



King Edward's

WITLEY

Job Description – Graduate Assistant Sports & Resident Tutor

Overall Purpose

We are offering a placement for a graduate or equivalent, who may want to gain experience of working in a school environment. This role is an excellent opportunity to gain experience prior to a career in teaching or sports coaching. In addition to the coaching opportunities, there is a significant administrative role associated with the position.

Reporting to: The Director of Sport

Location: King Edward's Witley.

Direct reports: Nil.

Hours of work: Full time, these will vary depending on the needs of the School and are to be negotiated with the successful candidate.

Annual leave: As per school holidays unless otherwise agreed.

Duration of Employment: September 2026 – July 2027

Accommodation: Single accommodation is provided within a boarding house, in addition to all meals during term time. The accommodation, which also has cooking facilities, is available throughout the year.

Terms: Due to the nature of resident tutor roles, as part of this position, accommodation will be provided, including board, and a competitive salary (dependent on age) in return for variable hours and days worked to support events and functions within the school calendar. More hours are likely to be required prior to an event but less at other times. Paid additional residential duties may also be available for the right candidate.

Main duties and Key Responsibilities

- Graduate Assistant to work in different functions across the whole school; leading individual sessions and small groups. Part of your role will include working alongside the class teachers to design, develop, and deliver exceptional lessons. You will have the responsibility of assisting in the wide range of sport clubs after school and in the evening, and be available to give pastoral support to the pupils
- Be an excellent enthusiastic role model who wants to pass on their skills to young people.
- Have experience in at least one of our major sports (football, hockey, cricket, netball) at a high level e.g. minimum university first team squad
- Demonstrate an eagerness to teach or coach other sports as required throughout the year
- Be prepared to offer extra coaching hours where necessary.

- Assist in the teaching of GCSE pupils and A Level pupils too.
- Must be prepared to accompany teams to school fixtures including those that fall on Saturdays, and have the ability to umpire/referee at least one major KESW sport
- Be able to work effectively with the extended team of staff in each department, assisting as required and giving and taking advice as necessary.
- Assist with Department administration (management and organisation of fixtures or events).
- Be able to use ICT in an effective and organised manner.
- Live and work within a residential boarding House including evenings and weekends. Associated pastoral duties may include assisting in the running of evening activities / overnight duty for boarders, supervising prep, free time and lights out.
- Be prepared to work as a cover assistant as directed by the Deputy Head Co-curriculum and Leadership.
- Join in the life of a busy of a busy boarding school in areas as directed by the Head.
- Accompanying school trips and expeditions on occasion.
- To take part in further training courses where the opportunity permits.

Person Specification

Essential

- Have experience of sports at a very high level e.g., sports degree or equivalent
- Prior experience in working with young people.
- Be equally comfortable teaching male, female or mixed classes.
- Be an excellent enthusiastic role model who wants to pass on their skills to young people.
- Be able to use ICT in an effective and organised manner.
- Be prepared to offer extra coaching hours where necessary.
- Ability to prioritise effectively and work as a team.
- Have excellent communication skills; both written and spoken.
- Must be flexible, organised and possess a 'can do' attitude.
- Attention to detail, meeting deadlines and the ability to work under pressure are essential.
- Interest of working in the education sector is essential.
- Be able to work as part of a team.

Desirable

- Demonstrate the ability to teach or coach Sport carried out at KESW to a very high standard.
- Experience of volunteering within university, school, college or a club.
- Sympathy with the ethos and aims of the department, School and of the Foundation.
- Demonstrate creative and innovative thinking for developing volunteering ideas within a school setting.

Signed by: _____

Print name: _____

Date: _____