



Headmaster T N M Lawson MA

## Post graduate Sports Internship

### Overview

The College seeks to appoint a number of recent graduates to provide a range of supporting functions to the provision of sport at Eastbourne College from September 2021.

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.

### The College

Eastbourne College is a co-educational HMC independent school of just over 630 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 sporting and cultural traditions. 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. 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 Ballet Rambert, 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.

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>

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 sports 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 it's 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 can be 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.

## 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 may be expected to take a boys or girls squad each term.
- b) 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.
- c) The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times
- 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 s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is 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, minibus driver training. An existing pool lifeguarding qualification will be an advantage but not essential.

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 2021.
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:	£14,000 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:

- Single occupancy accommodation will be provided with Council tax and water/electricity bills covered
- Free meals during term time
- Free use of College facilities.

## **7. Safeguarding statement**

Eastbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are made subject to a satisfactory medical disclosure, an enhanced check with the DBS and any other pre-employment checks deemed necessary by the College.

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.

The College is a non-smoking establishment

## **8. Application process**

To apply, please visit <https://www.eastbourne-college.co.uk/contact/employment-opportunities/> and click the [Apply Now](#) button to complete the mandatory application form.

A letter of application evidencing suitability for the post against the job description and person specification described above, and an up-to-date CV, should be uploaded with this online application form.

**Closing date: 7 April 2021**

Applications will not be accepted without a fully completed application form including a complete career history. Candidates will be required to provide the names and contact details of two referees, one of whom should be a current employer but not a family member or current employee of Eastbourne College Charity. Candidates should make it clear if they would prefer their referees not to be contacted before the interview stage.

Further information is available from Human Resources: [hr@eastbourne-college.co.uk](mailto:hr@eastbourne-college.co.uk) or tel 01 323 452239.

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