



CLAREMONT FAN COURT SCHOOL



## **GRADUATE SPORTS ASSISTANT**

Closing Date: Monday 13 May 2024

Interviews: Week commencing Monday 13 May 2024



# THE SCHOOL

Claremont Fan Court School is a co-educational, independent school with over 1000 pupils aged from 2 to 18 years, situated just outside Esher, Surrey. The school is set in the historic landscaped grounds of the 100 acre Claremont Estate. It is a happy, busy and purposeful school with hard working staff and pupils eager to learn.

We are in the process of amalgamating the preparatory school with the pre-prep and nursery to form the junior school which will improve strategic planning, teaching and learning outcomes, operational management and enable better use of shared resources to meet the evolving needs of pupils now and in the future.

## *The Junior School*

Class sizes in the Junior school are small with a maximum of 20 pupils in the EYS, years 1 and 2 and 22 pupils in years 3-6 and are supported by a team of qualified teaching assistants, with a high ratio of well qualified teaching and support staff for each child. Specialist staff teach French, PE, games, music and forest school. Children are also able to take part in a wide variety of co-curricular activities before, during and after school to enrich learning and develop skills outside the classroom.

We set aspirations for our pupils at the highest level and are deeply interested in setting a culture where we all believe we can do a little better tomorrow than we did today. Governors, parents and our local community hold our school in high regard, recognising that 'something special is going on here'.

Our curriculum is engaging, imaginative and robust, with pupils encouraged to become diverse learners. We provide relevant, regular and purposeful staff professional development to ensure our teaching reflects the latest educational research and that children reach their academic potential. We encourage and support staff who show leadership aspirations and work alongside them to develop the knowledge, skills and experiences they need to build their careers, whilst making a positive difference in the classroom and beyond.

We are very proud of our pupils who are creative and curious; confident yet kind in their actions. They consistently show very high levels of personal motivation, which is matched by our committed and enthusiastic staff team.



# MISSION AND ETHOS

## *Mission*

Our mission guides the ethos of the school and is a primary document for all who work at the school.

- To provide an environment where the God-given potential of every individual is recognised and valued. With this recognition comes the expectation of high personal achievement and moral standards and a developing awareness of our individual responsibility to each other and our world.
- To maintain a broad and forward-looking curriculum in which pupils are encouraged to think independently to meet the demands of a rapidly changing world.
- To encourage our pupils to awaken to all that is good and true within and around them in their spiritual journey of self-discovery.
- To equip our pupils with a strong set of values for future decision making.
- The following values are fundamental to everything we do: courtesy, respect, trust, moral integrity, self-discipline, love for God and man.
- The School embraces the whole Claremont family: pupils, parents, guardians, staff and governors in its mission, vision and ethos

## *Vision*

In accordance with our mission, Claremont Fan Court develops individuals who are outstanding citizens, aware of their responsibility to others and contribute positively to global society.

We realise this by being a high-quality school of choice where young people achieve more than they think is possible.

## *Ethos*

Goodness underpins this school. Teachers, staff, pupils and their families are expected to support and extend the atmosphere of respect, courtesy, the love of learning and the value of friendship that is held dear at Claremont Fan Court School. This peaceful and purposeful intent extends throughout every lesson and into the pastoral and co-curricular activities we offer.

Young people leave Claremont Fan Court School as confident, contributing and caring members of the global community. They cherish the values that equip them to make a positive contribution and be a force for good in the world.



# THE DEPARTMENT

The Junior School consists of a group of hard working, energetic and lively teachers who work together to achieve excellent results. The Junior School Sports Department consists of around five specialist members of staff who deliver a variety of sporting disciplines to pupils in Years 1-6. They fall under the umbrella of the whole school sports department and work closely with colleagues in the senior school and, depending upon sport specific expertise, may deliver sport to pupils in Years 7-13.

There are regular trips, sporting or otherwise, to help enhance the pupils' education as well as weekly sports fixtures and a willingness to assist with these is expected. The graduate sports assistant will work mainly in the junior school and will be line managed by the head of junior school PE.

Pupils are taught to understand the relevance of a healthy lifestyle and the junior school operates an inclusive philosophy. Sports is an ever-changing subject, and the successful candidate should be open to new ideas and be ambitious for themselves and the department.



# THE ROLE

A full-time, fixed term graduate sports assistant, specialising in netball, football or gymnastics is required from the last week in August 2024 to August 2025. This position will suit a new or recent graduate with a keen interest in girls games looking for experience in the field of sport and within a co-educational, independent, day school as a development to the next stage of their career.

## KEY RESPONSIBILITIES

- Lead teams during games lessons and at fixtures in the predominantly in the junior school
- Assist PE staff in the delivery of core PE to pupils in the junior school and senior school
- Participate in the school's co-curricular and after school activities programme
- Accompany teams to fixtures and tours outside of normal school hours
- Assist with open mornings and games/sports specific events
- Assist with mentoring and supporting sports scholars in the major sports
- Be responsible for the tidiness and upkeep of the sports equipment in both the junior school and senior school and to inform the director of whole school sport of any issues
- Assist with the planning and delivery of tournaments hosted by Claremont school
- Assist with the planning and delivery of pre-season training sessions
- To be an integral part of the school community

## Pastoral

- Have an excellent understanding of child development, especially focused on the characteristics of the primary age group
- Create an environment, whether it be indoors or outdoors, that nurtures a love of learning and fosters the development of citizenship, character and social qualities
- Be familiar with relevant information about each pupil before the new academic year begins (or before a new pupil joins)
- Establish relationships with pupils that make them feel secure and cherished
- Support students in their learning journeys
- Maintain class discipline and safeguard pupils' health and safety
- Report any issues of concern, including child protection issues, to the DSL and head of junior school
- Maintain the learning environment and ensure that working areas are suitably prepared and tidy so that it can be used by all staff/pupils and be a source of pride for the school and visitors

## Role outside of the games department

- Be available as part of the cover supervision programme



# THE PERSON

- Be available to perform staff duties as part of the school's responsibility to provide a safe environment for pupils during break and lunch
- Assist with tutor groups and the heads of year with pastoral issues
- Attend morning staff briefings at 8.15am, department meetings and school staff meetings
- Check school e-mail account on a regular basis and reply to colleagues and parents within one working day
- To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed

## *Performance measures*

- The performance of the graduate sports assistant specialising in rugby will be measured by an annual appraisal which will include the following professional responsibilities:
- Attend subject and whole school INSETS
- An appraisal of the post holder's achievements and contributions to the sports department and the school as a whole
- Demonstrate a professional and courteous approach to all members of the community at all times

The Successful candidate is likely to match the following characteristics:

- Possess or be on track for a good honours degree in a relevant sport-related discipline
  - Ideally hold a coaching qualification in football, gymnastics or netball (supported by the school)
  - Skills in other major school sports would also be welcome (rugby, lacrosse, or cricket)
  - Be comfortable officiating/refereeing in at least one of the major sports (or able to undergo suitable training)
  - Demonstrate a fun, creative, adaptable and innovative approach to teaching and coaching
  - Hold a full, clean driver's licence
  - Be a sporting role model to all pupils, preferably with previous sports leadership
  - Have an enthusiastic commitment to all aspects of the department's co-curricular activities including fixtures, trips and study clinics
  - A cheerful, enthusiastic and well-presented person, capable of inspiring confidence in our young pupils and parents
  - Have good organisational, inter-personal and communication skills. A laptop will be supplied
  - Capable of working independently and as part of a team
  - Calmness and efficiency and the ability to work under pressure at certain times
  - Eager to learn and able to attend all INSETS
- An awareness of health and safety issues and compliance with health and safety policy
  - Aware of the nature of the school and prepared to commit to its all-round ethos, co-curricular activities and pastoral approach



# WORKING AT CLAREMONT

Claremont Fan Court School is set in a beautiful location and is a warm and welcoming community. Professional standards are high, and we encourage ongoing training and personal development.

The school is located just outside Esher in Surrey and is easily accessible from the A3, M3 and M25 with ample free staff parking. The nearest train station is Claygate which is a 25-minute walk, with local bus services also available.

Esher and its neighbouring towns offer easy access to both central London and the stunning Surrey countryside, offering a feeling of space whilst being only a stone's throw from London and all the facilities a capital city has to offer.

The local area has a mix of leisure activities available. Both the historic palace at Hampton Court and the beautiful gardens at RHS Wisley are nearby, as well as Sandown Racecourse. There are many arts venues (theatres, cinemas, live music) and sports clubs in the surrounding area and for cyclists there is access to some of the finest roads.

Property prices tend to be high locally but there are affordable options a little further out, and many staff choose to live slightly further afield.

Benefits include group personal pension plan - the school makes a generous contribution with a 3% employee contribution, 3x salary life assurance, staff discount for children attending the school, cycle to work scheme, complimentary lunches and refreshments during term time. There is also onsite parking.

## *Terms and conditions*

Salary: £22,500 per annum

Hours: Working Monday to Friday and every Saturday morning (away fixtures occasionally merge into the afternoon) during term time, this role will support the PE department week and assist with Saturday fixtures.



# HOW TO APPLY

Please ensure you read the job information pack carefully, as well as the school's Recruitment, Disclosures and Selection Policy, Safeguarding Policy and Applicant Privacy Policy on our [website](#).

Applicants are asked to complete the downloadable application form available on our website. You should provide a covering letter in support of your application addressed to the head of Preparatory School, Mrs Helen Hutton-Attenborough..

Please note: applications should be submitted by email and sent to [jobs@claremont.surrey.sch.uk](mailto:jobs@claremont.surrey.sch.uk)

Documents must either be in Microsoft Word or \*pdf format as we are not able to accept any other type of file.

All applications will be acknowledged by email within one working day of receipt. Please contact Human Resources on 01372 473720 should you have any questions or if you have not received an acknowledgement.

Please note that we reserve the right to conduct interviews prior to the closing date. References may be taken up at any stage during the recruitment process.

Claremont Fan Court School and its staff are committed to safeguarding the welfare of children. Successful applicants will be required to undergo screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is an offence for any person barred from working with children to apply for this post.

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