / Games Kit provided
- Free car parking on site
- Cycle 2 Work scheme
- Employee Assistance Programme providing free advice and support to all employees on a wide range of issues
- Staff Well-Being Programmes and Menopause Support Groups

Pinewood School is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.