

# Information for applicants to non-teaching posts at Tiffin Sports Assistant



**TIFFIN  
SCHOOL**  
engage • aspire • excel  
www.tiffin.kingston.sch.uk

Thank you for your interest in this post. I do hope that in reading this information about the post and School, and by looking at our website, you will feel inspired to submit an application. With a vibrant and friendly staff, and a sports ground close to Hampton Court Palace and the River Thames, Tiffin is an excellent school to work in. I look forward to receiving your application.

**Mike Gascoigne, Headteacher**

## The Post

### Sports assistant

We are looking to appoint a Sports Assistant who will support the provision of sports, both curricular and co-curricular on offer at Tiffin School. You will work closely with the Director of Sport, as well as the 3 other PE teachers, and with other staff at Tiffin, many of whom are engaged in sport. You will be involved in supervising and coaching sport during timetabled Games lessons, and taking other sessions. You will also manage and coach a sports team. This post is important as we seek to build further upon our already strong sports provision and make maximum use of our brand new gym and fitness studio facilities that opened in June 2020. It is a part time post, but other work at the School is also be available to complement this post. Please see the job description for more details.

### Tiffin School:

#### Introduction and Background

Tiffin School is a boys' selective state school of over 1,400 pupils with a mixed Sixth Form, located in the centre of Kingston upon Thames. Its origins date back to 1638, and it has occupied its current site in the heart of Kingston since 1929. Today, Tiffin School is one of the leading state schools in the country, educating pupils from Kingston and its surrounding areas in South West London. The School attracts pupils from a wide range of diverse backgrounds, and is judged to be outstanding by Ofsted.



The School is highly acclaimed for its ethos of combining the outstanding academic achievement of a traditional grammar school environment, with a wide offering of activities particularly in sport and the performing and creative arts. Rugby, cross-country, rowing, basketball, football, badminton, cricket and tennis all thrive, and regular Saturday fixtures are held at our sports grounds at Hampton Court. This is captured in the School's vision statement "Inspiring students to engage, aspire and excel."

### Sport at Tiffin School

At Tiffin, all students are encouraged to participate in competitive sport and are provided with an increasingly varied range of opportunities to do so. There is wide participation and the top teams in each sport are coached by a team of experts.

Tiffin boasts outstanding sporting facilities. Onsite the Sports Centre has recently been expanded and includes a large Sports hall that can accommodate basketball and up to 6 badminton courts. The dance studio hosts dance but also houses 10 table tennis tables. A large weights and conditioning room and two further fitness studios have recently been completed. This sits alongside the School field, the MUGA and 8

cricket nets. The school's sports grounds are a short bus journey away near Hampton Court and consist of 46 acres of grounds in a beautiful setting providing 10 rugby/football pitches turning to cricket in the Summer. The Canbury boathouse is 15 minutes walk from the school and houses more than 25 racing rowing boats. Other local facilities that are used on a regular basis include New Malden Tennis Club, The Weir Archer Athletics Center and the Kingfisher Swimming Pool.



The major sports at Tiffin are rugby union and cricket - and the school has fielded as many as 18 rugby teams and 12 cricket teams on some weekends. From Year 9 upwards students have the option to row all year round and the school competes in local and national events. In the Winter the school also fields cross-country, basketball and badminton teams at all age groups and in the Summer there are tennis and athletics teams. 2022 saw the reintroduction of a competitive football season with competitive fixtures being played from mid-February until early April. In addition netball, table tennis and swimming are played competitively at Tiffin.

### **Tiffin's Location: Kingston upon Thames**

The School's Kingston town site provides all of its teaching and learning facilities and some sports facilities. The School is also very fortunate to have its extensive playing fields in Hampton Court, where sport is played every afternoon, and at weekends, and its own boathouse in Kingston. Our sports ground is beautifully situated with the River Thames and Hampton Court Palace very close by.



### **School Facilities**

The School has very good facilities which have been developed over the years. The centre of the School is arranged around a garden that has the original 1929 building matched with the award winning, Learning and Resources Centre (LRC) built in 2004. The six main buildings which make up the site, together provide extensive facilities such as twelve fully equipped science laboratories, three art rooms and a drama studio. There is a large hall for assemblies which is also used for public performances, as well as a separate Sports Centre. The School is continuing to follow its master plan for the development of the site, and a fantastic new 2-storey building was opened in 2018 to house a dining hall and 5 more classrooms, and a new Sixth Form area was opening alongside this. An extension to the Sports Centre is being constructed from Easter 2019.

The School site in Kingston contains our all-weather floodlit artificial pitch (see below). In addition, our playing fields at Hampton Court provide extensive playing facilities for rugby, cricket, cross country and football, and our boathouse, which we run in partnership with Kingston Rowing Club, is by the Thames near the centre of Kingston. We are most fortunate to have such facilities available that allow us to provide a range of sporting opportunities for our students and also provide a source of funding through third party lettings in the evenings and at weekends.

## Professional Development

Tiffin invests in its staff through both internal and external professional development. Yet we also give a trust to our staff, as professionals, to carry out their job with the minimum bureaucracy necessary. All staff undergo induction. In all aspects of the support and administrative life of the School, Tiffin is fortunate to have a dedicated and committed support staff that allow the School to operate in such an effective way.



## Staff and their Welfare

There are at present about 70 teaching staff and 40 non-teaching staff at Tiffin. The School is a most friendly place to work, and there is an excellent and vibrant mix of both experienced and newer staff. It is a place where young staff can learn and progress, or older staff can hone their talents. There is a very good camaraderie among the staff, helped by the socials and events which are organised. Welfare of staff is a key concern of the management. We have our own salary scales which reflect the local government scales for Outer London, and non-teaching staff are able to join the Local Government Pension Scheme. Where the type of work requires it, uniform and Personal Protective Equipment will be made available.

## Safeguarding of Children

REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) ORDER 1974 (AS AMENDED IN 2013)

Tiffin School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post you are applying for is subject to an order under Section 4(4) of the Rehabilitation of Offenders Act 1974. Applicants must therefore provide information about all: convictions, cautions, warnings, reprimands, binding over or other orders, pending prosecutions, criminal investigations that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

## Equal Opportunities

Tiffin School is an equal opportunities employer and its policies, including the need to guard against false assumptions based on an applicant's sex, race, colour, nationality, ethnic or national origins, disability, religion, age, marital status, working pattern, sexual orientation or gender reassignment, are followed at all stages of the selection procedure.

## How to apply

Please access our website, ([www.tiffinschool.co.uk](http://www.tiffinschool.co.uk)), for an application form to complete and return by email to Liz Scott at [vacancies@tiffin.kingston.sch.uk](mailto:vacancies@tiffin.kingston.sch.uk), by the closing date of noon on 23<sup>rd</sup> May 2022.



# Tiffin School Sports Assistant Job Description

**Job Purpose:** This role is intended to support high standards in sport at Tiffin School and a wide participation in a variety of sports, both curricular and co-curricular.

**Reporting to:** Director of Sport

## **Hours:**

The post is part time, 19 hours per week, during school term time only.

12:20-15:40 (3 days per week) 12:20-16:50 (2 days per week).

The role could be combined with the role of sports centre duty manager (perhaps 11.5 hours per week, 16:50-22:30 on two evenings per week) and/or cover supervisor (with work on some weekday mornings, during school term time only)

## **Salary:**

Pro rata £9,386 (£17,784 FTE) Sports Assistant role only

Pro rata £15,665 (£18,490 FTE) if the role is combined with Sports Centre Duty Manager

Fixed Term contract: 31 August 2022 to 14 July 2023

## **Key Responsibilities:**

### **Sports Coaching and Supervision**

- To teach a group during timetabled games lessons (usually at the school playing fields, Grist) from 13:45 to 15:30 every afternoon.
- To supervise and/or coach extra curricular sports training sessions (in a variety of sports, venues and age groups dependent on the session):
  - From 12.20 until 13:45 every lunchtime.
  - From 15:30 to 16:50 on two afternoons per week (subject to change).
- To supervise, transport to sporting activities.
- Manage and coach a school team including administration related to selection, reporting and pupil welfare (likely to include a rugby team in the winter and a cricket team in the Summer) - this will include a commitment to supervise teams on Saturday mornings. (payment for Saturdays is in addition to regular salary)
- Liaising with PE staff, teachers, external coaches who teach Games and extra-curricular clubs and participate in departmental meetings.
- Taking responsibility for personal professional development including completing required training courses.
- Undertake other reasonable duties related to the job purpose required from time to time.

# Tiffin School Sports Assistant Person Specification

	<b>Essential</b>	<b>Desirable</b>
Qualifications	Reasonable level of literacy and numeracy Fluent English speaking	GCSE level education, including English and Maths
Experience	Working in a team environment.	Experience of dealing with members of the public
Skills, knowledge and aptitude	<p>Candidates must have:</p> <ul style="list-style-type: none"> <li>• High expectations which inspire, motivate and challenge pupils</li> <li>• High personal and professional standards</li> <li>• A keen interest in sport</li> <li>• The ability to plan and run well-structured training sessions</li> <li>• Good time management and organisation</li> <li>• Initiative and enthusiasm</li> <li>• A sense of humour and perspective</li> <li>• Effective interpersonal skills</li> </ul>	<p>Candidates are desired but not required to have:</p> <ul style="list-style-type: none"> <li>• Experience coaching rugby or cricket</li> <li>• An inclination to go above and beyond what is required</li> </ul>