



GRACE DIEU MANOR SCHOOL

Job Description **Graduate Assistant (Sports Department)**

The School

Grace Dieu Manor School, for children aged 12 weeks to 11 years, is often described as a hidden gem. We are justifiably proud of our strong academic reputation – offering small classes with specialist teaching in Sport, Music, Art, Drama and Languages.

Nestling in 120 acres of idyllic parkland, children have acres of space to grow, learn and play. We have extensive sports facilities on-site, we are specialists in Outdoor Learning, and our Forest School is an integral part of our curriculum. As an independent Prep School, our families are able to make the right choice of senior school when the time comes. Our pupils have an excellent reputation for winning places to their first choice senior schools, and every year pupils win scholarships to a range of different schools across the region. Even more importantly, we do not just prepare pupils to pass entrance tests; we give them an outstanding grounding across all areas of the curriculum.

All that we offer, both inside and outside of the classroom, is rooted in our goal to develop the whole person. This is what makes us distinctive and, as a Catholic School that welcomes all faiths, permeates through our whole School community.

The School is conveniently located for families and staff, just 15 minutes from Coalville, Ashby de la Zouch and Loughborough.





GRACE DIEU

MANOR SCHOOL

The Role

Job title: Graduate Assistant (Sports Department)

Full Time, 1 Academic Year (Sep 2019- Jul 2020) with opportunity to extend

The School is seeking to appoint a Graduate Assistant to this exciting role. This post would be ideal for a graduate considering a career in Education or Sports Coaching. You will gain extensive experience through being an integral part of the Sports Department in a thriving independent Prep School with a large purpose built Sports Hall, swimming pool and extensive Sports pitches and grounds. Experience in coaching Rugby is desirable.

Job Description

- To support the Catholic ethos of the school, and be a professional good example to the pupils at Grace Dieu
- To assist with PE, Swimming and Boys' Games, and this may involve working after 5pm on some days and working very occasionally on Saturday mornings
- To provide classroom support in any area of the School
- To be fully involved and engaged in the School's Extra-curricular Activity Programme
- To be included in the rota for supervisory duties (teacher support given)
- To attend Sports Day, Prize Day and any other School events as reasonably requested by the Headmistress
- Normal hours of work would be: Monday – Friday, 8.15am – 5.15pm (term time only)

Conditions of Service

Meals are available for staff, but there is a small charge for this.

The salary for this role will be **£11,000 per annum (pro rata)**.

There will be a probationary period until the end of the Autumn Term (Friday 13th December 2019) during which time the contract may be ended by either side in writing, giving 2 weeks' notice.

Safeguarding

All staff share the responsibility for safeguarding and promoting the welfare of children and must adhere to, and comply with, the School's Child Protection Policy.

The School is committed to safeguarding and promoting the welfare of all children. All appointments are subject to a satisfactory Enhanced Disclosure and Barring Service check (including a check against the Independent Safeguarding Authority's Prohibition List in the case of teachers, and a Self-Declaration Disclosure) and other pre-employment screening. This includes receipt of at least two references satisfactory to the School, medical fitness, qualifications check where relevant for the post, the right to work in the UK and an identity check.

Candidates must provide original documents to confirm their identity at interview and bring proof of qualifications where relevant for the post.

Recruitment Process

Details and application pack may be downloaded from the school website: www.gracedieu.com

Candidates are required to submit a completed Grace Dieu Manor School Application Form with a supporting letter, including details of two referees, one of which should be a current or most recent employer (where applicable). References may be taken up before interview.

Applications will be considered on receipt but should arrive no later than Friday 1st March 2019

**Completed Application Forms and covering letter should be sent to:
The Headmistress's PA, Grace Dieu Manor School,
Thringstone, Leicestershire, LE67 5UG
(Tel: 01530 222276)**