CONCORD
COLLEGE

Casual Sports Assistant/Gym Supervisor

Zero Hours

Job description and person specification

Welcome from the Principal

Thank you very much for your interest in coming to work with us at Concord: it is a real pleasure to be able to tell you more about this very special place. Concord students love to learn and are ambitious for their futures. Here they are able to pursue their dreams in a safe, calm and supportive place where ideas can be shared and where inquisitiveness and independence of thought are celebrated. Our students' hard work is rewarded with outstanding examination results, and Concordians go on from here equipped to thrive at the best universities in the UK and around the world.

Concordians live and learn in a diverse, vibrant and truly international community supported by outstanding academic and pastoral staff. They have daily opportunities through our extensive co-curricular, sporting, arts, social and cultural programmes to develop hugely important skills in communication, teamwork and social responsibility. The result of this is that Concordians are overwhelmingly confident, empathetic, respectful and tolerant. Most importantly of all, it means they are happy: you will find many smiling faces here.

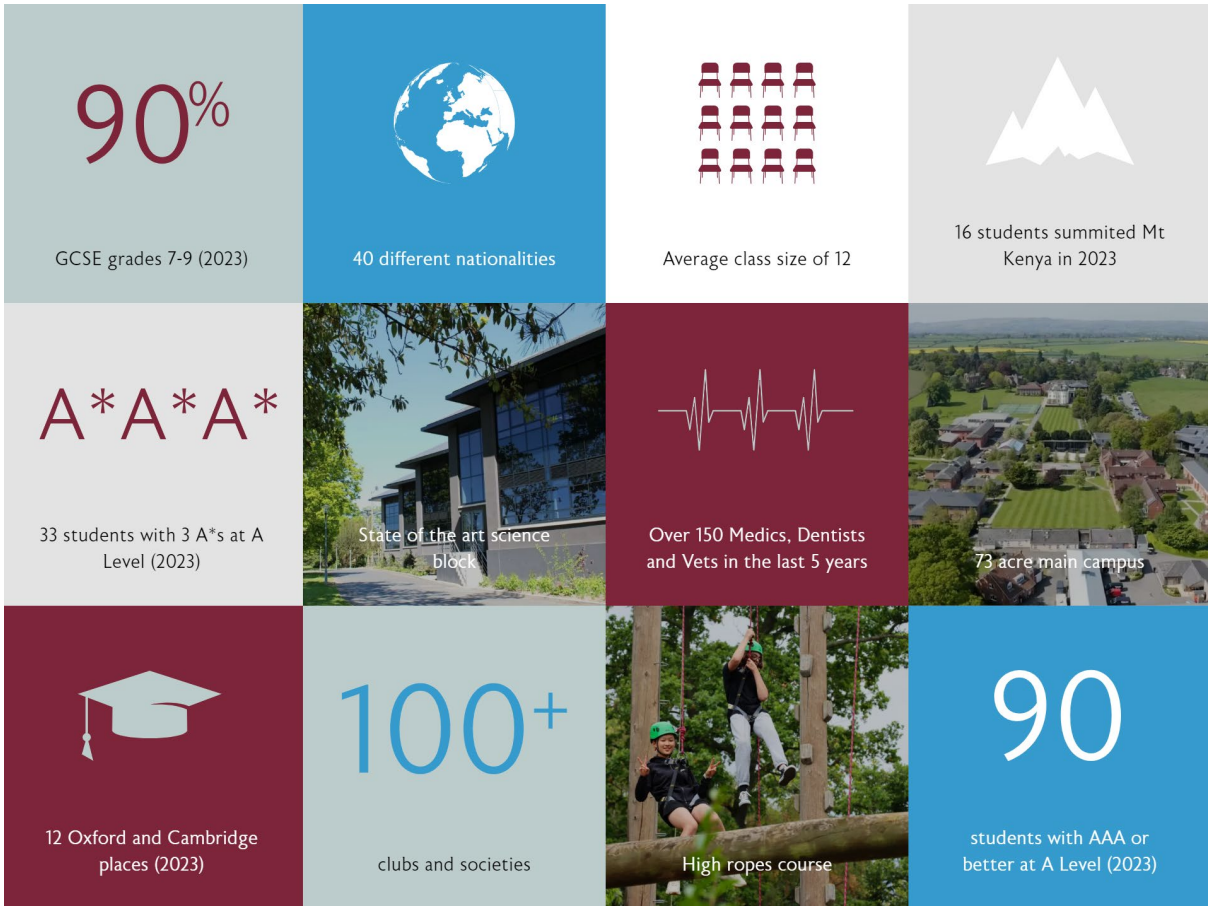
Our highly talented body of staff work extremely hard to help students get the very best outcomes. They thrive here too and enjoy the challenge of working in such a vibrant and purposeful environment. It's truly exciting: I do hope that you want to find out more.

Dr Michael Truss *MPhys Hons. (Oxon.) FRAS*
Principal of Concord College

About Concord College

Concord is a highly academic independent international school in England for day and boarding students. We welcome students from all over the world and the local area into our vibrant and varied community, which shares a culture of excellence and joyful learning infused throughout with our core values of kindness, rigour and creativity. Girls and boys between the ages of 13 and 18 enjoy fabulous facilities on our safe and beautiful 80 acre campus set in the heart of the English countryside. Our students achieve the highest standards and have a superb track record in gaining entry to top universities in the UK and around the world. We take care to nurture the individuality of our students to develop their self-confidence, encouraging all here to understand the needs of others and to respect the values of our community.

Concord was founded in 1949 by Paul Oertel and Monica Carr-Taylor in Sussex as a small language school. It was, at its heart, a response to the hatred and bitterness of war by using language teaching and personal warmth to break down barriers and misunderstandings between peoples. The college grew quickly, moving first to larger premises at Tunbridge Wells and then, in 1973, to its present site in Acton Burnell. In 1969, upon the retirement of the founder Principals, the college was bought by Frank Bell who had founded the Bell School of Languages a number of years earlier. In 1977, Concord accepted girls for the first time: at first, girls were taught at a separate site nearby at Attingham Park, though by the early 1980s all children were taught together at Acton Burnell. The College became a charitable trust in 1983 and has expanded rapidly since. Now with about 600 students (and an almost perfect 50:50 girl:boy ratio), Concord boasts enviable facilities – a £12 million state-of the-art Science building was opened in 2018 – and utterly outstanding outcomes for its students.



".. for bright sparks with drive and determination, there's nowhere quite like it"

– Good Schools Guide

"Those who want to learn with a global outlook and an international community will be in heaven here."

- Muddy Stilettos

The role

The Casual Sports Assistant/Gym Supervisor will report to the Sports Hall Manager and provide support to ensure the smooth running of the Sports Halls and PE activities. The post holder will be based in the sports halls and the sports fields, providing a safe environment for students to relax and play sport during recreational sports prep, twilight activities and Wednesday afternoon games. There will also be a requirement to accompany students to fixtures and events off campus.

The post holder will be expected to contribute to and promote the College's ethos of rigor, creativity and kindness.

Key Areas of Responsibility

Student Supervision & Engagement

- **Role Model:** Motivate and encourage young people to join in sports and activities.
- **Safety:** Maintain a safe environment for all students during sports and activities.
- **Gym & Activities:** Supervise students during sporting activities and gym use.
- **Travel & Fixtures:** Accompany and supervisestudents to and from off-campus fixtures and external classes.

Operations & Administration

- **Facility Security:** Open, close, lock, and secure the sports halls according to the timetable.
- **Equipment:** Set up sports facilities and equipment.
- **Registers:** Take student attendance registers.
- **Reporting:** Complete accident/incident forms and pass them to the Health and Safety Officer.
- **Administration:** Assisting with the admin of sporting/ outdoor ed activities.

Compliance & Training

- **Policies:** Comply with policies and procedures, including those relating to safeguarding and child protection, health and safety, welfare, smoking in the workplace, security, confidentiality and data protection, and reporting any concerns.
- **Training:** Attend required training courses.

Student transport

To support with transportation of students attending sports and social activities in a responsible and competent manner, ensuring the safety of passengers, other road users, members of the public and themselves at all times. This may include some weekend working and occasional work outside of term time, namely October and February Half Terms and Easter Holidays. Wherever possible you will be given as much notice as possible of driving responsibilities to allow you to plan your time.

The above list is not exhaustive, and the College reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the College.

General and College Responsibilities

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the College in relation to the postholder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role.

You should be willing to assist in other areas of work within the College which are within your skills and capabilities, as reasonably requested by your line manager

Person Specification

In order to meet the high standards expected of staff at Concord College, we seek to employ a person with the following qualities, experience, skills and abilities:

Qualifications

- qualified fitness instructor/ personal trainer
- relevant experience or coaching qualifications in one or more of the following: hockey, volleyball, netball, badminton, basketball, swimming, tennis, cricket, football, personal training or gym supervision (desirable)
- Valid First Aid at Work certificate (essential) or willingness to gain.

Key Skills and Experience

The candidate will ideally have:

- good communication skills
- experience of working with young people
- proven ability to relate to young people and a willingness to accommodate the needs of students from a variety of linguistic backgrounds
- excellent interpersonal skills

Person Profile

A total commitment to and sympathy with Concord's ethos of excellence within an international, joyful and kind environment are fundamental. Further, the successful candidate will be able to demonstrate the following qualities:

- energetic and enthusiastic
- team-player
- tolerant
- calm
- flexible

Working hours and benefits

Term time only.

Hours are casual (up to 15 hours) and agreed upon in advance with the Sports Hall Manager at the start of each half term. Due to the casual nature of the role, however, there will be no set or standard hours of work nor will there be a guaranteed minimum number of hours of work.

Whilst shifts can occur at any time during the week, they will typically fall primarily on weekends, and occasional Wednesdays. The role requires flexibility for evening, weekend, and ad hoc cover (e.g., staff sickness).

Hours are usually agreed at the beginning of each term, but additional cover will be needed on an ad hoc basis in the event of a colleague's absence or additional extracurricular activities.

Holidays

Annual holiday entitlement will be the equivalent of 5.6 working weeks per annum, including public holidays. Due to the nature of the business, some public holidays are classed as normal working days.

Safeguarding and child protection

Concord College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Child protection screening is undertaken, which includes checks with past employers and the Disclosure and Barring Service. The College's central role and responsibility is in caring for the welfare of its students. It recognises its statutory duties to pass on concerns and to work with other agencies in the field of safeguarding children.

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the College's Safeguarding Policy.

Health and Safety

In accordance with the Health and Safety at Work Act etc. 1974 and associated legislation, all employees must comply with and assist the College in the implementation of its Health and Safety Policy. Employees must also adhere to any requirements arising from, or relating to, and relevant risk assessments. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

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This post is exempt from the Rehabilitation of Offenders Act 1974. Our policy in relation to the recruitment of ex-offenders can be found on our website.