HARROGATE LADIES' COLLEGE & HIGHFIELD

Independent School for Girls Aged 2 to 18 and Boys Aged 2 to 11

TEMPORARY HIGHFIELD ASSISTANT (Gap Year) (Resident or Non-Resident) From September 2023 – July 2024

Job Description

Job Title:	Highfield Assistant (Gap Year)
Responsible to:	Head of Highfield, Deputy Head
Works for:	Highfield Leadership Team, Teachers and Highfield PE Coordinator
Direct involvement with:	Other staff, pupils and parents of Highfield and the wider boarding community.
Hours:	8.15am until 5.00pm plus boarding duties as required during term-time in line with the Highfield calendar for the academic year
Salary:	On application
Benefits:	Accommodation, meals during term time and support staff pension if desired
Job Purpose:	To assist with the smooth running of administration and sports events in Highfield and to provide assistance to the Boarding Houses as required. This is a support role and you should expect to assist a teacher under supervision.

Main Duties

- To support the Highfield PE Coordinator in Highfield and other Highfield teachers in running PE lessons, setting up equipment and accompanying pupils to matches;
- To support the Highfield PE Coordinator in Highfield with the administration of sports events, teams and fixtures;
- To assist with umpiring / refereeing and teaching of some of the school's main sports including netball, lacrosse, rugby, football, cricket, rounders, cross-country, athletics and swimming;
- To assist the children in the water during swimming lessons alongside a swimming teacher who will be running the lessons. This will include ensuring that the children arrive and depart in a suitable supervised manner;
- To accompany teaching staff on sport-related off-site fixtures, trips and activities during the school week and very occasionally at weekends;
- To assist with and/or undertake some lunchtime duties;
- To contribute to the After School Clubs programme in the Prep school by running a club or clubs in areas of specialism or enthusiasm;

- To assist with the Before and After School Care provision and in Pre-school as a Helper when reasonably required;
- To assist with the supervision of pupils during morning arrivals, break-times, and afternoon departures;
- To respond flexibly to timetable alterations necessitated by cover requirements;
- To model and promote positive behaviour, work ethic and attitudes among all pupils;
- This list of duties is not exhaustive but identifies the key responsibilities of the role. It may be reasonably amended from time to time in line with timetable requirements.

Person Specification

Essential:

Skills and Knowledge

- A skilled sportsman/woman ideally in key Prep school sports
- Strong communication skills

Personal attributes

- Keen, willing and eager to learn
- Adaptable to change (e.g. in timetables)
- Highly organised
- Articulate and well presented

Desirable:

Qualifications

- Ideally educated to degree level although this is not essential. *Experience*
- Experience of working with Prep School age children (ages 5-11 years) would be an advantage.

Harrogate Ladies' College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant must be willing to undergo child protection screening appropriate to the post and cannot start in post until all pre-employment checks have been completed satisfactorily. The School is an educational charity and equal opportunities employer.