



Graduate Sports Assistant Job Description

Thornton College, Convent of Jesus and Mary, Thornton, Milton Keynes, MK17 0HJ

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Charity No. 247358

THORNTON COLLEGE

Thornton College is a leading independent Catholic day and boarding school for girls, offering a warm and nurturing educational environment alongside a rigorous and exciting curriculum.

There are approximately 400 children in our Pre- Reception, Pre-Prep, Prep and Senior departments, aged from 3-18. Over 50 girls board on a weekly or termly basis and many more take advantage of our occasional boarding option.

The School is part of the wider Jesus and Mary Trust that educates young people in 29 countries across the world. It is set within 25 acres of beautiful parkland just outside Buckingham and within easy reach of Milton Keynes, and conveniently located between Oxford & Cambridge. Children of all Christian denominations, of other faiths and of no faith are welcome in our school. All are equally valued, and all are equally important.

Thornton is a school that parents and girls can trust to deliver the highest standards of education coupled with outstanding pastoral care. We are dedicated to blending academic excellence with a richness of opportunity beyond the classroom. We believe that teaching and learning should be both challenging and enjoyable for pupils of all abilities and we aim for the highest possible standards. Our academic results are testament to the way the girls are challenged and motivated to give their best in all they do.

The provision of single-sex education during formative years enables students to grow in confidence, whilst enjoying an education that is specifically tailored and that recognises the different ways in which girls learn.

There is an exciting School Development Plan, which has the continued strengthening of the school's academic standing as the priority. Following the successful opening of our award-winning Science and Prep Classroom building and our Expressive Arts Studio, we opened a Sixth Form in September 2016 which has thrived and proven to be a successful addition to our school. The school received 'Excellent' in all areas in its most recent ISI inspection (October 2022), with inspectors commenting upon the 'dynamic teaching' and the 'positive attitudes to learning' displayed by 'pupils of all ages.'

Job Description:

The Graduate Sports Assistant is expected to support and nurture the Catholic ethos of the school, as outlined in the Mission Statement and Aims of the School. He/she will be expected to contribute to the work of the Sports department and the wider co-curricular provision at Thornton, including lifeguarding, sports training and fixtures.

He/She will contribute to the spiritual, academic, social and personal development of each student and seek to ensure that each student achieves her potential. [He/she] will have a key role in raising academic standards and contributing to the life of the school.

They should inspire departmental colleagues and all students who study in their curriculum and co-curriculum area with a love for sport and fitness.

Key Responsibilities:

Spiritual

- To lead and facilitate opportunities for spiritual growth and development: prayer, reflection, collective worship and assemblies.
- To promote trust and respect in your relationships with colleagues and pupils based upon the Gospel Values of Peace, Justice, Truth and Love, in accordance with the Mission Statement of the College.

Academic / Co-curricular

- To contribute to the excellent standards of teaching and learning in the Sports Department, including the extensive co-curricular provision.
- To assist lessons in accordance with the staffing policy.
- To assist in the planning, preparation and delivery of curriculum and co-curriculum as relevant to the age and ability of the students and to take account of other relevant initiatives and the school's policies.
- To plan for progression across the age and ability range of those participating in accordance with the needs of individual learners e.g. SEND or Most Able and Talented.
- To coach using a wide variety of strategies to maximise achievement for all students including those with special educational needs and high achievers and to meet differing learning styles.
- To advise and work collaboratively with members of the department
- To support and promote the Catholic ethos of the school.
- To create a stimulating and safe learning environment.
- To be a positive role model in terms of behaviour, work and attitudes.
- To set high standards of work and behaviour in all areas of the school.
- To encourage students in developing self-esteem and respect for others.

- To demonstrate a commitment to equal opportunities and use a variety of strategies and practices to promote acceptance of a diverse range of cultures, religious practices and ethical approaches.
- To make a valuable contribution to the Catholic life of the school and the co-curricular provision of the department by planning, leading and staffing trips and clubs.

Safeguarding

- To promote and safeguard the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact.
- To adhere to and ensure compliance with the relevant Safeguarding and Child Protection Policy and Procedures at all times.
- To log all concerns, as appropriate, on CPOMS.
- To report any serious concerns to the School's Designated Safeguarding Lead.

Wider Responsibilities

- To contribute to the Appraisal process.
- To complete appropriate training courses as requested.
- To carry out reasonable teaching staff duties as required.
- To attend all full school assemblies and meetings and contribute towards them either as an individual or as a member of a particular group (e.g. department, year group or house).
- To attend school functions as arranged across the staff as a whole or within particular departments.
- To participate in the wider life of the School, supporting events; such as shows, concerts, the Summer Fete, Christmas Fayre, Open Days etc.
- To attend and participate in all INSET and staff meetings
- To provide cover for absent staff when necessary.
- To assist where possible, in promoting the School.
- To be available in school from 8.00am-6.00pm in term time, making good use of the time before and after school to lead clubs, coach sport and lead and assist in fixtures.

Health & Safety

- To pay due regard to the School's Health & Safety Policy, including one's own H&S needs and those of others; particularly those for whom you have a duty of care.

All staff are responsible for promoting and safeguarding the welfare of students at Thornton College by ensuring compliance with the school's Safeguarding and Child Protection Policy at all times. It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead.

All staff are required to undertake whatever else may be reasonably required by the Headteacher in support of the Aims of the School. Job Descriptions are subject to annual review.

Thornton College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo an Enhanced DBS and barred list check by the Disclosures and Barring Service. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.