



THE PERSE SCHOOL CAMBRIDGE



Graduate Sports Assistant FIXED TERM

UPPER SCHOOL

CANDIDATE PACK



The Perse School, Cambridge is one of the country's leading independent co-educational day schools for children aged 3-18.

Our educational approach

A Perse education is three-dimensional with all teaching staff contributing to the school's academic, pastoral and extra-curricular programmes.

As an academically selective school, our students achieve some of the very best GCSE and A level results in the country. We are committed to ensuring every child is nurtured and supported to ensure their academic education is balanced by a thorough extra-curricular programme and outstanding individual pastoral care.

Our outdoor education department offers a wide range of curricular and extra-curricular opportunities for students to develop key life skills needed to thrive in today's world, including problem solving, resilience, communication, leadership and teamwork.

We have thriving music and drama departments with around 70 separate ensemble groups and an award-winning Performing Arts Centre which stages a wide range of events showcasing singing, dance and drama.

Our sports department ensures that every pupil has the opportunity to find a sport to enjoy and an approach to living a healthy lifestyle. We strive for excellence both in performance and attitude, and cater for everyone, regardless of ability, by providing a very high standard of coaching, facilities and opportunities to train and compete.

We have dedicated teams of specially trained pastoral staff across all our schools, and ensure each child is known, cared for and supported.

You can read more on our website about the wide range of over 100 clubs and societies that we offer, as well as our commitment to pastoral care and pupil wellbeing.

Working at The Perse School

Our aim is to be a leading employer of choice. This means we strive to be a school where staff say they are proud and excited to work, and feel valued, respected and motivated. We are committed to providing a very competitive salary and benefits scheme at the same time as offering a wide range of opportunities for personal and professional development.

We want our staff to feel engaged and purposeful so that they, in turn, help pupils to be happy and successful.





We are seeking a high calibre Sports Coach who will take responsibility for games lessons, practices and matches at the Upper School working with pupils from Year 7 to Upper Sixth. The role is to start January 2027 for a one year fixed post.

Sport is an integral part of life at The Perse School, supporting pupils' wellbeing and developing confidence, teamwork and resilience. Through PE and Games lessons, co-curricular clubs and competitive fixtures, pupils have opportunities to explore a wide range of sports, develop their skills and enjoy being active. Our inclusive approach encourages every pupil to participate and find activities they enjoy, while providing opportunities for those seeking to develop their sporting ambitions.

This role would suit a recent graduate in Sports Coaching, Sports Science, or related degree, with an interest in pursuing a career in the education sector. We are committed to staff professional development so there will be opportunities to develop teaching practice, receive training and undertake sport specific qualifications.

The PE and Games Department

The department is led by an experienced and supportive leadership team consisting of the Director of Sport and two Assistant Directors of Sport. The games department encompasses a wide range of teaching staff from different departmental faculties who coach in games sessions and take responsibility for sports teams at the weekend. This creates an exciting opportunity to work alongside and learn from a very talented team of staff.



Reporting To

As a member of support staff, the Graduate Sports Assistant's ultimate line manager is the Bursar, although day-to-day responsibility will be to the Director of Sport.



The staff are committed to ensuring all pupils find a sport or activity they enjoy which they will continue outside the school environment. The School strives for excellence both in performance and attitude, and we cater for everyone – regardless of ability – by providing a very high standard of coaching, and excellent facilities and opportunities to train and compete. We field around 160 teams across the Upper and Sixth Form each year and play on average 450 matches per term across all sports. We aim high but, more importantly, foster the sporting values of teamwork, good conduct, respect for officials, discipline, reliance, leadership, winning honorably, losing graciously and simply having fun.

Recent team sporting successes include:

- Junior Girls and Inter-boys Cross Country National Finals
- 1st XI Boys Cricket ECB National Schools Regional T20 Finalists
- U13 Girls Cricket ECB Regional Finalists
- U14, U16 and U18 Netball Regional Finals
- U18 Boys Hockey Tier 1 Cup Last 16
- U18 Boys Indoor Hockey Regional Finals
- U16 Girls Indoor Hockey Regional Finals
- U18 Girls Indoor Hockey Regional Finals
- U16 Girls Hockey Tier 1 Cup Last 16
- U14 Boys and Girls Hockey Tier 1 Cup Last 4
- U13 Girls Hockey County Champions
- U12 Boys and Girls Hockey Regional Champions
- U15 Girls Tennis Regional Finals
- U15 Boys Rugby Semi Final National Bowl Competition
- U16 Girls Rugby Rosslyn Park 7s' Final 8
- U13 and U15 Boys Regional Tennis Finals
- Orienteering National Final Medallists
- 50m Rifle Shooting National Final Medallists

The staff are committed to using pioneering teaching and coaching methods to bring sport to life for all our pupils. This is a very harmonious department where the active sharing of ideas and resources is the norm, ensuring the best teaching and learning occurs in lessons. Teachers encourage pupils to focus on individual progression within the curriculum by ensuring the programme is stimulating, varied and creative. We strongly believe that competitive sport is an essential component of our provision and pupils have an opportunity to take part in a wide variety of sports at different ability levels.





Key Responsibilities

The responsibilities of the post holder will vary depending on the demands of the school but may include the following areas:

Curriculum

- The ability to deliver over a range of school sports such as football, rugby, netball, hockey, cricket and tennis.
- As required, taking responsibility for a sports team, including weekend fixtures in each term.
- To assist the PE and Games department with administrative tasks such as organising equipment, selecting team sheets, meeting and greeting opposition teams, helping to organise major sports events and setting up displays.
- Running or assisting with Co-Curricular activities as appropriate.
- Developing and sharing new teaching and learning resources.
- Maintaining professional skills through INSET and our Professional Development programme.
- Being proactive in exploring innovative ways of delivering ICT through the curriculum.
- Producing displays to create an attractive learning environment in the department.

Pastoral

- To take a proactive role in the pastoral life of the children in the school, working with form teachers, Heads of Year and Section Heads.
- Promoting the general progress and well-being of all pupils in our care, participating in the reward and sanction of pupils and implementing the School's Behaviour and Discipline policy.
- To participate in appropriate training with a pastoral focus, and to be aware of and comply with the School Policy on Safeguarding and Child Protection.

Commitment to Safeguarding

All staff must understand their responsibilities to safeguard and promote the welfare of children and young people. This will include:

- Promoting and safeguarding the welfare of children and young people at all times, in line with the school's Safeguarding Policy, the Code of Conduct and the statutory guidance Keeping Children Safe in Education (KCSIE).
- Reporting any safeguarding concerns to the Designated Safeguarding Lead (DSL), or a Deputy DSL (DDSL), in line with school procedures.
- Undergoing required safeguarding training and remaining up to date with safeguarding policy updates in line with the timescales required.
- Exercising professional judgement when handling and sharing information and content, ensuring that no material compromises the safety, dignity or privacy of children or young people.





Person Specification

- Ability to work independently, quickly and efficiently.
- Excellent time keeping, interpersonal and organisational skills.
- Up-to date knowledge in relation to working with, and the protection of, children and young people.
- Clear and effective communication skills, both written and verbal, with a confident and positive manner.
- Empathy for pupils, staff and the school community.
- The ability to work collaboratively and supportively with colleagues within school, specialist advisors out of school and with parents.
- The ability to manage commitments and deadlines.
- ICT competence.
- Commitment to continuing personal and professional development.
- Respects and values the different experiences, ideas and backgrounds others can bring to work and to teams.
- Confidence, tenacity, flexibility and adaptability.
- A degree.

Desirable:

- A relevant higher-level qualification, sports coaching qualification Level 2 or above or vocational training, which can be practically applied to supporting pupil development.





Job Details

Working Hours

Your normal hours of work will be from games lessons in the morning until the end of all of the School's afternoon lessons, or the end of relevant extra-curricular activities, whichever is the later, on Monday to Friday during term time, with a half hour unpaid lunch break each day. You are also expected to work some additional hours which no overtime will be paid. Such additional hours will include, but not be limited to, participation in the School's sporting, recreational and enrichment programme. Non pensionable weekend payments may be made for some authorised weekend activities in accordance with School policy.

¹ Term time is defined as the published school term dates, plus two additional days immediately preceding the published start date of the Michaelmas term, and one additional day immediately prior to the published start date of the Lent term each academic year.

Salary

The salary will be Scale Point 2.1 of the Sports Coach salary scale, at £29,809 per annum which is calculated pro-rata to the full time equivalent of £37,808 per annum, to reflect the term time hours.

Holidays

Paid holiday entitlement is 6 weeks including Bank holidays per annum, which must be taken during School holidays.

All members of staff who take responsibility for a team fixture or other preauthorised School responsibility on a weekend will be paid a Weekend Supervision Payment, when authorised to do so by the Director of Sport or a member of the School ELT. All payments will be subject to the appropriate tax and national insurance deductions and pensions auto-enrolment provisions.



TO APPLY

The closing date for applications is **Monday 9th November at midday**, but applications will be considered as they are received; The Perse School reserves the right to make an appointment before the closing date.

Interviews will be held in the week commencing **16th November**.

Please click on [How to Apply](#) which will take you to the vacancies section of the website to register/sign-in and submit your application. Any queries regarding the application process should be directed to the HR department at recruitment@perse.co.uk

Safer Recruitment

The Perse School recognises that an important element in safeguarding our pupils is a robust recruitment process that incorporates measures to deter, reject or identify people who might abuse children, or who are otherwise unsuited to work with them. We are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including: references from previous employers, a Disclosure and Barring Service check at the enhanced level, as well as eligibility to work in the UK (in compliance with UK immigration regulations). All work carried out at the School on a regular basis amounts to regulated activity. This role is also exempt from the Rehabilitation of Offenders Act 1974.

Safeguarding and promoting the welfare of children is everyone's responsibility. The School is committed to acting in the best interests of the child so as to safeguard and promote the welfare of children and young people. The School requires everyone who comes into contact with children and their families to share this commitment. Interviews will be conducted in person, and they will explore candidates' suitability to work with children.

Recruitment Policy

The School's Recruitment, Selection and Disclosure Policy and Procedure is available for your information on the School website.

The Perse School actively supports equality, diversity and inclusion and encourages applications from all sections of society.

