



# Heath Mount School

## Information for Applicants

### Graduate Sports and Boarding Assistant



## **About Heath Mount**

Heath Mount is a leading IAPS day and boarding Preparatory School with over 490 pupils aged 3 to 13. Established in 1817 our School is a vibrant and forward thinking co-educational environment, valuing traditions of the past whilst embracing the very best of modern education. Heath Mount is located within the beautiful Woodhall Estate in Hertfordshire.

We benefit from our own beautiful forest school set in acres of woodland, and an all-weather astro turf. The spacious central plateau houses rugby, football and cricket pitches, as well as our netball courts.

We have a well-equipped gymnasium, and our swimming pool offers the best of both worlds, with a retractable roof giving shelter in the winter and outdoor swimming in the warmer summer months, so our children really do have the opportunity to enjoy sport all year round.

Inside, all classrooms are equipped with the very latest in interactive technology. We have a dedicated ICT suite in the Pre-Prep and a newly refurbished ICT facility in the Prep School. The newly renovated suite, kindly donated by the du Maurier Society is equipped with the latest touch screen computer technology, allowing us to deliver the new National Curriculum syllabus with increased emphasis on computer programming.

Our purpose-built Pre-Prep is in the same grounds as the Prep School but separate from it. It has its own library, computer room, music room and hall in addition to a beautiful outdoor playground. Pre-Prep children also use many of the Prep School's facilities such as the Sports Hall, Astroturf, Swimming Pool and Pottery Room and Chapel.

In September 2016, our new state-of-the-art classroom block for Year 3 and 4 pupils opened. In June 2017 we opened our purpose-built performing arts centre.

## **Safeguarding**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible or with whom he/she comes into contact will be to adhere to and ensure compliance with the School's safeguarding policy at all times. 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, he/she must report any concerns to the School's DSP or to the Headmaster.

## **Job Description**

A	Job Title	Sports and Boarding Assistant.
B	Job Outline	The job holder will work as a school assistant providing support throughout the school (Reception to Year 8) in all areas of sport, including swimming, boarding and extra-curricular activities. Flexibility to take part in any area of activities required. The assistant will also be required to take a full part in the boarding aspect of the school.
C	Accountable	The job holder's line manager is the Director of Sport and Head of Boarding.
D	Job Description	<p>The duties include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Assisting sports teachers in sports: PE lessons, Swimming lessons and Boys' or Girls' Games lessons (Football, Rugby, Cricket, Netball, Hockey).</li> <li>• Teaching small groups.</li> <li>• Lifesaving duties for swimming activities.</li> <li>• Assisting in classroom activities as required.</li> <li>• Helping run lunchtime and after school activities/clubs.</li> <li>• Coach and manage sports teams on match days.</li> <li>• Conduct departmental administrative duties.</li> <li>• Assisting the houseparent's in boarding house duties including wake up and bedtime routines.</li> <li>• Provide and supervise boarding activities/prep.</li> <li>• Responsible for organising a termly in school boarding events with the support of boarding staff.</li> <li>• Accompanying pupils on trips away from the school including sports fixtures and residential trips.</li> </ul>
E	Qualifications/ Skills/ Experience	<p>Essential</p> <ul style="list-style-type: none"> <li>• Coaching experience in one or more of the following sports- Football, Rugby, Cricket, Netball or Hockey with an interest in developing areas of non-specialism.</li> <li>• Lifesaving qualification-or willingness to attain qualification ahead of the start of school year.</li> <li>• A passion for sports.</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>• An interest in pursuing a teaching career in the future.</li> <li>• Athletics/ gymnastics/ swimming coaching experience or an interest in developing these areas.</li> <li>• Graduate in a sports related subject.</li> </ul>
F	Working Hours	<ul style="list-style-type: none"> <li>• Teaching: approximately 20-25 hours teaching per week plus boarding duties</li> <li>• Working week from 11.00am Monday to 4.30pm Friday</li> </ul> <p>*there is also an expectation to do at least one school duty and extra-curricular club. **Occasional weekends for open days/sports festivals may be required.</p>

G	Salary and Conditions	<ul style="list-style-type: none"><li>• Salary according to experience. Discussed on request.</li><li>• Term-time position (including inset days), as well as an induction period prior to the September start date.</li><li>• Accommodation.</li><li>• All meals during term time weekdays (Monday lunchtime to Friday lunchtime.)</li><li>• Use of the school fitness suite and swimming pool.</li></ul>
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Closing date for applications: Friday 15<sup>th</sup> February 2019  
Interviews to be held on the week beginning Monday 25<sup>th</sup> February  
Start date: September 2019

Application forms can be downloaded from <https://www.heathmount.org/school-careers/>  
Please return completed application forms to [hr@heathmount.org](mailto:hr@heathmount.org)