



Westbourne  
House School  
CHICHESTER

## JOB DESCRIPTION

### RESIDENTIAL GRADUATE SPORTS/BOARDING ASSISTANT

Consulting with: All Departmental Colleagues, Head of Department, Deputy Head

Reporting to: Head of Boys'/Girls' Sport and Main House Houseparent

#### Responsibilities of position (Sport)

- To coach and select teams as appropriate in a variety of sports
- To officiate a variety of sports including at inter-school fixtures
- To assist with administrative tasks for the sports department
- To deliver an appropriately broad, balanced and relevant curriculum for pupils
- To monitor and support the overall progress and development of all pupils
- To teach according to the guidelines laid down by the School/Department and the requirements of the ISEB Syllabus, National Curriculum and scholarship syllabus
- To lead lessons and ensure that they are well prepared, efficiently resourced and appropriate to the level of the pupils in question
- To teach pupils of all abilities with commitment, enthusiasm and to a high standard of competence
- To be punctual in taking classes and to dismiss them promptly
- To take steps to ensure that pupils arrive punctually and properly equipped for the lesson
- To ensure the changing rooms are supervised at the start and end of each lesson
- To mark pupils work in accordance with School Policy and to keep an appropriate record of marks awarded
- To complete all relevant pupil profiles and reports as required
- To contribute fully to day and boarding school life by participating in the duty rota and actively engaging in extra-curricular activities.

#### Responsibilities of position (Residential/Boarding)

- **Safeguarding:** to ensure that students feel safe and are aware of the support available to them, and to ensure that policies and procedures for child safeguarding (countering bullying, substance misuse, health and safety, e-

safety, medical provision, welfare concerns, the boarding handbook and the School's behaviour policy) are applied consistently.

- **Pastoral Care:** In order to promote and nurture a safe pastoral environment in which there are good relationships and communication. To this end you will seek:
  - To set high standards of care, welfare and guidance for students
  - To act as a role model of positive values and behaviour, nurture and establish an environment in which boarding pupils are intellectually curious and are stretched and challenged;
  - manage behaviour effectively and ensure a good, safe and secure learning and living environment;
  - have high expectations of good behaviour, establishing a clear framework and maintain good relationships;
  - To know and understand that each student has individual needs; contribute meaningfully to the life of the House; know and use the school systems to provide support for all students.
- **Communication:**
  - Communicate effectively with fellow staff, houseparents, matrons, teaching staff on all matters relating to pupils;
  - when requested, work collaboratively and supportively with colleagues on any issues relating to pupils under own/their care.

### **Generic**

- Attend all statutory training that is required to work within a School
- Take part in the school appraisal system
- Be sympathetic to the school's aims and ethos
- Be aware of and comply with, policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- All staff are to read the latest edition of Keeping Children Safe in Education (KCSIE) and sign the list in the office to confirm this has been read and understood
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Staff will be expected to comply with any reasonable request from the Head to undertake work that is not specified in this job description
- Staff are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers
- This job description is current at the date shown, but, in consultation with you, may be changed by the Head to reflect or anticipate changes in the job commensurate with the grade and job title

The duties and responsibilities of this post may vary from time to time and post holders may be expected to undertake other duties of a similar level/nature which is considered appropriate to the level of the post.

**Safeguarding**

Westbourne House is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the posts, including checks with past employers and the Disclosure & Barring Service.