



# TONBRIDGE SCHOOL

## RECRE8 Holiday Course Coach & Assistant Coach Easter and Summer 2022

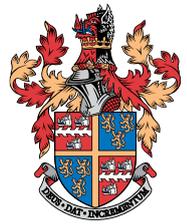


Tonbridge School is one of the leading boys' boarding schools in the country and is highly respected internationally.

The school aims to provide a caring and enlightened environment in which the talents of each individual flourish. We encourage boys to be creative, tolerant and to strive for academic, sporting and cultural excellence. Respect for tradition and an openness to innovation are equally valued.

A well-established house system at the heart of the school fosters a strong sense of belonging. Tonbridge seeks to celebrate its distinctive mixture of boarders and day boys; this helps to create a unique broadening and deepening of opportunity. We want boys to enjoy their time here, but also to be made aware of their social and moral responsibilities. Tonbridgians should enter into the adult world with the knowledge and self-belief to fulfil their own potential and to become leaders in their chosen field. Equally, we hope to foster a life-long empathy for the needs and views of others; in the words of the great novelist and Old Tonbridgian E.M. Forster: 'Only Connect'.





## **Tonbridge School JOB DESCRIPTION**

<b>Job Title</b>	<b>Recre8 Holiday Course Coach &amp; Assistant Coach</b>
<b>Reporting to</b>	<b>Courses Manager</b>
<b>Main Purpose</b>	<b>To work as part of the Recre8 team in planning, delivering and evaluating children's courses course, ensuring high levels of customer care.</b>

### **SUMMARY OF RESPONSIBILITIES AND DUTIES**

- To prepare and plan effective teaching and learning courses/sessions.
- To be aware of key factors influencing the sessions (National Governing Body (NGB) Guidelines, National Curriculum and established best practice)
- To lead and deliver high quality courses as required.
- To follow good practice with regard to health & safety, risk assessments etc.
- To maintain good practice regarding all aspects of child protection including updated safeguarding/child protection training.
- To gather, prepare and maintain the resources required to deliver the sessions in an effective way.
- To maintain written records and registers as required.
- To ensure the well-being of all participants on courses, collecting from enrolment and be responsible for those attending for the duration of the course
- To develop new sessions and ideas suitable to the course attendees.
- To be available to discuss the sessions as required with parents.
- To ensure high standard of customer care and a quality service at all times.
- To administer the necessary procedures for any incident or accident that occurs to any participant under supervision.
- To produce certificates of attendance and any awards to be distributed on the last day of each course, liaising with the Recre8 office if required.
- To wear appropriate clothing specific to the related course.
- To undertake necessary training to maintain qualifications and attend additional training sessions as requested.
- To work as a team and attend team meetings if required.
- To carry out any other duty as requested by your Line Manager.

### **CONFIDENTIALITY**

The successful candidate must maintain the confidentiality of information regarding the School, its staff and its business as sensitive and confidential materials are regularly handled in the Department. Information must not be communicated to other persons either in or outside the School except in the recognised course of their duties.



## **PERSON SPECIFICATION**

### **SKILLS & ABILITIES**

- A motivated individual able to work on own initiative
- Ability to work as part of a team.
- The ability to provide exceptional customer service at all times
- Knowledge of safety requirements and child protection issues.
- Willingness to undertake relevant training
- A reliable and enthusiastic individual with a flexible approach to work.
- Good verbal and written communication skills.

### **EXPERIENCE**

- Experience of working as a holiday course coach and/or experience working with children

### **QUALIFICATIONS - Sports**

- Level 2 Coaching Qualification
- Level 1 Qualification in related course subject for Assistant Coaches.

### **QUALIFICATIONS – Creative & Educational**

- Education to Degree level in relevant course subjects and/or substantial industry/teaching experience
- Experience in related course subjects and experience in child facing roles for Assistants.

### **REMUNERATION**

- £23.00 per hour – Coaches/Lead teachers & Tutors
- £11.50 per hour – Assistant Coaches/Teaching Assistants

***The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he or she is responsible, or with whom he or she comes into contact, will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he or she must report any concerns to the School's Designated Safeguarding Lead or to the Headmaster.***



## APPLICATION PROCESS

**Tonbridge School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to any post, including checks with past employers and the Disclosure and Barring Service.**

An application form and the Job Description can be found at:

<https://www.tonbridge-school.co.uk/about/employment-opportunities>

Completed Application Forms to:

**HR Department, Tonbridge School, High Street, Tonbridge, Kent TN9 1JP**

[hrdept@tonbridge-school.org](mailto:hrdept@tonbridge-school.org)

**CLOSING DATE: Monday 31<sup>st</sup> January at 5pm**

