



# READING BLUE COAT SCHOOL

## JOB PROFILE INFORMATION PACK

### GRADUATE SPORTS ASSISTANT (specialising in Strength & Conditioning)



**Closing date for applications: 09:00 on 18 March 2019**

Interviews will be held during the week of 25 March 2019.

Applications may be submitted by CV or School Academic Staff Application Form, which can be downloaded from our website "Vacancies" page [www.rbc.org.uk/vacancies/](http://www.rbc.org.uk/vacancies/)

This should be submitted with your letter of application, by email to [recruitment@rbc.org.uk](mailto:recruitment@rbc.org.uk). You will be required to complete an Application Form if invited to attend an interview.

Contact for questions about the application process should be addressed to: Mr Ian King, HR Manager, Reading Blue Coat School, Holme Park, Sonning Lane, Sonning-on-Thames, RG4 6SU.



## READING BLUE COAT SCHOOL

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### BACKGROUND

Reading Blue Coat School (RBCS) is a leading independent day school with 760 pupils. Boys aged 11 – 18 and girls aged 16 – 18. The School was founded in 1646 by Richard Aldworth, a merchant of The Skinners' Company and a Governor of Christ's Hospital. The School was established near St Mary's Minster Church in Reading and was originally known by its historic name of Aldworth's Hospital.

In 1947, Reading Blue Coat School moved to the magnificent 46 acre estate of Holme Park in the Berkshire Thames side village of Sonning, four miles east of Reading, where it remains today. The ethos of the School derives from its Christian foundation and traditions, fostering care and consideration within the community. The School aims to provide a stimulating and friendly atmosphere in which each pupil can realise his or her full intellectual, physical and creative potential. Pupils are encouraged to be self-reliant and adaptable, and the School intends that they will learn the basis of good citizenship, founded on honesty, fairness and understanding of the needs of others. The curriculum provides a balanced blend of academic and non-academic activities that combine to meet these objectives.

The School employs in excess of 170 salaried staff, of whom about 50% are academic staff.

### FACILITIES

The School enjoys excellent facilities and continues to invest in the site.

Key developments over the past five years include;

- the Richard Aldworth Building, a 25-classroom block that provides first-class teaching facilities for a number of major departments including English, Mathematics, Modern Languages, Classics, Geography, Art and a common room for Middle School pupils with views over the sports pitches;
- the Sixth Form Centre;
- a Psychology and Geology Centre;
- a riverside boathouse;
- an IT Centre;
- a Design & Technology Centre;
- a Drama Studio;
- and various other amenities have been completed.

The new buildings add to an already impressive list of facilities including the Sports Complex, the Science Centre, Reception and the Messer Building.

The Governors have further ambitions for the School and we have planning permission for the next phase in our development which will include:

- a new Grounds, Maintenance and Activities Centre;
- a new Performing Arts Centre.

### ACADEMIC LIFE

The academic curriculum at Reading Blue Coat is based on the principle that all pupils should experience a broad and balanced range of basic subjects and skills. From Year 9 onwards, this range is gradually modified, by elements of choice, enabling both the interests and aptitudes of individual pupils to be reflected. Most lessons are taught initially in classes of mixed ability, although setting occurs in Mathematics and French in Year 7, Languages in Year 8 and Science in Year 10.



## READING BLUE COAT SCHOOL

Geology is also a thriving subject, with a new Geology and Psychology Centre supporting the increased levels of interest.

In Year 11, all pupils take qualifications in English, Maths and Science (all IGCSE) and a Modern Foreign Language. They also take three GCSEs from a broad range of eleven subjects. All pupils take a GCSE in Religious Studies in Year 10.

In the Sixth Form pupils can choose from a range of 24 subjects, including subjects most will not have studied before, such as Economics, Government and Politics and Psychology. Enrichment opportunities in the Sixth Form include the Extended Project Qualification (EPQ), visiting speakers and the School's own UP (university preparation) programme. Reading Blue Coat School always seeks to stretch and challenge pupils and the School's Learning Support Department ensure that pupils with specific learning needs are supported effectively.

The School's Learning Research Group ensures a sustained focus on developing teachers and pedagogical enrichment. 2017 academic results were impressive; the A Level results were Blue Coat's best ever with 82.7% achieving A\*-B and at GCSE the School has achieved 90% A\*- B five years running.

Virtually all Year 13 leavers proceed to degree courses at universities of which approximately 70% go to the Russell Group of universities. Each year, four or five students attain places at Oxbridge. In 2017 just under 90% of students achieved places at their preferred university.

### PASTORAL

Pastoral care focused on the individual is at the heart of the School. Reading Blue Coat's pastoral structure is based around the tutorial system within the framework of four houses: Aldworth, Hall, Malthus and Rich. All pupils are part of a tutor group that is overseen by a member of staff who is responsible for their well-being and the development of their character and intellectual curiosity. The School prides itself on mutual respect, tolerance and courtesy, and all activities seek to strengthen these values. The house system enables pupils to take part in activities that foster the development of these ideals through music, sport, drama and public speaking.

### SPORT

Reading Blue Coat has an enviable reputation both locally and nationally for the high quality of its sporting teams. Sport plays a key role in developing every pupil's potential – physical fitness and skill, teamwork and learning how to win and lose. Sports are coached to a very high level while providing for, and encouraging, those for whom participation rather than excellence is important. Major sports are rowing, rugby, netball, football, cricket, tennis and athletics. Other sports include golf, squash, cross country, climbing, weight training, touch rugby, shooting and archery.

### DRAMA, MUSIC AND THE ARTS

Reading Blue Coat School has a reputation for drama performances of the highest quality, with an extensive programme of performances throughout the year. The main expressions of artistic undertakings at Reading Blue Coat are music, drama, public speaking and painting. Pupils' endeavours in the arts are highly successful and widely acclaimed, including internationally. Music is at the heart of the School; all boys are auditioned for the choir and many learn a musical instrument. The breadth and depth of musical and dramatic talent at the School is evident in the wide range of plays, concerts, "Swing into Summer time" – an outdoor festival of the arts, and other eclectic events that take place across the year.



## READING BLUE COAT SCHOOL

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### CO-CURRICULAR

Co-curricular activities are designed to enable pupils to develop practical and social skills such as leadership, enterprise and communication. As part of the extensive co-curricular programme, Reading Blue Coat School offers a number of exciting options from which pupils can choose for their weekly activities session. Activities offered include Combined Cadet Force (all services), Duke of Edinburgh, Young Enterprise, Film Club, Archery, Creative Writing and Journalism.

### COMMUNITY

Reading Blue Coat pupils are encouraged to be aware of their place in the wider world and to show consideration for all those with whom they come into contact. These principles are based on the ideas handed down by our founder, Richard Aldworth. Today the School has strong links with the wider community and pupils have many opportunities to engage with the world beyond the School gates. The Sports Leaders programme is particularly popular, as it prepares Sixth Formers to go out into primary schools in Sonning, Caversham and Maidenhead to coach a number of sports. Reading Blue Coat's Primary Schools Placement programme also gives pupils the opportunity to assist with tuition in Maths, English and languages in local primary schools and A Level Philosophy pupils have delivered an introduction to Philosophy in a nearby school. Further afield, the School has an established partnership with a school in Ghana.

Further information is available on the School's website at [www.rbc.org.uk](http://www.rbc.org.uk).

See also The Good Schools Guide

<https://www.goodschoolsguide.co.uk/schools/102976/reading-blue-coat-school>

and Muddy Stiletto's Schools Review Guide

<https://berkshire.muddystiletto.co.uk/kids-2/school-reviews-kids-fashion-2/reading-blue-coats-sonning/>

Questions about careers at the School and the application process should be addressed to: Mr Ian King, HR Manager, Reading Blue Coat School, Holme Park, Sonning Lane, Sonning-on-Thames, RG4 6SU or by email to [recruitment@rbc.org.uk](mailto:recruitment@rbc.org.uk)



## READING BLUE COAT SCHOOL

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### THE SPORT & PE DEPARTMENT

The Physical Education department is located within the well-equipped Sports Facilities Centre. This includes 4 badminton courts, a large climbing wall and full length cricket nets. Overlooking the Sports Hall is a well-equipped fitness suite comprising of cardio-vascular equipment and a multi gymnasium. Located centrally within the complex is a recently refurbished and enlarged departmental office.

The school benefits from well-maintained sports fields, with seven rugby pitches, eight football pitches (with junior 9v9 available too), four cricket squares plus an artificial wicket, and a 300m grass athletics track. A 25 yard indoor swimming pool compliments the on-site facilities. The department also has excellent links with local clubs and are regular users of the squash and tennis courts at the Berkshire County sports grounds, opposite the school entrance. The astro turf pitches at Reading Hockey Club are also used on a weekly basis.

All pupils in years 7 to 11 receive a double period of practical Physical Education per week where the emphasis is on learning and developing the core skills of a plethora of activities. These include health related exercise, badminton, basketball, gymnastics, swimming, water polo and athletics. All students throughout the school also participate in a games afternoon per week with the main sports being rugby, football and cricket for the junior years. As the students' progress through the school there are opportunities for further developments in a number of activities with rowing a popular choice.

Fixtures in all the major sports take place mainly on a Saturday morning, although there also a number of midweek and cup matches too.

In major sports, we put out at least two teams per age group although we play down to D and even E teams in some sports. Our opposition are a combination of independent, state and boarding schools from the local area and beyond. Although the emphasis is very much on participation, the school also has much success and currently holds several county titles in rugby, football, and cricket. We have recent national competition winners in rowing and cross country running.

At GCSE and A level students follow the AQA examination syllabus with approximately 30 students taking GCSE and 15 at the advanced stage.

The seven members of the department are extremely well motivated and committed to giving students the confidence to succeed and to participate as fully as possible. All members of the department are expected to contribute fully to the co-curricular programme in addition to the numerous other members of staff who play a very large role in the success of the Physical Education and Sports department.

For an informal telephone conversation about the role, contact Mr Gerwyn Wilson, Director of Sport, on 0118 933 5887 or email [gaw@rbc.org.uk](mailto:gaw@rbc.org.uk)



# READING BLUE COAT SCHOOL

## JOB DESCRIPTION

### GRADUATE SPORTS ASSISTANT (SPECIALISING IN STRENGTH & CONDITIONING)

Line Manager: Director of Sport

Department: Sport & PE

#### Description of the Post:

To support the Sport & Physical Education department; aid in the delivery of Strength and Conditioning, daily administration and daily logistics of the Games & PE Department, along with teaching of PE and Games and in coaching sports teams. This is a full-time, term time only position requiring work both during the school day and for after school activities and games.

#### Duties:

1. Provide Strength & Conditioning coaching to pupils of all abilities.
2. Assist Teachers in the teaching of curricular PE.
3. Assist Teachers in the teaching of Games.
4. Coach sports teams on Games afternoons.
5. Accompany and take responsibility for Blue Coat sports teams playing fixtures at home and away. These fixtures take place after school during the week and at weekends (usually Saturday mornings).
6. Run lunchtime and after school clubs.
7. Undertake training (for example, in safeguarding, refereeing and health and safety matters) as required to ensure the safety and well-being of pupils.
8. Coach swimming lessons.
9. Accompany school trips and visits as required.
10. Update the School Sports website.
11. Provide administrative support when required by the Director of Sport or Head of PE.
12. Act professionally and with good conduct at all times.
13. Attend staff and other meetings, as appropriate.
14. Maintain personal professional development by attending such courses/seminars as may be available and appropriate including school-focused INSET.
15. To undertake professional self-assessment and appraisal.
16. To undertake such other duties, as detailed by your line manager, that may from time to time be required to ensure the smooth running of the School.

#### Additional Duties

17. The post holder is responsible for promoting and safeguarding the welfare of pupils at the school.
18. The post holder is responsible for using technical and operational knowledge to ensure a safe environment.

*Please note that this Job Description is not exhaustive and the employee may be expected to undertake additional duties if required.*



# READING BLUE COAT SCHOOL

## PERSON SPECIFICATION

### GRADUATE SPORTS ASSISTANT (SPECIALISING IN STRENGTH & CONDITIONING)

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate:

#### Knowledge And Experience

- Knowledge of Strength and Conditioning programmes E
- Knowledge of performance analysis E
- Sound knowledge of one or more of Rugby, Football, Cricket, Athletics, Netball or Rowing E
- A passion for Sport in general E
- Experience of working with children D
- Strong academic achievements E
- A good understanding of the Health and Safety issues when working with children in a sporting environment D
- Can confidently deliver a range of PE activities currently within the curriculum. E

#### Skills and Attributes

- Excellent interpersonal skills E
- Self-motivated, highly dedicated, reliable, organised and punctual E
- Demonstrates a real ability and passion for coaching E
- Able to inspire students E
- Excellent communication skills with ability to establish rapport with students, parents and colleagues E
- Effective in planning and prioritising own work load E
- Emotional resilience E
- Positive attitude to use of authority and maintaining discipline E
- Played one or more of our major games (rugby, athletics, football, rowing, netball) to a good level E
- Full, clean driving licence D
- A willingness to engage in the whole life of the School. E
- Commitment to the ethos of the School and its pastoral approach E

#### Qualifications

- A good Honours degree E
- Relevant Strength and Conditioning qualification (UKSCA accredited) with evidence of continuing professional development. D

#### Requirement

E - Essential

D – Desirable



## READING BLUE COAT SCHOOL

### **SUMMARY TERMS & CONDITIONS OF EMPLOYMENT AND BENEFITS**

- **Contract Status:** Fixed term contract for period **30 August 2019 to 30 June 2020**. Term time only.
- **Salary:** In the range £18,500 to £20,800 pro rata. (£14,800 to £16,800 actual earnings)  
  
Salary is paid by bank transfer on the 25th of the month, or next working day thereafter, in 12 equal payments.
- **Place of Work:** Reading Blue Coat School, Sonning on Thames, Berkshire
- **Working hours:** A total of 40 hours per week, term time only (including Saturday mornings).  
  
From 08:45 to 16:15, Monday to Friday, with 30 minute meal break.  
  
Additional hours, including Saturday mornings and after school sessions will be required for the delivery of coaching sessions; competitive matches; co-curricular activities; school events; open evenings; parents' evenings; etc.
- **Leave entitlement:** School holidays in accordance with the published School calendar.
- **Pension:** Membership of the RBCS Group Personal Pension Scheme (employee contribution 5% of salary; employer contribution 8%).
- **Meals:** Lunch and refreshments are provided free by the School.
- **Parking:** Free Car parking is available on site.
- **Cycle Scheme:** Tax free Cycle to Work Scheme is offered by salary sacrifice.
- **Discounts:** Reduction in RBCS school fees for employees' children offered after 6 months service.
  - 50% reduction for all full time staff, pro-rated for part time staff
  - Fees (from 1 September 2018) are currently £5,565 per term
- **Sports facilities** Free membership of the School Sports Centre with access to fully equipped gym and swimming pool.
- **Employee Assistance Programme:** Confidential independent support service available to staff when you most need it.
- **Professional Development:** Strong commitment to support professional development, overseen by Deputy Head (Staff) and people development budget.
- **Accommodation:** Rented accommodation is available on campus if required.



# READING BLUE COAT SCHOOL

## POLICY STATEMENT

### CHILD PROTECTION

- Reading Blue Coat School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- This post may involve unsupervised contact with children and young people.
- The successful candidate will be required to undertake the Disclosure & Barring Service (DBS) enhanced criminal records clearance process.

### Interview

- The selection process will test and assess the above issues. As required by regulation, the interview will be based on;
  - 'competency questioning',
  - and where appropriate will address: the candidate's attitude towards children and young people;
  - his/her ability to support the School's agenda for safeguarding and promoting the welfare of children;
  - gaps in his/her employment history;
  - Concerns or discrepancies arising from the information provided by the candidate and/or a referee.
- In addition to the candidates' ability to perform the duties of the post, the interview will also explore related issues including:
  - motivation to work with children and young people;
  - ability to form and maintain appropriate relationships and personal boundaries with children and young people;
  - emotional resilience in working with challenging behaviours;
  - Attitudes to use of authority and maintaining discipline.

### Recruitment, selection and disclosure policy and procedure

- Candidates are advised to read the School's policy on recruitment, selection and disclosure before submitting an application for employment. This can be downloaded on the School website, "Vacancies" page.

### Data Protection

- The School will process personal data in accordance with the Data Protection laws and its Privacy Notices. If you wish to read our privacy notices and how we handle your data please follow this link: <https://www.rbc.org.uk/privacy-notices/>