



This post is both a sports coach and generalist position. This is an excellent opportunity for aspiring Sports teachers to gain a wealth of knowledge and experience in a busy Sports Department. Several former Gap students are currently studying PGCE's, or working as PE teachers in the UK and in Jersey. It is full time during the school day and assisting with the extra-mural programme and/or fixtures (08:30 – 17:05). Please note that this will extend to sporting fixtures/school events arranged on a Saturday and residential trips off island.

Most of every afternoon will be spent on the sports field while mornings are usually spent in the sports hall, pool or classrooms assisting pupils across a wide age range. With the agreement of both school and post holder, tenure of the post may be extended on an annual basis at the beginning of the academic year.

### **Aims**

1. Help to establish a happy, positive, conscientious approach to sporting and classroom activities.
2. Encourage children to be confident and courteous.
3. Provide Form Teachers with reliable and enthusiastic but sensitive support.

### **Areas of Responsibility**

To support the sports programme or classroom work, as directed by the Head of Girls' Sport

- Preparing sports equipment and venues for use before the lesson
- Assisting in group or individual coaching
- To cover briefly for absent form teachers
- Helping with classroom display work
- Helping to prepare and clear up in practical lessons, e.g. Engineering
- Supervising children in the playground at lunchtimes
- To supervise playtimes as requested – frequently at times when immediate cover is required
- To attend whole school inset and department meetings as requested
- To take part in staff training sessions when the subject matter is relevant
- Changing Room supervision
- Inclusion in the Senior School Activities Week residential camp in the Summer Term
- Inclusion in any residential sports tours (where required)
- Assistance with the major school productions as required

This Job Description covers the main duties and responsibilities of the job. The appointee may from time to time undertake other activities commensurate with this Job Description. There may also be the possibility of attending the School Ski trip if this is of interest to the selected candidate.

## **PERSON SPECIFICATION**

### **Experience**

Involvement in team games within a school or club environment

### **Skills and Abilities**

- Willingness to be part of a hard working team
- An understanding of young children
- Reliability, Flexibility, Initiative & Enthusiasm
- A willingness to become a part of the school community – some activities may take place outside school hours
- The desire and capability to be an outstanding assistant teacher Ability to relate well to children and adults, and to build positive working relationships
- Confidence and competence when managing the learning and behaviour of an individual, a small or large group, or whole class
- Confident swimmer to support with swimming lessons / pool safety.

### **Qualifications and Training**

- The role will suit someone considering a career in the profession although no formal teaching experience or qualification is required.
- Experience of playing or coaching at least one major team sport ( netball, hockey, rounders, cricket, football) is expected.
- 3 or more A levels in any subject

### **Other Factors**

- Willingness to work in support of the ethos of the school

**St. Michael's is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment. The successful candidate must be able to satisfy an enhanced clearance by the Disclosure and Barring Services (DBS).**

### **Procedure for application**

Please email [recruitment@stmichaels.je](mailto:recruitment@stmichaels.je) for an application form or download from the school website. Candidates are also required to submit a CV with their completed application form. This should be completed by **Tuesday 24th March** after which references may be taken for those candidates considered for the shortlist. All queries can be sent to [recruitment@stmichaels.je](mailto:recruitment@stmichaels.je)

Failure to use the correct application form may count against an applicant.

Shortlisted candidates will be contacted by the **Wednesday 25th March** and interviews will be held on the morning of Friday **27th March**. A conditional offer of appointment will be made as soon as possible thereafter. The appointment will be conditional upon satisfactory references being received and pre-employment checks being completed.

It is hoped the successful candidate will begin work w/b **1st September 2026**.