

Bancroft's

Independent Co-educational Day School 7-18

Graduate Sports Assistant for Girls' Sport

Fixed Term from as soon as possible to July 2025



www.bancrofts.org | hr@bancrofts.org



Being Bancroft's

Located on the border between North-East London and Essex and backing on to Epping Forest, Bancroft's is a co-educational independent day school for around 1200 pupils from 7 to 18.

Our pupils achieve outstanding academic outcomes. In 2023, 68% of our students achieved A*-A at A Level and 74% of all entries were awarded the top grades of 9 or 8 at GCSE.

And yet, we strive to achieve so much more than just results. 'Being Bancroft's' is the name which we give to our holistic approach to developing our pupils. This is a rounded educational framework running through the school which guides pupils to take full advantage of the huge range of different opportunities on offer at the school; whether immersed in academic research, being out on the sports fields, taking part in charitable activities, acting on the stage, playing music or attending some of our numerous clubs and societies, we want our pupils to challenge themselves and learn by taking part wholeheartedly in school life. All teachers are expected to contribute to the co-curricular life of the school beyond their subject specialism.

Bancroft's is a warm, forward-looking, modern school; a centre of excellence for the twenty-first century. We have a very diverse intake of pupils, valuing inclusivity of pupils and staff of different ethnicities, religions, sexualities, genders, learning needs and strengths. We value inclusion for all it can bring to each of us at Bancroft's as well as the school as a whole.

Professional development and training is a fundamental part of working at Bancroft's. Our staff are supported and encouraged to continually reflect on their practice; together we want to ensure that each member of staff feels that they are being developed and able to help provide the very best educational and transformative experience for all our pupils.



The Bancroft's Aim

We aim to provide a transformative experience for every child.

The School's Values

Our education is based on six core values: Curiosity, Kindness, Integrity, Courage, Balance and Excellence. We think these values are essential to the wellbeing of every child.



Curiosity

We want our pupils to take delight in the possibilities that the world has to offer and to develop an abiding curiosity about the world; to explore their imaginative and creative potential and to take pleasure in self-expression.



Kindness

We want Bancroft's pupils to be kind, to have integrity and the courage to pursue and protect what is good; to make wise decisions, based on compassion and empathy.



Integrity

We want our pupils to learn to understand themselves and others and develop a clear moral grounding for their lives.



Courage

We want our pupils to show courage and a spirit of adventure in all aspects of their learning; to confront challenges and try to overcome them.



Balance

We want our pupils to learn how to live balanced, healthy, productive and well-regulated lives and to learn to understand the different aspects that combine to create a secure framework for flourishing.



Excellence

We want our pupils to aspire to be the best they might be and to make the most of their talents and abilities; we want our pupils to form realistic and ambitious ideals for the future.



The Role

The Graduate Sports Assistant will help to build on the current sporting success enjoyed by the Prep and Senior School. We are an academic school but we believe firmly in educating the whole child and that sport- both elite sport and 'sport for all'- is integral to this. Our sports teams compete at an impressive standard, including in national competitions. We also believe that it is important to imbue all our children with a lifelong enthusiasm for participatory sport. The Graduate Sports Assistant will need to demonstrate an ability to work cheerfully and effectively with the children across PE and particularly in Girls' Hockey, Netball and Cricket. Extra-curricular activities and clubs are a big part of life at our school and the Graduate Sports Assistant will need to take an enthusiastic part in this area too. This is an exciting opportunity to help develop sport in a vibrant and supportive environment.

Key Responsibilities

- Coach and supervise PE lessons as directed by the Director of Sport
- Coach and run the Girls' Netball Hockey and Cricket teams as appropriate
- Select, referee and supervise teams representing the school in sporting activities
- Assist the Director of Sport in specialist coaching, during the term, on Saturday's and also in additional tournaments / competitions, pre-season training as required
- Carry out administration related to the smooth running of the Sports Department. This will include maintaining the sports department's web pages, assisting in fixture arrangements, updating sports notices, social media notices and news, school displays, assisting in risk assessments and carrying out general maintenance and auditing of equipment
- Manage pupil learning through effective teaching and coaching to ensure continuity, enjoyment, progression and cohesiveness
- Work effectively as a member of the Sports Department team to ensure that the quality of teaching, coaching and learning is consistently high



- Use a variety of methods and approaches to match the range of pupils' different needs and abilities and ensure that there is an equal opportunity for all pupils to perform to the best of their ability
- Set high expectations for all pupils and deepen their knowledge and understanding of what it is to lead an active and fulfilling life
- Attend departmental meetings
- Assist in hosting opposing school pupils and their staff and parents at fixtures. This will include meeting, greeting, officiating and supervising pupils including the arrangements for post-match refreshments
- Cover for absent colleagues as required
- Liaise effectively with parents and carers

General responsibilities

- Carrying out school policy, including the school safety policy, in the context of the department
- Supporting the use of ICT within the Department
- Presenting the Department at Open Days etc. and in promotional material
- Ensuring that the facilities used by the department, including equipment and teaching areas, are maintained in an appropriate condition



Person Specification

	Essential	Desirable
Education		<p>Degree</p> <p>Relevant coaching, refereeing or umpiring qualifications</p> <p>Representative honours at a high level</p>
Experience	<p>A sportsperson who has played at a high level in either Netball, Hockey or Cricket with a good background knowledge of the school's girls' core sports. (Netball, Hockey, Athletics, Cricket and Tennis)</p>	
Skills	<p>Excellent communication skills with all age groups and stakeholders in the Bancroft's community</p> <p>Outstanding coaching skills, particularly in either Netball, Hockey or Cricket</p> <p>Organised and efficient at administrative tasks with a good range of ICT skills</p>	<p>Driving licence</p>
Personal Qualities	<p>Sufficiently mature and confident to act as a role model to young people</p> <p>Enthusiastic, positive and self-motivated with a desire to inspire and pass on his/her skills to young people</p> <p>A passionate interest in physical education and games</p> <p>Prepared to familiarise themselves with school policies and formal procedures which will include the safeguarding of children, First Aid, Health and Safety and other relevant legislative requirements</p>	



Additional Work Information

This job description reflects the major aspects of the role. The successful candidate may be expected to assume some additional responsibilities as reasonably requested by the Head and to demonstrate a commitment to improving and developing the organisation's processes and facilities.

The organisation reserves the right to alter the content of this job description after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.

In the event of a major incident or disaster, you may be required to provide assistance, in whatever capacity necessary and participate in any training to ensure the School is fully prepared for such events.

Working at Bancroft's

An attractive salary package is offered, according to experience and expertise.

Bancroft's offers a generous benefits package to all staff, including:

- Competitive salaries
- Optional subsidised private health care
- Commitment to supporting ongoing professional development
- Generous holiday allowance
- Access to school counsellors and the support of a staff wellbeing team
- Use of school gym. Yoga, swimming and Pilates sessions for staff
- Friendly and welcoming common room, which organises regular social events
- Complimentary lunches

There is generous CPD support and staff are encouraged to seek opportunities to develop their skills and expertise either to further their career or to support enjoyment of their role. We also have a staff group working on Diversity and Inclusion and the school is a founding member of the Schools' Inclusion Alliance.



How to Apply

An application form is available to download from the School website or by emailing hr@bancrofts.org.

Bancroft's School is an Equal Opportunities employer and is committed to safeguarding and promoting the welfare of children, young people and expects all staff, contractors, Governors and volunteers to share this commitment. Successful candidates will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

In line with KCSIE, Bancroft's will carry out online searches on shortlisted candidates as part of the process of assessing suitability.

