



ALDRO



**GRADUATE ASSISTANT
(SPORT)**

Required for September 2022



ABOUT ALDRO

Aldro is an outstanding coeducational boarding and day preparatory school located in the idyllic village setting of Shackleford near Godalming in Surrey.

The school is at a very exciting stage in its development. Girls were first admitted to Aldro in September 2021 and numbers on roll will have grown by over 50% in two years come September 2022. The number of forms will have risen from 11 in total to 16 over the same period. The school has a flourishing Senior School (Years 7 and 8), with three forms planned for September in both year groups to include a discrete scholarship stream in each.

There are currently over 200 pupils aged 7-13 in the school; approximately 60 of them board full-time, weekly or part-time. Pupils sit Common Entrance or Scholarships at 13+ in Year 8, and the school has an outstanding record of academic excellence. 45 Scholarships and Exhibitions have been won over the past three years. In the last couple of years, Aldro pupils have left to attend such schools as: Abingdon, Bradfield, Canford, Charterhouse, Churcher's, Eton, Harrow, King Edward's, Lancing, Lord Wandsworth, Marlborough, RGS Guildford, Sherborne, Tonbridge, Uppingham, Wellington and Winchester.

Aldro is also committed to a breadth of education for its pupils and excellent results are achieved in sport, music, drama, art, design and chess. The school runs an extensive activity programme ranging from pistol shooting to Lego robotics, and debating to pétanque! The curriculum is taught over six days each week, with a Weekend Leave approximately every third weekend. All staff are expected to make an active contribution to the wider life of the school. Full-time staff may also be asked to assume pastoral responsibilities as a Form Tutor.

Aldro's Christian foundation underpins the ethos and values of the school and all staff are expected to be supportive of the school's Christian character. An attractive Chapel is amongst the excellent facilities available which also include a multi-purpose sports hall and a fully equipped theatre. Further details about the school can be found on our website: www.aldro.org

Aldro operates its own salary scale. Placement on the scale will be subject to the candidate's qualifications and experience. Appropriate certification and identification should be brought to the interview.

**Please email the completed Application Form and covering letter (no CVs please)
to the Headmaster, Mr Chris Carlier. Email: Head@aldro.org**



Job Description Graduate Assistant (Sport)

Reporting to	Deputy Head
Type of position	One year, Term Time only plus staff training days
Start date	1st September 2022

The Role

Graduate Assistants will be asked to undertake a broad range of tasks. Examples of this include:

Sport. Graduate Assistants will be asked to help with sport every day. The main sports at Aldro include rugby, football, netball, hockey, cricket, athletics, tennis and swimming. In addition to the 'main' sports, many others take place too – e.g. basketball, dance, shooting, golf, sailing, rowing, riding etc. Where Graduate Assistants have particular interests in some of the more 'minor' sports, they would almost certainly be able to find time to contribute in these areas. Graduate Assistants may also be asked to help with the delivery of PE lessons and contribute to the Enrichment programme of activities.

During the holidays the school sometimes organises sports tours and activity weeks (e.g. Pre-season Football training, the Summer School of Sport, the Sherborne Rugby Tour). Graduate Assistants will be expected to help with the delivery of these events.

Lessons and Cover. Graduate Assistants will be asked to help cover lessons when teachers are unable to be present. For those looking to pursue a future in teaching, the opportunity may exist by arrangement to shadow a full-time teacher with time to assist in the delivery of Curriculum content. They may also get experience in capacity as a Teaching Assistant in junior classes or by assisting with individuals in the Learning Support Department.

Day-to-Day running of the school & general supervision. Graduate Assistants will help staff with morning & lunchtime registration, day pupil departure, morning and afternoon snacks, and some general supervision of the pupils (e.g. morning break, mealtimes, and evening prep sessions). At times they will be asked to keep records on the school's management system (SchoolBase). They will also be asked to lock the school buildings on a regular basis in the evenings.

Administration. Helping the administrative staff with a number of jobs, some of which will be routine (e.g. laundry, emptying recycling bins) and some of which may be in response to particular peak flows of administrative work (e.g. helping with photocopying).

Boarding. Graduate Assistants, as a live-in role, will be involved in helping with the programme of activities for the boarders. This tends to involve the late afternoon and early evening on Monday-Saturday and by rota all-day Sunday (on weekends when we do not have a whole school Weekend Leave). The sort of activities that may be included are general games, ICT supervision, playing on the 'island', helping the younger pupils with their Prep, running games in the ASC (sports centre), and various other activities.



Resident Graduate Assistants also help the boarding team by supervising two evening boarding duties per week.

Work for the Bursar. From time to time Graduate Assistants may be asked to help with a number of odd jobs, for example, helping to prepare the main Hall for a lecture or drama production. There may be other occasions when they are asked to help with certain jobs around the grounds (for example, before the main athletics sports day).

The areas outlined above are simply examples of the sort of things Graduate Assistants might be asked to help with. They won't be expected to do everything on the list; and there may be other things that they would like to do that don't feature.

There are certain **general expectations** that Graduate Assistants need to be aware of:

- Being familiar with the school's policies and procedures as required including professional standards of conduct
- Serving as a good role model to the pupils in character and conduct
- Attending breakfast every day with the boarders (except on days off)
- Attending Chapel and Assemblies each morning
- Maintaining a reasonable standard of dress (e.g. collar and tie during the day, and Aldro sports kit for games)
- Being responsible for cleaning and tidying all personal accommodation and shared areas
- Attending training sessions as required

If Graduate Assistants have any worries or concerns, there will be plenty of members of staff to help. In particular, Chris Carlier (Headmaster), Nicky Carlier (Headmaster's Wife), Chris Rose (Deputy Head), Guy Drayton (Director of Sport) and Gilbert Watson (Assistant Head Pastoral) will regularly monitor their progress and offer assistance as necessary.

**Person Specification**

Qualifications and experience	Essential	Desirable
An accomplished sportsperson in their own right, able to inspire through example and experience	√	
Experience of coaching		√
Degree or equivalent	√	
First Aid trained		√
Clean Driving Licence, for 3+ years		√
Professional and Personal Attributes		
Well organised, and with good time-management	√	
The initiative to work their own, and the sensitivity to work as part of a team	√	
Excellent inter-personal skills; empathetic, caring, kind and compassionate	√	
Strong organisational and administrative skills	√	
Reliability and integrity	√	
Energy, enthusiasm and stamina	√	
Initiative, proactivity and assertion	√	
Able to inspire and motivate others	√	
A sense of humility and a desire to serve others	√	
A willingness to go the extra-mile	√	
Excellent record of health, punctuality and attendance	√	
A desire to be involved in the wider co-curricular life of the school	√	
School Ethos, Values and Aims		
Fully supportive of the ethos and aims of the school	√	
Sympathetic to the Christian teaching that underpins the school's values and character	√	
Commitment to the safeguarding and protection of children	√	

Benefits

Salary: £12,500/an.

Accommodation provided free of charge during term time.

All meals whilst the school is in session.



Applications

Please email the completed Application Form and covering letter (no CVs please) to the Headmaster, Mr Chris Carlier. Email: Head@aldro.org

Applicants are requested to submit the school's general application form available on the [Vacancies section](#) of the school website, together with a brief letter of application. CVs are not required. The letter and application form should be emailed to bursar@aldro.org Early applications are encouraged and will be processed on receipt.

The school is an equal opportunities employer and complies with its duties under the Equality Act 2010. Aldro is committed to safeguarding and promoting the welfare of the children and young people here, and all staff are expected to share this commitment. All staff are expected to adhere to and ensure compliance with the school's Safeguarding / 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/she must report any concerns to the school's designated Safeguarding Lead.

In line with the School's Safeguarding/ Child Protection Policy, the successful candidate will be subject to checks by the Disclosure and Barring Service.

The post is exempt from the Rehabilitation of Offenders Act 1974 and Aldro is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Aldro recognises the benefits of a diverse workforce and is committed to equality of opportunity for staff, volunteers and applicants. Building upon legislative requirements, Aldro seeks to ensure proper access of opportunity in matters relating to recruitment/selection, support for staff development and promotion. All HR policies are underpinned by this commitment to inclusivity and discriminatory behaviour by staff, pupils, contractors and external contractors will be taken very seriously, fully investigated and appropriate action taken where necessary.



ALDRO

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