



YATELEY MANOR

JOB DESCRIPTION: SPORTS ASSISTANT

Yateley Manor is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Title of Post:	Sports Assistant
Purpose of Post:	To add support to the Sport department during the weekly matches, by supervising and managing Yateley Manor teams and refereeing fixtures.
Status of Post:	This is a seasonal position and dependant on team's competing.
Hours:	Wednesday Afternoons 1.30pm until 5.30pm Occasional work on other days may be available depending on match schedules
Responsible to:	Director of Sport and ultimately to the Headmaster.

1. KEY ACCOUNTABILITIES:

Sport Assistants work closely with the PE department and other sports coaches to assist in the management and supervision of teams.

It is hoped that they will inject energy and enthusiasm into the teams, whilst passing on knowledge of the games played.

2. TASKS

These tasks serve to indicate the range of duties and level of responsibilities involved. It is not exhaustive.

- Help with and lead Teams involved with sporting fixtures.
- Manage a school team during a fixtures afternoon.
- Refereeing or umpiring (depending on expertise) of fixtures.
- Accompanying school teams to and from matches.
- Be responsible for teams that may not be involved with a fixture, this may include running additional sports coaching sessions or in house games.



3 Health and Safety

The Sports Assistant will need to understand and adhere to policies and procedures (for example for Health and Safety and Safeguarding) in relation to pupils and the activities they are involved with.

4 PERSON SPECIFICATION

The successful candidate will be:

- A sportsman or woman who has played or taught sport at a high level in Hockey, Football, Rugby, Cricket.
- A certification from one of the sport's Governing Bodies that demonstrates an understanding of the game and the associated rules.
- A genuine enthusiast who wants to pass on his or her skills to young people;
- The willingness to enhance their understanding of a game.

5 GENERAL

- Sufficiently confident to act as a role model to young people and to keep good order;
- Prepared to familiarise himself/herself with formal procedures;
- Understand and implement school and statutory policies.
- Committed to safeguarding and promoting the welfare of children and young people;
- Demonstrate suitability for working with children and young people, including the ability to form and maintain appropriate relationships and personal boundaries;
- Committed to the School's Equal Opportunities Policy.

6 REVIEW OF JOB DESCRIPTION

- This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post holder may be required to undertake additional duties, as required, by the Director of Sport.
- This job description will be reviewed at least once each year in the autumn term.
- Person Responsible: Headmaster