



Headmaster T N M Lawson MA

## Post Graduate Sports Internships

### Overview

The College seeks to appoint recent graduates to provide a range of supporting functions to the provision of sport at Eastbourne College from September 2024.

The right person/s will have a marvellous opportunity to work in a stimulating environment where resources, buildings, colleagues and pupils all strengthen the process of teaching and learning.

Co-curricular activity is considered to be an important cornerstone in the education and development of pupils. Pupils are encouraged and expected to participate in a wide variety of co-curricular experiences including sport. The College offers a wide range of sports ranging from the core sports of rugby, hockey, cricket and athletics for boys and hockey, netball, athletics and tennis for girls; there are also a range of non-core sports options including swimming, basketball, badminton, rowing, sailing, fencing to name a few. The College's multi-million-pound Winn Building includes amongst other things a state-of-the-art sports hall, swimming pool, fitness suite, squash courts and dance studio.

This is an opportunity for an enthusiastic sport oriented person to work and gain first-hand experience across a range of areas of sport management, administration and delivery in a secondary school setting. Eastbourne College has a reputation for taking its sport seriously and this opportunity provides an excellent stepping stone for launching into a career in teaching or wider sports management. The College will support opportunities for the successful candidate to progress in some further qualifications in sport coaching, pool lifeguarding to name a few. Single accommodation is provided. The successful candidate is expected to be a self-starter who is self-reliant and can work with minimum supervision. An ability to work closely with others, to organise and deliver events and possess good IT skills is essential. They will work directly with the College's Director of Sport.

### The College

Eastbourne College Incorporated is the term for the combination of Eastbourne College and St. Andrew's Prep School. The two schools are run separately but are part of the same Charity and a single Board of Governors bears overall responsibility.

Eastbourne College is a co-educational HMC independent school of just over 660 pupils, of whom half are full-time boarders. It is a strong community with excellent links with local schools and the remarkable town in which it is located.

Academic standards are very high with an average of 85% of A-level grades being awarded A\*, A or B in the last four years. At GCSE approximately two thirds of all grades awarded are A\* or A. The College recruits from a wide ability range and value added outcomes are exemplary. The majority of College leavers enter higher education in leading universities at home or abroad.

The College is run as a seven-day week, full boarding school. Day pupils share the same wide curriculum as boarders and enjoy equal access to the physical and human resources of the school. Day pupils can complete their prep in Houses; buses run at both 18:00 and 20:00 on weekday evenings.

We are proud of our rich cultural and sporting traditions. The recently built Birley Centre is a hub of music practice, performance, composition, and recording. There is an established partnership with Glyndebourne and links with Rambert Dance Company, local artists, and musical ensembles. College artists exhibit in London, actors have starred in film and TV; the Design & Technology department wins an extraordinary number of Arkwright scholarships. We have an enviable reputation for sport both regionally and nationally. Eastbournians frequently represent the county in hockey, rugby, cricket, and netball; several old Eastbournians have gone on to achieve international honours. There are also thriving CCF, D of E and service programmes.

Eastbourne College places great emphasis on the importance of developing a school in which education is built on core values and positive, supportive relationships. These central qualities will endure long after a student moves on from the College. The five key values of participation, the pursuit of excellence, integrity, courtesy, and kindness are, it believes, the bedrock upon which every child's education should stand, providing them with the wherewithal to flourish both at school and beyond.

More information about the College may be found by visiting the website:

[www.eastbourne-college.co.uk](http://www.eastbourne-college.co.uk)

News of latest events can also be found by visiting our Facebook page:

<https://www.facebook.com/EastbourneCollege>

## Job Description

1. **Job Title:** Post Graduate Sports Internship
2. **Responsible to:** Deputy Head (Co-Curricular)
3. **Job Summary:** Primarily to assist the Director of Sport in the planning and delivery of sports and sport-related support across the College.
4. **Responsibilities**

### A. General Support to Sports

- a) Assist in the planning and delivery of College hosted events such as prep school and other tournaments, pre-school taster days, open mornings, guest speakers, Annual Sports Conference, sports scholarship selection days
- b) In support of the College's Marketing Department, assist in sports marketing e.g., via twitter and Instagram.
- c) Assist in sports administration in activities such as: sports choices, sports photos, facility bookings, kit ordering, fixture planning, loading Fixtures Pro, Saturday support programme
- d) If relevant, to provide pool lifeguarding duties during hours not supported by the Activity Assistant
- e) To provide support to the strength and conditioning coach in supervising the fitness suite.
- f) Other duties as allocated by the Director of Sport – to include pool lifeguarding (if qualified)
- g) To provide support to the Sports Scholar programme including mentoring

### B. Sports Coaching

- a) To assist with coaching where directed and in accordance with expertise. You will be expected to take a boys or girls squad each term.
- b) Expertise in rugby is essential. Experience in any of netball, hockey, cricket, tennis and football are all desired too plus a variety of other sports on offer. The College runs 20 sports, so an enthusiastic and keen interest in learning new sports as well as developing in all sports is possible with our inset programme and support.
- c) Support to team coaches during some mid-week fixtures and all-day tournaments.

### C. Whole School

- a) To become a tutor in a boarding house. This will include undertaking one event duty per week and some weekends and being on hand to help in the house at other times within reason.
- b) To support wider College events conducted during term time including but not exclusive to marketing, prep school events, other cultural activities.

### D. Safeguarding duties

- a) The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement and staff code of conduct at all times.
- b) The post holder will be engaging in regulated activity. There are particular safeguarding issues requiring attention for this post.
- c) The responsibility for pupil discipline, occasional one-to-one settings or trips/transport, and variety of situations require staff in this post to have a deep and wide understanding of safeguarding procedures. They have a broad view of pupil behaviours and should exercise vigilance regarding child protection issues.

- d) 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, they must report any concerns to the School's Designated Safeguarding Lead or, if they are the School's DSL, to the Headmaster and relevant agencies.

## Teaching Experience

There is an opportunity to assist with the delivery of academic lessons for experiential purposes such as the delivery of the practical elements of both GCSE and A-Level PE or in other subject areas.

## 5. Person Specification

It is expected that the successful candidate will have studied or is studying a sports related degree (or has a demonstrably high level of expertise in sport whilst reading a different degree), an interest in PE teaching and will ideally have some form of national governing body coaching awards relevant to the sports on offer at the College. However, there is an opportunity to gain further qualifications at the College's expense as appropriate to their level of experience and the requirements of the role such as (but not restricted to): NPLQ, Level 1 coaching, refereeing/umpiring qualifications, first aid qualification, minibuss driver training. We are looking for candidates to deliver all round provision in our core sports programme but with specialism in rugby being most desirable. Netball, football, swimming, tennis are all additional sports as well as many others. Candidates offering pool lifeguarding would be desirable.

Driving licence an advantage but not critical.

## 6. Terms and Conditions

Contract:	One year fixed-term contract extendable to two years by mutual agreement to commence September 2024.
Hours of work:	A minimum of 37.5 hours per week during term time. Flexibility in hours is essential and in order to meet the demands of the post, the person may be required to work to support evening and weekend sports events during term time. Actual working hours will be advised to you by your Line Manager and may be changed from time to time.
Salary:	Circa £15,000 per annum.
Holidays:	28 days' holiday to be taken during College holidays.
Pension:	After three months' service, you may be automatically enrolled into the Eastbourne College WorkSave Pension Scheme (details are available from the HR Department), depending on level of earnings. You may also choose to opt in to the pension scheme. The College will contribute 5% of gross salary and you will be expected to contribute 3%. You may choose to opt out of the pension scheme.
Other Benefits:	<ul style="list-style-type: none"><li>• Single occupancy accommodation will be provided with Council tax and water/electricity bills covered.</li><li>• Free meals during term time</li><li>• Free use of College facilities.</li></ul>

## 7. Safeguarding & Equal Opportunities Statement

Eastbourne College (Incorporated) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to an enhanced DBS check, pre-employment medical questionnaire and positive references.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the Charity 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.

Eastbourne College (Incorporated) is committed to the provision of equal opportunities in employment and accordingly wishes to ensure that no job applicant is treated less favourably on unjustifiable grounds.

## 8. Application process

To apply, please visit [www.eastbourne-college.co.uk/contact/employment-opportunities](http://www.eastbourne-college.co.uk/contact/employment-opportunities) and click the 'Apply Now' button to complete the required application form. For any queries, please contact Human Resources on 01323 452288 or email [hr@eastbourne-college.co.uk](mailto:hr@eastbourne-college.co.uk).

A letter of application and an up-to-date CV should be uploaded with this online application form.

Applications should be received by **Wednesday 17 April 2024**.

All candidates will be contacted shortly after the closing date with **interviews week commencing 22 April 2024**.

For more details regarding the role please contact Mike Harrison, Director of Sport at [mtharrison@eastbourne-college.co.uk](mailto:mtharrison@eastbourne-college.co.uk).

## 9. Postscript

There are many attractions to working for Eastbourne College Incorporated, not least its location on the south coast in the sunniest part of the country.

The College is situated in an attractive part of a peaceful town with easy access to shops, local amenities and the South Downs National Park and the beach. The railway station is close, with easy travel to Gatwick (one hour) and London (under 90 minutes). The beach and sea are a five-minute walk away and the South Downs (the newest National Park) are on our doorstep.

The College is a strikingly happy, cohesive and coherent community. We look forward to meeting you.