THE
KING'S SCHOOL
CANTERBURY

Job Description: Graduate Assistant to the Games and the Physical Education Department

Reporting to:

The Director of Sport, Assistant Director of Sport, Head of Core PE

Purpose of Role:

To assist the Games & PE Departments in delivering effective, efficient, and educational teaching and coaching to pupils. They will have a specific emphasis in their specialist area but still add to the wider ethos of the Games programme.

Key Responsibilities:

Games Department

- Coaching games as advised by the Director of Sport on all practice and match days
- To assist the Head of Sport in specialist coaching both in the main term and any extra tournaments/competitions, pre-season trainings etc...
- Accompany any pupils to county or regional trials as advised by the Director of Sport, Head of Sport

Physical Education Department

- Assist the Physical Education Department in the effective delivery of the PE programme, as directed by the Head of Core PE.

Second Subject (where relevant)

- Assist the relevant department delivering effective and high-quality lessons as directed by the Head of Department.

Pastoral

- Undertake day and evening duties in a boarding house as part of a House tutor team under the supervision of a Housemaster or Housemistress, to include late night lock ups on 2 evenings a week and totalling 7 hours per week.
- Have a willingness to help out with administrative tasks on occasion as required by the school.
- Appreciate the requirements of a busy boarding school, which will include a commitment to Saturday matches and other week-end activities, as well as some school supervision duties during the term (as carried out by teaching staff) and an involvement in the wider co-curricular programme.

Person Specification:

The successful candidate will be an enthusiastic, motivated and adaptable individual with a passion for sport and physical education, who is keen to develop their coaching and teaching experience within a busy independent boarding school environment. They will demonstrate a willingness to contribute fully to the sporting, pastoral and wider co-curricular life of the School.

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Criteria	Essential / Desirable
Qualifications and Experience	
A degree in Sport, Physical Education or a related discipline, or currently working towards completion of a degree	Desirable
Experience of playing and/or coaching sport at a competitive level	Essential
Experience of coaching or supporting the delivery of sport or physical education to children and young people	Desirable
A recognised coaching qualification in a relevant sport	Desirable
Experience of working with young people in an educational, sporting or residential setting	Desirable
A current first aid qualification or willingness to undertake training	Desirable
Knowledge and Skills	
A sound understanding of coaching techniques and the ability to support pupils of varying ages and abilities	Essential
Ability to motivate, encourage and inspire young people to participate in sport and develop their skills	Essential
Good organisational and time-management skills, with the ability to balance a range of responsibilities	Essential
Effective communication and interpersonal skills, with the ability to build positive relationships with pupils, colleagues and parents	Essential
Ability to work effectively both independently and as part of a team	Essential
A willingness to develop coaching and teaching skills and undertake relevant professional development	Essential
Good IT skills and the ability to undertake routine administrative tasks	Essential
Personal Qualities	
A positive and professional approach, acting as a role model for pupils	Essential
Flexible and adaptable, with a willingness to contribute to the wider life of the School	Essential
A supportive and approachable manner, with an understanding of the pastoral needs of young people	Essential
Willingness to participate in Saturday fixtures, evening boarding duties and other co-curricular activities as required	Essential

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WORKING RELATIONSHIPS:

This post will work extensively with the Director of Sport, Assistant Director of Sport, The Head of Core Physical Education and the Heads of Sport in charge of their activity. The post (for the right candidate) is residential and will include some boarding duties and a commitment to the wider life of this thriving boarding school.

ACCOMMODATION:

As a condition of your employment, you are required to reside in the accommodation provided by the School, on its premises. Residence on-site is essential to the proper performance of your duties, including the supervision and care of boarding students, participation in the School's on-call rota, and being available outside normal working hours as required.

Your presence on the premises is also critical to safeguarding, ensuring the welfare and safety of all students. Accordingly, living in School accommodation is necessary for the effective performance of your role, the operational requirements of the School, and the maintenance of a safe and supportive boarding environment.

TRAINING:

The Graduate Assistant to the Games and the Physical Education Department is encouraged to undertake training relevant to the responsibilities above or related functions. The cost of any training deemed necessary to fulfil this role, together with any reasonable expenses (which must be approved in advance by the Deputy Head Pastoral), will be borne by the school.

WORKING HOURS:

The postholder will work 45 hours per week that will be allocated but the Director of Sport, split between Games, Core PE, High performance programme, house duties, cover, administration, plus any other duty prescribed by the Director of Sport.

CHILD PROTECTION

The postholder is expected to demonstrate an understanding of and commitment to, the safeguarding and welfare of children and young people. The school has clear safeguarding and Child Protection policies and procedures in place which the postholder must comply with at all times.

Oct 2026