



## ST LAWRENCE COLLEGE

### Job Description

**Job Title:** Undergraduate Sports Coach and Boarding Assistant  
**Department:** Sports  
**Accountable to:** Director of Sport and Deputy Director of Sport

**Purpose of the job:**

To assist the Sports Department in the sporting and holistic development of our pupils.

**Context:**

St Lawrence College is located on the Kent Coast and is an independent, coeducational Boarding and Day School for pupils aged 3-18. There are approximately 600 pupils in the school, with over 400 in the Senior School (Yr 7-Yr 13).

It has a strong sporting tradition and often 'punches above its weight' in terms of achievements. Voted one of the Top 100 Independent Sports Schools, we provide top level coaching from a combination of current and ex-international sports coaches, outstanding facilities and a pathway for future opportunities and both national and international representation. Our Sports Excellence Programme develops and mentors our top performing students ensuring they are both physically and mentally prepared to excel in their chosen sport. Currently, student success includes selection to the Saracens Academy; selection to the national Hockey Teams for a number of pupils for both England and Wales U18; selection to the Kent Cricket Academy; selection to the London Pulse U19 Academy for Netball and selection for the Great Britain U18 Athletics Team.

St Lawrence College is committed to safeguarding and promoting the welfare of children and expects all staff to share in this commitment.

**Values and Behaviours:**

The post-holder is expected to act professionally at all times and in accordance with the standards of behaviour and code of conduct outlined in the staff handbook and below. In particular, we aspire to the following standards of behaviour for the St Lawrence community.

The St Lawrence Community is committed to working together to achieve its aims and objectives. The College has a strong Christian tradition and aims to nurture every individual. There are approximately 25 different nationalities within the School and we value the diversity that this brings, ensuring that we create an inclusive and respectful community in which every individual can thrive. We embrace opportunities to improve and are accountable to our pupils, parents, governors and other members of our community. We always act with integrity, professionalism and with the outcomes of our pupils at the heart of every decision.

**Key Responsibilities and Accountabilities:**

- To promote the aims of the School at all times with colleagues, parents, pupils and the public.
- To play a full part in a seven day a week boarding School with commitment to teaching, pastoral care, extra-curricular activities and School duties.
- To assist in the recruitment of pupils and to promote the School and Department.
- To provide professional high-quality teaching/coaching, with the effective use of appropriate resources and the highest standards of learning and achievement of all pupils.



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- To attend all appropriate Health & Safety (COSHH) and Child Protection training issues related to the pupils, School and Department.
- To assist with the delivery of PE & Sports Science practical lessons.
- To assist with the smooth running of the boarding Houses.
- To assist with evening activities for the boarders.

### **Key Tasks:**

#### **1. Coaching/Management/Administration**

- To coach sports as required in the games and activities programme as directed by the Director of Sport and Deputy Director of Sport.
- To give feedback to players to develop their performance and understanding
- To organise the filming of matches.
- To assist with video analysis, including organising and clipping footage so that it is ready for review.
- To ensure all coaches are able to access the match footage and use it for team analysis and feedback sessions
- To attend matches and tournaments as required
- To ensure the registration of pupils for practices during afternoon activities.
- To attend INSET for continued professional development
- To develop links with Prep schools and other local schools.
- To assist the Director of Sport in the delivery of the Sports Excellence programme.
- To ensure adherence to statutory Health and Safety and Data Protection Legislation at all times.
- To ensure compliance with the current teaching staff handbook.
- To undertake any additional duties within reason as defined by the Director of Sport or Deputy Director of Sport.

#### **2. Social and moral welfare of pupils**

- To take responsibility for the educational, social and moral welfare of pupils in the context of our boarding community.

#### **3. Assessments and reports**

- To provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

#### **4. Cover**

- To provide cover as part of the school rota for absent teachers in academic lessons.

#### **5. Review and Professional Development**

- To keep abreast of developments in their sport(s) and its coaching methods in order to maintain a high level of professional competence. Staff should also participate in arrangements within the agreed framework for review and professional development, including INSET.

#### **6. Discipline, Health and Safety**

- To maintain good order and discipline among pupils and safeguarding their health and safety both on the School premises and when they are engaged in School and other activities elsewhere, within the framework of the Health and Safety Policy documents.



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- To adhere to and manage all appropriate Health & Safety legislation, risk assessments and Child Protection training issues related to the Department.

**7. Meetings**

- To participate in all meetings which relate to the school curriculum, school organisation and school administration and to attend Chapel, assemblies and other school events as required by the Head.

**8. School Duties**

- To undertake the supervision of pupils at meal times, in detention, on school journeys and on school premises as required by the duty rota.

**9. Boarding**

- To undertake the supervision of pupils in the boarding Houses on some evenings throughout the week
- To assist with the provision of sporting activities in the evenings, for the boarders
- To assist with activities for the boarders on some weekends.

This job description reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

**Person Specification**

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form:

Attributes	Essential	Desirable
<b>Qualifications</b>		<ul style="list-style-type: none"> <li>• A good degree</li> </ul>
<b>Specialist Skills &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Personally committed to continued professional development</li> </ul>	<ul style="list-style-type: none"> <li>• The ability to play and coach at least 2 sports to a high level</li> <li>• Ability to referee in at least one sport</li> <li>• Good ICT skills</li> <li>• Driving licence</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Enthusiastic and energetic</li> <li>• Good team player</li> <li>• Patience and a sense of humour</li> <li>• Good organisational skills</li> <li>• Good professional manner and appearance</li> <li>• Excellent practitioner able to inspire pupils in the love of (your) sport</li> <li>• Ability to communicate effectively with pupils, staff and parents</li> <li>• Willingness to contribute fully to the life of a busy boarding school</li> </ul>	



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**Terms and Conditions:**

The salary for this role is £8000 per annum, accommodation will be provided in one of the boarding Houses free of charge from rent and all other utility bills, and all meals are provided free of charge during term time.

**Application Process:**

Applications should be made using the St Lawrence College application form (found on our website: <https://www.slccuk.com/employment/>) and a covering letter sent to Debbie Myers, HR Manager, at [hr@slccuk.com](mailto:hr@slccuk.com) (from whom further details of the post can also be gained).

[www.slccuk.com](http://www.slccuk.com)

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