



# ALDRO



## GRADUATE ASSISTANT (SPORT)

Required for September 2024



## 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 history. Numbers on roll have risen significantly in the last few years and the school is currently more full than ever before. The most recent ISI Inspection Report (June 2023) rated the school 'Excellent' in both areas of qualitative judgement (pupil achievement and pupil personal development) and the school was deemed fully compliant. The school successfully introduced co-education in 2021; girl numbers represent over 30% of the pupil population and are expected to rise further next year. The school has a flourishing Senior School (Years 7 and 8) including up to four sets in the core subjects and a discrete scholarship stream.

There are over 230 pupils in the school aged 7-13; nearly 70 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. The school has averaged 15 scholarships and exhibitions per year over the last 5 years, and specifically 19 last academic year. In the last couple of years, Aldro pupils have left to attend such schools as: Abingdon, Bradfield, Canford, Charterhouse, Churcher's, Eastbourne, Eton, Guildford High School, Harrow, King Edward's, Lancing, Lord Wandsworth, Marlborough, Merchiston Castle, Oundle, RGS Guildford, Sevenoaks, 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 'escape rooms', and 'Med Soc' to 'pétanque'! The curriculum is taught over six days, including lessons on Saturday mornings and inter-school fixtures on Saturday afternoons. The school has a weekend leave at least every third weekend and benefits from generous holidays. All staff are expected to make an active contribution to the wider life of the school.

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, a large theatre and our own lake. Further details about the school can be found on our website: [www.aldro.org](http://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)  
addressed to the Headmaster, Mr Chris Carlier. Email: [HR@aldro.org](mailto:HR@aldro.org)**





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## Job Description

### Graduate Assistant (Sport)

<b>Reporting to</b>	Director of Sport
<b>Type of position</b>	Fixed-term (one year, with possible extension by mutual agreement) Term time only plus staff training days
<b>Start date</b>	1st September 2024
<b>Salary</b>	£15,500/an
<b>Benefits</b>	Single person accommodation, all bills and all meals (term-time) provided. Onsite parking.

#### 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 etc). 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.

#### Boarding

Graduate Assistants, as a live-in role, are involved in helping with boarding duties, including supporting the programme of activities for the boarders and supervising evening routines. This typically involves 2-3 evening duties per week and, by rota, all-day on some Sundays (approximately three Sundays per term).

#### 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. 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).

## 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).

## General

- To work with Admissions and Marketing to promote the school to prospective parents.
- To attend Open days and other events organised to promote the school.
- To contribute to the rota of staff duties.
- To attend meetings (Departmental, staff, parent meetings etc)

## Safeguarding

- To promote and safeguard the welfare of all pupils.
- To promote, insist on and help instil the school's core values
- To protect children from harm and to prevent impairment of their health and development.
- Be aware of, and comply with, all the school's policies, and especially the Safeguarding, Whistleblowing, Behaviour, Anti-bullying, Health and Safety, Staff Code of Conduct and Pupil Equality and Diversity policies.
- To establish a positive, supportive and secure culture which promotes in all pupils a sense of being valued, listened to and respected.

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 professional standard of dress
- Being responsible for cleaning and tidying all personal accommodation and shared areas
- Attending training sessions as required





## 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, integrity, loyalty	✓	
Positivity, energy and enthusiasm	✓	
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	✓	
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	✓	
A commitment to promoting equality, diversity and inclusion	✓	
Promotion of Health and Safety in line with the school's policy	✓	
Enthusiasm for, and willingness to contribute to, the wider co-curricular life of a busy day and boarding school	✓	



## Applications

**Deadline: Thursday 20<sup>th</sup> June, 6pm**

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

Interested candidates should complete a copy of the [Aldro Application Form](#) available on the 'Vacancies' section of the Aldro website and send, with a letter of application, to [HR@aldro.org](mailto:HR@aldro.org) CVs are not required. Early applications are encouraged and will be processed on receipt. The School reserves the right to appoint before the deadline.

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. As part of the recruitment process, applicants should expect scrutiny of their online profile. 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. As part of this process, Aldro additionally carries out its own online and social media checks. Applicants' references are typically sought before interview, unless the applicant specifically requests otherwise.

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 contactors will be taken very seriously, fully investigated and appropriate action taken where necessary.



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[aldro.org](http://aldro.org)