



CLAREMONT FAN COURT SCHOOL



JOB INFORMATION

WHOLE SCHOOL GRADUATE SPORTS ASSISTANT (RUGBY, FOOTBALL & CRICKET)

Closing date: 9:00am Monday 12 May 2025



THE SCHOOL

Welcome to Claremont Fan Court School. We are a thriving, co-educational independent day school in Surrey for pupils aged 2½ to 18. Founded in 1922, we recently celebrated our 100th anniversary as an evolving, successful school.

We are proud of Claremont Fan Court School's strong reputation for being a compassionate, child centred, truly co-educational school of choice for families seeking an academically ambitious environment that educates the whole child.

Set in 100 acres of historic grounds, Claremont is known for focussing on the academic potential of our pupils, but not at the expense of their pastoral wellbeing; for a culture that nurtures pupils' limitless potential, not just in exams but also in equipping them with the skills to shape the world around them at university, in their careers and in the wider society beyond.

We prioritise, too, an understanding of character and the way in which our relationship with others are fundamental to our successes in life, university and careers.

Where else, within a school bus ride from south west London, can children from 2 ½ to 18 balance forest schools with further maths, lacrosse with the pursuit of a medical career, learning history in a building that made history or playing rugby while designing for a fashion show.

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.



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 ROLE

We are looking for a graduate sports assistant to support rugby, football and cricket across the whole school. This role will support the PE department during the week and assist with Saturday morning fixtures. A coaching qualification or experience playing to a high standard in one of these sports is desirable. This role will start in September 2025.

This is a fantastic opportunity to gain invaluable experience in the field of sport and within a co-educational, independent, day school setting. This post would be ideal for someone who may be considering a career in education or sport.

Key responsibilities

- Assist PE staff in the delivery of core PE across the whole school
- Lead teams during games lessons and at fixtures
- 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 across the whole school. You must be forward thinking and inform the directors of sport of any issues
- Assist with the planning and delivery of tournaments hosted by Claremont Fan Court 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
- 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 valued
- 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
- 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
- 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 meetings that fall within the working hours of the role
- 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



THE DEPARTMENT

Sport at Claremont is overseen by two directors of whole school sport to ensure that all pupils from ages 2.5 years up to 18 years develop the knowledge, skills and a passion for sport and fitness.

The physical education department is a group of hard working, energetic teachers and sports coaches who work together across all of the schools to achieve excellent results. In addition to this a number of non-PE teaching staff coach and manage teams.

Our primary sports include football, rugby, lacrosse, and netball, with athletics, cricket, and tennis during the summer term.

Pupils are taught to understand the relevance of a healthy lifestyle in relation to their everyday lives. Sport is an ever-changing subject and the successful candidate should be open to new ideas and be ambitious for themselves and the department.

Promoting self-confidence, self-respect and a sense of responsibility to all pupils is essential. In Years 7-9, pupils have three lessons of PE per week (two games and one PE), following a broad and balanced curriculum of games and athletic and gymnastic activities. Years 10, 11 and the sixth form have two periods as a games afternoon.

The facilities of the PE department include a sports hall which has one indoor netball court/one tennis court/four badminton courts, a gymnasium, a fitness suite and changing facilities. There are seven outdoor netball/tennis courts, four lacrosse pitches, a summer athletics track, four cricket nets and two cricket squares. There are also six rugby/football pitches and an outdoor swimming pool.



THE PERSON

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
- Skills in other major school sports would also be welcome (lacrosse, netball or athletics)
- 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 and trips
- 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.
- 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
- A first aid qualification or be willing to undergo training
- 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.

Benefits include group personal pension plan - the school makes a generous contribution with a 3% employee contribution 5 x salary life assurance, cycle to work scheme as well as complimentary lunches and refreshments during term time.

Terms and conditions

Hours:

Approximately 10:00 am to 5:45pm Monday to Friday and 8:30 - 12:30 on Saturdays. This equates to 40.25 hours for 36 weeks of the year (term-time plus INSETs and time for pre-season training). These hours may change slightly depending on timetables.

Salary:

Circa £21,500 (FTE). Actual salary equates to circa £18,298



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.

Interested applicants should complete an application form, which can be found on our [website](#). The application form is available in a Microsoft Word read/write format. You should provide a covering letter in support of your application addressed to the headmaster, William Brierly.

Please note: applications should be submitted by email to 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.

References may be taken up at any stage during the recruitment process.

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.

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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www.claremontfancourt.co.uk | jobs@claremont.surrey.sch.uk
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