Mill Hill

Instilling values, inspiring minds
Grimsdell | Belmont | Mill Hill School | Mill Hill International | Cobham Hall

Belmont

Sports Graduate Assistant
Candidate Information Pack

INTRODUCTION

This one-year appointment would be suitable for a Netball, Rugby, Football, Cricket or Hockey specialist who would be fully involved in all Games afternoons. We are particularly interested in candidates who are able to offer coaching to a good standard in at least two of the 'core' sports listed above. As well as the Games afternoons, the successful candidate would be required to support all morning PE lessons and the wider co-curricular life of the School.

The role would suit someone who has recently graduated and considering a career in teaching, or someone looking to switch to education from another sector. No teaching experience or qualification is required.

Closing date for applications: 9.00am on Wednesday 8 February 2023

The School reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

Key facts about the role:

Co-educational Day School
FOR AGES 7-13

Contract Type
1 YEAR FULL TIME

Hours
7:45AM - 5.:15PM

Part of the Mill Hill School Foundation
EDUCATING GIRLS AND BOYS FROM 3–18

Holidays
SCHOOL HOLIDAYS

Salary
£20,000

Awarded Excellent in Quality of Education in academic achievement and personal development.'

— ISI Inspection 2020

THE SCHOOL

Belmont
Belmont is the co-educational preparatory day school to Mill Hill and one of four schools that comprise the Mill Hill School Foundation. The school is set in 30 acres of the Mill Hill conservation area on the edge of the green belt and is over-subscribed. Some 540 pupils are on roll, aged from 7 to 13. Belmont has an excellent academic reputation and provides a happy and friendly environment in which pupils enjoy learning; the extra-curricular programme is extensive and of high quality.

Entry at 7+ is automatic from the pre-prep and selective for external candidates. Entry at 11+ is selective and gives automatic transfer to Mill Hill, the senior school, at 13+. Approximately 90% of pupils transfer; the remaining pupils are successful in gaining entry to other selective independent schools in north London and beyond. The school achieves high academic standards including in entrance exams to senior schools, with a significant number of pupils regularly achieving academic, music, art, design, drama and sports awards. The School has a strong reputation for outstanding pastoral care and the personal development of every child.

The Mill Hill Foundation places the safeguarding of all pupils as a fundamental priority.

Further details about the School can be found on the website at: **millhill.org.uk/belmont**

The Mill Hill School Foundation Ethos
The Mill Hill School Foundation comprises of seven schools, four are located in Mill Hill: Grimsdell (Pre-Prep), Belmont (Prep), Mill Hill School (Senior) and Mill Hill International. Cobham Hall is located in Kent and became part of The Foundation in 2021 and our most recent additions are Keble Prep and Lyonsdown School in North London.

Our stimulating academic environment and numerous activities outside the classroom encourage learning and personal growth. We are committed to the development of every pupil and believe that our friendly and supportive community helps this to happen.

We seek as a Foundation to instil a love for learning which will last a lifetime whilst balancing this with a readiness to embrace change, and therefore equipping our pupils for life, both now and in the future. We are committed to the on-going professional development of all our teaching and support staff as well as the full induction and training of all new staff.

JOB DESCRIPTION

Sport-Specific Duties

- Coaching sport and helping in the delivery of Games on a daily basis across all three terms – the focus being on Rugby, Football, Hockey, Netball and Cricket
- Where applicable, leading on the delivery of athletic development to teams, squads and 11+ and 13+ Sports Scholars
- Assisting with the delivery of specific Sports Scholar development sessions
- Assisting with all after school sports clubs. Opportunities exist for coaching in major team games, particularly in Rugby, Football, Netball, Hockey and Cricket. This will involve training, selecting the team and keeping records each week
- Lifeguarding all Swimming lessons, early morning clubs and galas. An NPLQ Lifeguard Award is desirable, but the successful applicant will have to attend a course prior to starting in September
- Team-teaching and assisting experienced subject teachers in academic lessons or teaching small groups in specialised topic areas in the PE programme
- Full involvement and engagement in the School's co-curricular activity programme, taking teams and assisting with clubs
- Accompanying teams to fixtures and potentially officiating fixtures during the week and occasional weekend competitions
- Accompanying and assisting in the organisation of residential sports tours and the occasional day trip
- Providing the Sports Department with basic administrative support including Team Sheets / Website updates alongside match day set up and take down for School fixtures
- Conducting safety inspections of all equipment and working with the maintenance team ensuring the sports environment and equipment are safe to use
- Assisting with various other large Sporting events taking place throughout the year for example School Sports Day, Belmont Festivals, 11+ Scholarship assessment day
- The successful candidate would not normally be expected to work during the school holidays, although there might be the opportunity to be involved in sports tours and special coaching days. There are some weekend tournaments and whole school commitments which would be compulsory. In return, you will receive structured support and coaching to develop your skills and knowledge and an opportunity for internal and external CPD course

Developmental Responsibilities

- Acting as a teaching assistant during some timetabled lessons
- Supporting colleagues in academic departments with routine administration.
- Offering Pastoral support in a range of different year groups
- To be included in the rota for supervisory duties (teacher support provided)
- Supporting the organisation and delivery of the School's Open Days
- Attending departmental meetings

General Duties

- Supporting the aims and objectives of the Mill Hill School Foundation
- Complying with the Mill Hill School Foundation Health and Safety Policy
- Promoting the general progress and well-being of individual pupils and of any class or group of pupils supported by you
- Promoting and safeguard the welfare of children and young people for whom you are responsible and with whom you come into contact
- Maintaining good order and discipline among the pupils and safeguard their health and safety both when they are on the school premises and when they are engaged in authorised school activities elsewhere in your care
- This list of duties is not exhaustive and will include any reasonable additional requests

PERSON SPECIFICATION

Qualifications and Skills

- Degree level education (sport-specific subjects desirable)
- Coaching awards an awareness, understanding, and, ideally, experience of issues relating to safeguarding the health, welfare, and safety of children

Experience and Knowledge

- A strong background and interest in sport
- To have graduated with a good honors degree by the time the post commences high personal and professional standards

Abilities, Skills and Attributes

- positive working relationships with colleagues and the ability to work as a member of a team excellent time management, IT, and organisational skills
- ability to take responsibility and to show initiative
- ability to convey infectious enthusiasm for a variety of areas of school life ability to form and maintain appropriate relationships and personal boundaries with children and young people
- ability to manage practical sessions effectively and safely
- motivation to work with children and young people
- positive attitude to managing behaviour



HOW TO APPLY

1. If you would like to apply for this role, please download the application form from the **School website**, Our Guidance Notes for Applicants can also be found on the website.

View Online Page

2. Your application form should be completed in full and returned to **applications@millhill.org.uk** by **9am on Wednesday 8 February 2023.**

The School reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The Mill Hill Foundation is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

The schools apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Foundation is committed to Equal Opportunities and welcomes applications from all sections of the community.



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