



## Finborough School

### Professional Internship

#### Assistant Boarding Tutor and Assistant Sports Coach

##### **Full Time**

To carry out the duties of an Assistant Boarding Tutor and Assistant Sports Coach, as circumstances may require and in accordance with the school's policies, under the direction of the Headmaster

In this role you will be assist boarding house tutors with the care of resident students, assist with sports coaching (including swimming and Gym supervision), supervise pupils in before and after school care at break and lunch times (rota) and enrichment, attend school trips alongside involvement in other aspects of school life as directed by senior staff.

The hours of work for boarding are as follows:

You will work four weekday evenings and every other weekend from 9am on the Saturday through to 4pm on the Sunday (rota) with the relevant breaks. Please note the nature of this role requires flexibility and the above hours are a guide only.

In recompense for the residential boarding role accommodation is provided at zero cost.

**Accountable to:** Senior Boarding Tutors and Director of Sport

##### **Key tasks and responsibilities: Boarding**

- To ensure that parents and pupils understand the aims and objectives of boarding in the house, and the principles on which community life in the house is based.
- To be aware of the implications of the National Minimum Standards for welfare and pastoral care in the house.
- To ensure that individual circumstances, needs, strengths and weaknesses of each pupil are identified and promulgated to other boarding staff as appropriate so that individual opportunities, talents and potential are developed and maximised.
- To ensure the safety and security (including emotional) of all pupils at all times when they are in the schools charge.
- To liaise with matron to ensure that pupils medical requirements are correctly catered for and to report any medical incidents to her.
- To monitor and maintain standards of uniform and appearance, ensuring pupils personal belongings and clothing are stored in a secure and tidy manner; to educate the pupils to treat other people's belongings and the boarding house with respect.
- To develop in pupils a collective responsibility for each other and the boarding house. Developing pupil's emotional intelligence, making them aware of the problems and needs of others enabling them to offer appropriate help and support.
- To plan and facilitate evening activities for prep school boarders.
- To cultivate good relationships with parents to facilitate the good communication of information concerning their children and to support them where necessary.

- To counsel pupils at a time and place this is conducive to good communication, concerning any emotional, academic, social or behavioural problems that they may have and to inform Head of Boarding where necessary.
- To attend boarding house meetings
- To provide a pleasant and stimulating environment which pupils respect and where they feel valued and secure.
- To provide an equitable and fair structure by which pupils assist in the care and cleanliness of their environment.
- To be responsible for all the health and safety matters pertaining to the boarding house being fulfilled.
- To assist other house staff where necessary.

### **Key tasks and responsibilities: Sport**

- To support the planning, preparation and delivery of coaching sessions and PE lessons for students according to the school's curriculum policy, which ensures progression, pace and challenge, and which makes appropriate educational provision for all students
- To have knowledge of and keep up to date with current sport specific regulations coaching approaches
- To maintain a positive and inspiring relationship with all classes / teams.
- To be aware of current Health and Safety regulations relevant to each sport you are involved in coaching.
- To assist with the assessment and monitor systematic monitoring the progress of each student within your teams / classes.
- To provide reports of sporting progress on individual students as necessary
- To contribute to reports on the personal and social needs of students, as required

### **All school staff are expected to:**

- Work towards and support the school vision and the current school objectives outlined in the school development plan. To support the Headteacher and Senior Staff in the pursuit of these objectives at all times but to challenge constructively when warranted
- Support and uphold the schools values of respect, results and honesty
- Set high expectations of behaviour, establishing and maintaining good discipline and control of students in accordance with school policy.
- Act as a role model to students in all actions and behaviour.
- Contribute to the broader life of the school by supporting and leading curricular and extra-curricular events.
- Work effectively as part of a team but also to be able to show initiative and independence in their areas of influence.
- Raise concerns about individual children or school practice, when necessary, for the better performance of the educational process
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the school's diversity policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.

- Engage actively in the appraisal process.
- Participate in professional learning programmes and activities such as parents' meetings or open days so as to help maintain and improve the ethos and performance of the whole school for the benefit of its students.
- Adhere to policies as set out in the school's policies and procedures
- Contribute to the positive promotion and marketing of the school in the local and wider community.
- Undertake any reasonable duties as directed by the Headteacher or members of the Senior Leadership Team.

### **Review and Amendment**

This job description should be seen as enabling rather than restrictive and will be subject to regular review.