



JOB DESCRIPTION

Downside School

Post Title: Resident Sports Assistant

Department: Sport

Location: Downside School, Stratton on the Fosse

Reports to: Director of Sport & Activities Coordinator

Supervisory Responsibility: None

Date of Issue: January 2026

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Role Summary

Our Resident Sports Assistants work closely with the Director of Sport and midweek/weekend Activity Co-ordinators providing valuable support to deliver an extensive sports and co-curricular programme. You will be assigned a Mentor for the academic year who will advise on your professional development and working with pupils. The post holder will be committed to developing and establishing exceptional work ethic, enjoyment in Sport, positive attitudes and enthusiasm in our pupils. In return we offer a role in a successful Department, supported by excellent facilities, enthusiastic and committed pupils and a strong culture of sporting development.

Duties and Responsibilities

The following list is not exhaustive, but the post holders' principal responsibilities are:

- Planning and leading sport and extra-curricular sessions for pupils. This includes running clubs, supporting and coaching games lessons, supervising activities and attending other Schools for sports fixtures.
- Delivering sessions in support of our athletic development programme for Sports Scholars, reflecting the needs of the Sport and the Individual Pupil.

- Collaboratively working with other sports' colleagues to coach pupils within expected best practice frameworks and adopting the core values of Downside Sport, namely Discipline, Humility and Stewardship.
- Supporting Development Lead Coaches with recording, live streaming and analysing sport performances using one of the two Veo systems the Department has access to.
- Supporting pastoral staff with evening and weekend activities programme.
- Sport and wider curriculum administration, mainly assisting with the management, organisation and supervision of sports fixtures, extra-curricular activities and trips.
- On a rota with the other Resident Sports Assistants, you will be required to cover poolside for various published morning and evening swimming sessions for pupils & staff.
- Communication to the Marketing Manager any relevant news and developments to be shared through the Schools' media channels.
- Supervise pupils travelling home on School transport at exeat weekends, half-terms and at the beginning and end of terms.
- Accompanying and on occasion driving (the school will provide a vehicle) Sports Scholars to pathway training (eg; JAC Hockey, Somerset Cricket, Bath Rugby Academy, Somerset Netball).
- Any other duties or special projects as advised by the Director of Sport and Activity Co-ordinators.

Other Information

At the heart of this role is an active enthusiasm for education and an equally active enthusiasm for the young people being taught. Wherever possible, there will also be opportunities for the post holders to observe other taught curriculum areas across the school, either linked to their Undergraduate degree course (e.g.: A Level Psychology) or in preparation for future enrolment in PGCE courses (e.g.: Key Stage 3 core Physical Education, GCSE Physical Education or BTEC Sport lessons). There may also be an opportunity to tutor individuals or small groups of pupils in 'subject support sessions' in an area of specialism. Post holders are each linked to a boarding house and will have opportunities to support House Masters/Mistresses relating to pastoral care within boarding houses.

House Assistant Summary

(this part of the role is optional and depends on availability)

Full training and support will be given for this role which is a strong presence in the House, assisting with House routines, activities, and events. Providing support to the House Mistress / Master (HsM) and responding to emergencies as required.

Duties and Responsibilities

- To assist the HsM/ AHsM in the prep and bedtime routine on two evenings a week
- Assist with House duty weekends.
- Assist with closed weekends.
- Assist in House when the HsM/ AHsM are not both available and require urgent help eg. taking a pupil to hospital/ health centre/ child requiring one to one care.
- Assist with House administration when required.

- Assist with the start of year welcome for pupils and end of term/ year procedures eg. preparation for summer camp.
- Support House events such as House Music, At Home, Inter-House competitions and Christmas party where possible around other duties.

The following duties are ones which all staff are required to perform:

- Observe health and safety procedures and work safely at all times;
- To be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role;
- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact;
- Undertake any other duties as required by your manager in order to meet the changing needs and demands of the Organisation.
- Conduct yourself with professionalism, tact and diplomacy at all times as a representative of the Organisation.

Review

This job description is provided to assist the post holder to know their principal duties. It may be amended in consultation with the post holder without change to the level of responsibility or remuneration appropriate to the post.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL <i>This are qualities without which the applicant could not be appointed.</i>	DESIRABLE <i>This information could be used to differentiate applicants.</i>	HOW IDENTIFIED <i>(Application / Interview)</i>
Qualifications	University degree in Sports Performance / Sport & Exercise Science / Physical Education / Sports Coaching & Development or similar* or following an Undergraduate course which requires successful completion of a placement year. (*all degree courses will be considered provided that there is demonstrable evidence of capability related to either the playing or coaching of sport)	Any qualifications related to education/coaching/working with children or young people	Application Form
Knowledge & Skills	Experience in playing and/or athletic development coaching in one or more of these sports: Rugby, Hockey, Cricket, Netball, Tennis, Athletics/Cross Country, Swimming, Badminton, Basketball or Strength & Conditioning	Excellence in one or more of the areas outlined in the summary of the role	Application Form/Interview

	<p>Excellent oral and written communication skills</p> <p>Ability to motivate and enthuse students, and work collaboratively with colleagues</p> <p>Ability to prioritise and be well organised</p> <p>Demonstrable evidence of administration, organisation and proficient ICT skills in the use of Word, Excel, Outlook</p>		
Experience	<p>Work with children/young people in a School</p> <p>Experience of working in a team and able to work flexibly to support the department</p> <p>Ability to plan and organise workload efficiently and effectively</p>	<p>Experience of working in a Charity, School or educational setting</p> <p>Work with children/young people in any capacity</p>	Application Form/Interview
Personal competencies and qualities	<p>A passion for working with children in an educational setting</p> <p>Energy, enthusiasm and generosity</p> <p>Able to work well under pressure and respond to change</p> <p>Resilience, commitment and confidence</p> <p>Both independent and a team player, capable of creating new ideas and implementing them</p> <p>Flexible and adaptable</p> <p>Appreciation of the ethos of a Benedictine boarding School</p>	<p>Openness to trying new experiences</p> <p>Willingness to learn new skills and acquire new areas of knowledge</p> <p>Understand the importance of safeguarding and safer recruitment in a School environment.</p>	Application Form/Interview

Received by (print name): _____

Signature: _____

Date: _____