



# Hurlingham School

## Job Description

**Job Title:** Sports Assistant

**Accountable to:** Head of Sport, Teachers, SLT & Head

**Role:** The responsibilities and duties of a Gap Year Assistant are as follows:

### Pastoral

1. Gain knowledge of children in the School, in order to identify their personal, emotional and physical needs
2. Build the pupils' confidence and enhance self-esteem and actively seek to promote the academic, social and emotional welfare of pupils
3. Encourage good manners, cooperation and good discipline for all children
4. Notify relevant teachers of incidents and concerns regarding children
5. Assist children in changing for physical activities where appropriate
6. Abide by all Health and Safety procedures and report any concerns regarding Health and Safety immediately to the Head and Deputy Heads

### Teaching and Learning

7. Assist in the educational development of pupils under the direction and guidance of the Head of Sport, Teachers, Heads of Section and the Head
8. Provide support for individual pupils inside and outside the classroom to enable them to participate fully in activities
9. Support and coach individuals, groups, squads and teams as requested by the Head of Sport or Teachers
10. Keep the pupils on task and build motivation by modelling good practice
11. Be involved in keeping records and evaluating identifies pupils' progress
12. Have knowledge of the daily planning and activities involving the pupils
13. Assist teachers with maintaining pupil records, including pupil observations

### Administrative Duties

14. Prepare and present displays of children's work
15. Support school staff in photocopying and other tasks in order to support teaching and learning
16. Assist in maintaining order in classrooms, changing areas and playing fields

17. Keep cloakroom areas organised
18. Assist during playground and park duties as dictated by rotas
19. Undertake other duties from time to time as the Head of Sport, teachers, Heads of Section or Head require

### **Standards and quality assurance**

20. Support the aims and ethos of the school
21. Set a good example in terms of dress, punctuality and attendance
22. Be proactive in matters relating to health and safety
23. Attend INSET days at the start and end of term

### **Other duties and responsibilities**

24. Ensure you keep informed about events, general school organisation and staff discussions by attending all relevant staff meetings each week.
25. Take part in events that may be during the evenings or, occasionally, at weekends, within reason.
26. Together with colleagues provide after-school care including assisting with homework supervision, facilitating art, craft or sporting activities and serving a light afternoon tea
27. Abide by the school's Safeguarding and Data Protection Policies and procedures, reporting any concerns immediately to the Head, Deputy Heads and Principal.
28. Have a good working knowledge of whole school policies and aims.
29. Promote the ethos, good name and reputation of the school at all times.

The School's ethos is to provide a happy, secure atmosphere in which children can be the best that they can be. We nurture self-confidence, self-discipline, self-motivation, self-esteem and above all a thirst and enjoyment for learning. We strongly promote creativity, good manners and respect for one another. We continue to foster an intimate and welcoming environment centred on family values.

This job description will be reviewed annually and may be subject to amendment at any time by the Head, after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of Hurlingham School in relation to the post holder's professional responsibilities and duties.